

# Luther Memorial School

## *Family Handbook*



*Updated for the 2011-12 Academic Year*

*1301 Robin Hood Road  
Richmond, Virginia 23227*

*[www.luthermemorial.com](http://www.luthermemorial.com)*

## Table of Contents

	<i>Page</i>
Mission Statement.....	1
<b>Philosophy of Luther Memorial School.....</b>	<b>1</b>
Statement of Belief.....	1
<b>Origin and Purpose of Lutheran Schools.....</b>	<b>3</b>
History of Luther Memorial School.....	3
Christian Nurture.....	3
Organization and Administration of Luther Memorial School.....	3
Accreditation.....	4
<b>School Programs and Services.....</b>	<b>5</b>
Curriculum.....	5
Physical Education.....	6
Computer and Technology.....	6
Foreign Language.....	6
Art and Music.....	7
School Calendar.....	7
Daily Schedule.....	7
<b>Educational Essentials.....</b>	<b>9</b>
Textbooks.....	9
Homework.....	9
Homework for Absentees.....	9
Pass/Fail and Retention Policy.....	9
Library.....	9
Accelerated Reader.....	10
Field Trips.....	10
<b>Curriculum Enhancements.....</b>	<b>11</b>
Chapel Services.....	11
Christmas Program.....	11
Spelling Bee.....	11
National/International Festival.....	11
National Lutheran Schools Week.....	11
Grandparents' Day.....	11
Spring Musical.....	11
Field Day.....	12
Graduation Banquet.....	12
Baccalaureate Service and Graduation Ceremonies.....	12
Yearbook.....	12
Sports Program.....	12
Christian Citizenship Award.....	13

	<i>Page</i>
<b>Services Available to School Families.....</b>	<b>15</b>
Extended Day.....	15
Morning.....	15
Afternoon.....	15
Pre-kindergarten/Extended Day Program.....	15
Sign-In / Sign-Out Sheets.....	15
After-School Activities.....	16
Late Fees.....	16
Income Tax Information.....	16
Lunch Program.....	16
Food Allergies and Limitations.....	16
Health Requirements.....	17
Health and Medical Services.....	17
Medicines.....	17
Sick Students.....	18
<b>Important Parent Responsibilities.....</b>	<b>19</b>
School Attendance.....	19
Outstanding Attendance Award.....	19
Safety.....	19
School Evacuation Safety.....	19
Transportation Safety.....	19
Pre-kindergarten Pick-up.....	20
Kindergarten through Grade 8 Pick-ups.....	20
Parking.....	20
Students Who Walk or Ride Bikes.....	20
Building Safety.....	20
Custody/Guardianship Policies.....	21
Alternate Student Pick-Up.....	21
Dress Code.....	21
Chapel.....	22
Dress Standard Enforcement.....	22
Discipline.....	23
<b>Enrollment, Tuition, and Special Fees.....</b>	<b>25</b>
Kindergarten through Grade 8.....	25
Enrollment.....	25
Tuition.....	25
Pre-kindergarten.....	25
Enrollment.....	25
Pre-kindergarten/Extended Day Tuition.....	26
Past Due Accounts.....	26
Summer Programs.....	26
<b>School Policy.....</b>	<b>27</b>
Academic Evaluations.....	27
Honor Roll.....	27
Standardized Testing.....	27
Parent-Teacher Conference.....	27

	<i>Page</i>
Student Records.....	28
Code of Conduct.....	28
Substance Abuse.....	29
Minor Offenses.....	29
Action.....	29
Major Offenses.....	30
Action.....	30
Civility-Conduct of Adults.....	30
Violations.....	31
Communication.....	31
Telephone.....	32
School Closing.....	32
Parties.....	32
Technology Policy.....	32
<b>Parents As Partners.....</b>	<b>35</b>
Parent-Teacher League (PTL).....	35
Fellowship Fair.....	35
Weekly Newsletter.....	35
Room Parents.....	35
Parties/Activities at Home.....	35
Electronics.....	36
Gum and Candy.....	36
Sexual Harassment.....	36
E-mail Policy.....	36
Video Policy.....	37

***Luther Memorial School***

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Richmond, Virginia 23227*

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## **Mission Statement**

Luther Memorial School provides a strong developmental and academic foundation for children in Pre-kindergarten through eighth grade. We foster academic excellence and Christian faith and values in a safe, loving, grace-centered family atmosphere.

## **PHILOSOPHY OF LUTHER MEMORIAL SCHOOL**

### **Statement of Belief**

#### **We believe**

The mission of Luther Memorial School is to fulfill in part the Great Commission of Jesus Christ: “Go and make disciples of all nations. . .” For this purpose, Luther Memorial School was established in 1856 by Bethlehem Lutheran Church;

That Christian education is committed to providing a complete education for God’s children by meeting their spiritual, social, physical, emotional, and academic needs;

That the purpose for Christian education is to teach the Christian faith through instruction in God’s Word and learning to live a Christian life;

That God’s children learn their proper relationship to God and all His creation;

That effective education is provided through quality learning programs that relate the Christian faith to church, home, and school;

That participation in prayer and worship is important in nurturing the spiritual development of children.

### **Purpose**

It is the purpose of Luther Memorial School:

To educate God’s children for their earthly life and prepare them for eternal life;

To provide witness to the gift of salvation through Jesus Christ;

To meet a high academic standard at each grade level;

To provide a comprehensive education addressing spiritual, social, physical, emotional, and academic needs;

To teach the Christian faith from the Lutheran perspective by instruction in God’s Word;

To provide quality and experiential learning programs that relate the Christian faith to our everyday lives;

To foster a positive church, home and school relationship; and

To prepare students for the next academic level.

## **Goals**

To teach children that Jesus is their personal Savior and in Him is eternal life, for He is “the way, and the truth, and the life” (*John 14:6*);

To help the children know God as their Creator, Redeemer, and Sanctifier, as is taught in the Holy Scriptures;

To encourage children to participate faithfully in Church and Sunday School;

To show children that the body is a marvelous gift from God which is to be kept holy, for service to God and the benefit of others;

To help children grow in responsible Christian citizenship;

To develop in children the attitudes of love, respect, concern, and forgiveness in relationship to all people;

To help children attain a more positive self-concept;

To guide the children in the use of social skills which will develop positive relationships;

To help children develop thinking, reasoning, and communication skills;

To provide a quality education that emphasizes proficiency in reading, writing, and mathematics skills while including experiences with new technology;

To encourage the children to develop an appreciation of the beauty of God’s creation – art, poetry, music, aesthetics, and fine arts;

To encourage and strengthen school families; and

To provide the place and environment where children will receive a sound education, as well as receive the gifts of faith, hope, and love. With God’s help and by God’s grace, we will fulfill our mission to preserve and extend the Christian Church.

## **Origin and Purpose of Lutheran Schools**

### **History of Luther Memorial School**

Luther Memorial School began in 1856. The first school, known as Bethlehem Lutheran Day School, was located on Sixth Street, near Clay Street. The school building measured 40 x 17 feet, and was erected at a cost of \$1,280.00. It was dedicated on June 4, 1854, and first used as a school in June 1856. At that time, classes were held two days a week for two hours a day. In September 1856, classes were extended to four days a week for four hours a day. The Pastor was the sole teacher. Monthly tuition was 50 cents for members of Bethlehem Lutheran Church and \$1.00 for non-members. The following year, a full-time teacher was hired, at a salary of \$250.00 per year plus housing.

In March 1924, the school was moved to Grace and Ryland Streets, the present location of the parish house. At this location, the school had two rooms and hired teachers assisted by the Pastor. Eventually the school was expanded to include three rooms on the main floor of the parish house.

In 1956, two acres were purchased at Robin Hood Road and Brookland Parkway, site of the present Luther Memorial School. It was felt that a larger school could more adequately serve the community and be an evangelical arm of the church. The present lower school building was dedicated in 1962 and the annex building was dedicated in 1968. Besides serving families of Bethlehem Lutheran Church, the school serves the entire Lutheran community and the community at large through its curriculum of Christian education.

### **Christian Nurture**

As a Christian school, Luther provides a consistent environment of “faith-in-practice.” Religion is taught daily and practiced moment-by-moment. Prayers are conducted at the beginning and end of each school day, at meal/snack times and on other occasions. Weekly chapel services (*Wednesday at 8:30 a.m.*) allow students, parents and teachers to exercise corporate fellowship and worship.

School families are cordially welcome at all of our congregation’s services and social functions. Bethlehem Lutheran Church, located at Ryland and Grace Streets, offers Sunday worship and Sunday School. Contact the church office (353-4413) for the service schedule.

Parents interested in learning more about the Lutheran faith are welcome to attend Bethlehem’s Adult Information Classes. Please call the church office (353-4413) for information.

Because Luther is both a learning community and a fellowship of Christians, our students learn to integrate their faith, knowledge, and conduct into a God-pleasing whole. When home and school share common values and are mutually respectful, the Christian school experience becomes a convincing life experience.

### **Organization and Administration of Luther Memorial School**

Luther Memorial School, founded in 1856, is operated by Bethlehem Lutheran Foundation, Inc., and is an outreach ministry of Bethlehem Lutheran Church. The Foundation consists of seven directors elected for a one-year term. Both church and school are affiliated with the Lutheran Church-Missouri Synod and operate under the auspices of this

church body. Within this system, schools are autonomous and are administered by their congregations or a foundation.

### **Accreditation**

Luther Memorial School is fully accredited by the National Lutheran Schools Accreditation and the Virginia Council for Private Education. The School Board, administration and faculty regularly evaluate all school programs, curricula, and policies. Through this process, Luther continues to provide excellent academic programs to meet the changing needs of our students.

The Pre-kindergarten and Extended Day Programs operated by Luther are in full compliance with the guidelines of the Commonwealth of Virginia's Department of Social Services. As a religious institution, Luther is exempt from licensure. The Extended Day Director is responsible to ensure that these programs provide Christian nurture, meet licensing standards, and serve the needs of school families.

## SCHOOL PROGRAMS AND SERVICES

### Curriculum

Luther Memorial School is dedicated:

- To the teaching and application of useful knowledge and basic skills;
- To preparing students intellectually and morally for responsible citizenship; and
- To educating the whole student by training his/her mind and his/her hands and bringing his/her heart and soul under the influence of God's Word and will.

To achieve these purposes, the curriculum is equivalent or superior to the requirements of the public school system. A written curriculum based on defined goals and objectives has been established for all grade levels. Teachers are trained and qualified for elementary and middle school instruction and are competent to instruct students in our Christian faith and life through their teaching, example, and experience.

The following is characteristic of our school curriculum:

- The **Pre-kindergarten** program is designed to provide early training through group experiences, discovery centers, circle time, and play. These activities encourage curiosity, promote creativity, and foster self-confidence and socialization. Students are introduced to readiness skills through informal encounters with numbers, letters, nature, community, and books.
- **Kindergarten** is an academically oriented readiness program for the first grade. The student's need to move, verbalize, and play is respected, but emphasis is also placed on growth in ability to concentrate, follow instructions, and understand abstract reasoning. Vocabulary development is emphasized. Scientific and basic mathematical concepts are introduced and reinforced with hands-on activities. The emphasis is always on forming a successful and non-stressful link between pre-kindergarten and primary education.
- **Grades 1 through 8** are designed to prepare students for the next step in their academic careers.

In **grades 1 through 4**, the curriculum takes a more formal instructional approach with gradual increases in the challenge and responsibility given to students. Our curriculum is consistent with area public and private schools. Subjects taught in grades 1 through 4 include:

Religion  
Reading  
Social Studies  
Language Arts  
Mathematics  
Science  
Spelling  
Penmanship

Enrichment Classes:  
*Music*  
*Computer & Technology*  
*Physical Education*  
*Art*  
*Spanish*  
*Library*

In **grades 5 through 8**, Luther capitalizes on the special strengths of our faculty by departmentalizing. Departmentalization offers two advantages.

- The student is taught by a teacher whose field of study and interest lies in the subject area; and

- Experience is gained in changing classes and meeting the expectations of several teachers.

Luther graduates enter high school, either public or private, well prepared academically, emotionally, and socially. Subjects taught in grades 5 through 8 include:

<b><u>5<sup>th</sup> Grade</u></b>		<b><u>6<sup>th</sup> Grade</u></b>	
English	Enrichment:	English	Enrichment:
Literature	<i>Spanish</i>	Literature	<i>Spanish</i>
Mathematics	<i>Art</i>	Mathematics	<i>Art</i>
Social Science	<i>Music</i>	Social Studies	<i>Music</i>
Physical Education	<i>Computer &amp; Technology</i>	Physical Education	<i>Computer</i>
Religion	<i>Library</i>	Religion	<i>Writing</i>
Science	<i>Writing &amp; Study Skills</i>	Earth Science	<i>Library</i>

  

<b><u>7<sup>th</sup> Grade</u></b>		<b><u>8<sup>th</sup> Grade</u></b>	
English	Enrichment:	English	Spanish I
Mathematics	<i>Writing</i>	Mathematics	Enrichment:
( <i>Pre-algebra or Math 7</i> )	<i>Computer &amp; Technology</i>	( <i>Algebra I or Foundations of Algebra</i> )	<i>Art</i>
Life Science	<i>Art</i>		<i>Computer</i>
U.S. History	<i>Spanish</i>		<i>Writing</i>
Religion	<i>Health</i>	Physical Science	
Physical Education		U.S. History	
		Religion	
		Physical Education/ Health	

## **Physical Education**

Luther offers a varied physical education program for all students in grades K through 8. The curriculum has been designed to meet the needs of each age level. Uniform gym attire is required for students in grades 5 through 8. The cost of the uniform is included in the class activity fee to be paid prior to the beginning of school. Gym uniforms may be picked up upon payment. Additional attire is available for separate purchase. Participation in physical education is mandatory except for medical reasons.

## **Computer and Technology**

Luther Memorial has a structured technology curriculum that focuses on seven individual modules of computing skills: word processing, spreadsheets, databases, multimedia presentations, graphic design, desktop publishing, and keyboarding. This curriculum is endorsed by the University of Richmond and Boston College. It endeavors to incorporate regular classroom topics into the technology curriculum. Computer units focus on science, social studies, and language arts topics. In addition, emphasis is placed on Internet use as a valuable reference tool. Every student at Luther, in Kindergarten through eighth grade, visits the computer lab once a week. The curriculum is structured so that the difficulty and expectations increase by grade level.

## **Foreign Language**

Spanish I is offered as a high school credit class in the eighth grade. In the seventh grade, students are introduced to Spanish in an exploratory class. In grades Kindergarten-sixth, Spanish and Spanish culture are taught once a week in an enrichment class.

## **Art and Music**

Instruction in Art (*K-8<sup>th</sup>*) and Music (*PK-6<sup>th</sup>*) is offered weekly by associate teachers.

## **School Calendar**

In accordance with Commonwealth of Virginia guidelines, our school calendar has a minimum of 180 days each year. A provision is made annually by the administration for time lost due to inclement weather.

For our school staff, time immediately before and after school is set aside for lesson planning and faculty meetings. Outside entrances and classroom doors will be opened at 8:00 a.m. **Students arriving before 8:00 a.m. must be “signed-in” to our Extended Day program.** Morning Extended Day meets in the gym. Students will be allowed only in the gym until 8:00 a.m. when classroom doors will be opened. Dismissal and pick-up time is 3:00-3:15 p.m. All students remaining after 3:15 p.m. will be escorted and “signed-in” to the Extended Day program. Charges will be assessed at that time.

During school hours, the campus will be locked down. Students arriving after 8:30 a.m. should come in through the front doors.

## **Daily Schedule**

7:00 a.m.	School opens for hourly Extended Day
7:50 a.m.	Teachers in classrooms
8:00 a.m.	Students report to classrooms
8:10 a.m.	School begins – All students expected in classroom
8:20 a.m.	Students reporting after this time will be marked “Tardy”
10:55 a.m.	Lunch for grades K through 4 <sup>th</sup>
11:50 a.m.	Lunch for grades 5 <sup>th</sup> through 8 <sup>th</sup>
12-noon	School day ends for Pre-kindergarten; Extended Day begins
3:00 p.m.	School day ends for grades K through 8 <sup>th</sup> ; Extended Day begins
5:45 p.m.	Extended Day closes



## **EDUCATIONAL ESSENTIALS**

### **Textbooks**

All textbooks used during the school year are the property of Luther Memorial School. Each book is examined periodically, and a charge is assessed for undue wear and tear or abuse of a book. To prevent undue wear and tear, book covers must be kept on hard cover books at all times. All textbooks must be returned when a student leaves school in order for records to be transferred. Lost or damaged books must be paid for before report cards, test scores, or transcripts will be released.

### **Homework**

Homework is assigned by all teachers on a daily basis. Although many assignments are completed during the school day, homework teaches responsible study habits, reinforces lessons, and strengthens skills. Frequency, length, and difficulty of assignments will increase with progression through the grades. In the lower grades, special reports may be assigned. In the upper grades, long-term projects and research papers will be assigned. Questions about homework assignments should be addressed to the student's teacher.

### **Homework for Absentees**

Students who have been absent for any reason are required to make up homework and class work missed during the absence. Students are given two school days for each day of absence to make up missed assignments. The assigning teacher must approve any further extension.

In grades 4<sup>th</sup> through 8<sup>th</sup>, it is the student's responsibility to find out and receive make-up homework. Parents who wish to pick up homework during their child's absence may do so by calling the school office prior to 10:00 a.m. and leaving a request for homework with the student's teacher(s). Assignments may be picked up at the end of the school day in the school office.

### **Pass/Fail and Retention Policy**

Students failing two or more core subjects (*Math, English/Reading, Social Studies or Science*) will be required to repeat the grade. If a student fails either Math or English/Reading, he/she will be required to attend an accredited Summer School program in that subject area and pass with a grade of "C" or above. Re-enrollment at LMS for students in either of these circumstances is conditional and will be dealt with on a case-by-case basis. Re-enrollment is also conditional for students with an overall poor academic performance in core and enrichment subjects.

### **Library**

The library is open for use by all students enrolled in the school. Younger students come to the library weekly for "Story Time" and receive help in selecting books. As students mature, the basis of library organization and study/research skills are introduced. At least weekly, each class has a library period where they are introduced to new books and given the opportunity to borrow materials for home use. Teachers may also request additional library time to teach/practice library skills. Students are allowed to come to the library for research projects that require library materials. The students are responsible for all books checked out in their name and will be charged for any lost or severely damaged books.

Luther's library is fully computerized. The "check-out/check-in" process for books and the card catalog are computerized. Computers with Internet access are available for students to do research and writing.

### **Accelerated Reader**

At Luther Memorial School, we take reading seriously. As a result, we have an active Accelerated Reader program for grades 1 through 8. Students may read specifically marked books, take tests on the computer, and earn points toward rewards. The rewards include material items, such as colorful pencils or key chains, as well as special privileges, such as free time on the library computers or a chance to help the librarian design a bulletin board or a door decoration. Our goal is to turn students into life-long readers.

### **Field Trips**

Field trips are considered part of the curriculum at Luther Memorial School and are designed to contribute directly to teaching. Students and parents will be notified well in advance of any scheduled field trip. **Permission slips** are required for **ALL** students for **EVERY** field trip. Parents of students who have chronic conditions or serious allergies that require medicine to be carried on such trips must add a reminder to each permission slip. Parents of pre-kindergarteners **MUST provide** a legally acceptable car seat unless bus transportation is used.

Students in grades 1 through 8 may take a maximum of three (3) field trips which are academic in nature. For trips within 12 miles of the school not involving travel on an interstate highway, students may be transported in passenger cars equipped with seat belts for each student and driver. For trips over 12 miles or involving travel on an interstate highway, students in all grades will travel only on buses under the supervision of teachers and parents with a ratio of one adult per five students for grades K through 8 and one adult per three students for pre-kindergarten.

Parents are encouraged to participate in field trips as drivers and chaperones. **Siblings are not permitted to accompany Luther Memorial School classes on field trips.**

## **CURRICULUM ENHANCEMENTS**

### **Chapel Services**

Chapel services are held every Wednesday morning from 8:30 – 9:00 a.m. Appropriate dress is expected. Bethlehem Lutheran Church's pastor or visiting clergy will lead the services. During the school year, each grade leads one of the chapel services. Parents and friends of Luther are welcome.

### **Christmas Program**

Each year students will celebrate the birth of their Savior by presenting a program of "Lessons and Carols" at Bethlehem Lutheran church. This is always a beautiful and inspirational service and prepares us for the Christmas celebration. Students are expected to participate in this service.

### **Spelling Bee**

Academic competition is a health outgrowth of a strong academic program. The school spelling bee fosters pride in personal and school achievement. Students from each class are chosen to compete in the championship. The championship consists of three divisions:

*Grades 1 and 2 compete in Division C;  
Grades 3 and 4 compete in Division B; and  
Grades 5 through 8 compete in Division A.*

Parents and friends are welcome to attend! The winner in Division A competes in the private school regional competition.

### **National/International Expo**

The National/International Festival is the culmination of much work by PK-8<sup>th</sup> graders. Pre-kindergarten through grade 4 complete an in-depth study of states within the U.S. or foreign countries. Students in grades 5 through 8 showcase their work from multiple disciplines and academic subjects. Families are invited to enjoy a presentation of the students' creative writing, art, music, and food.

### **National Lutheran Schools Week**

National Lutheran Schools Week is celebrated in early March reflecting on ways God touches our students and families through our Lutheran schools. Activities during this week include a special chapel program, "National/International Expo Night", church worship and other activities.

### **Grandparents' Day**

Grandparents' Day is held annually in the spring. Grandparents are invited to enjoy breakfast, attend a special chapel program, and then participate in morning classes with their grandchildren. Teachers often seek to involve grandparents in the classroom in creative ways.

### **Spring Musical**

The Spring Musical is held in conjunction with the May Parent-Teacher League meeting. The Spring Musical is presented by students in kindergarten through grade 6.

## **Field Day**

Field Day is held in May. All students participate in this event as it promotes physical activity, sportsmanship, and team spirit. Parents are encouraged to help staff events for students and to play in the parent-teacher volleyball game that culminates the day's activities.

## **Graduation Banquet**

The Graduation Banquet is held each year in honor of the eighth grade students. The banquet is an evening to celebrate those students' years at Luther Memorial School and includes a dinner and dance. Traditionally, the seventh grade parents prepare and students serve the banquet, and they also decorate for this occasion. The students in grades 7 and 8, their parents, and members of the Foundation, School Board, faculty, and PTL Board are invited as guests.

## **Baccalaureate Service and Graduation Ceremonies**

Luther Memorial School's graduating class holds its Baccalaureate Service and Graduation ceremonies at Bethlehem Lutheran Church, 1100 West Grace Street. Everyone is invited to attend this special service of worship and graduation.

## **Yearbook**

The yearbook features the students, teachers and activities of all grade levels throughout the year. Individual pictures for the school yearbook are usually taken shortly after school starts in the Fall.

## **Sports Program**

Luther Memorial School's Sports Program provides important and valuable activities enjoyed by our students and their families. The Sports Program helps build community and school spirit. The foundation of our Sports Program is that each student can be a participating member of Luther's sports teams. For many students, playing on a sports team is an experience they would not have at any other school. The pride and self-esteem built can last a lifetime.

Soccer is offered in fall and spring for both boys and girls. In winter, upper grade boys and girls may participate in basketball and cheerleading.

Students are expected to meet certain standards set by the school and always be good Christian representatives of Luther. An overall grade average of C or better must be maintained to participate in any sport. Eligibility is established (*and re-established*) based on grades as the end of each nine-week grading period.

Transportation of students to all scheduled games is the responsibility of parents. If the student must be transported by another parent, written permission must be in the school office by the morning of the game day. The school will not accept verbal permission for transportation. Teachers will not transport students to or from any game. Students returning to Luther after a game must be picked-up by their parents or go to Extended Day. Extended Day closes at 5:45 p.m. After that time, no staff members will be able to assume responsibility for a child.

### **Christian Citizenship Award**

The faculty and administration will select one student per grade (*grades K-8*) for this annual award based on the following criteria:

- Respect – *tolerance, courtesy, and acceptance of authority, people, ideas, and property.*
- Responsibility – *accountability for actions, stewardship of God's gifts, self-reliance, and good citizenship.*
- Compassion – *acts of kindness, sharing, caring, empathy, service, and love.*
- Integrity – *honest, loyal, just, fair, and impartial actions and responses.*
- Reverence – *a deep spiritual respect for God and all that is His.*

The award will be an engraved plaque presented at the annual awards ceremony in June.



## **SERVICES AVAILABLE TO SCHOOL FAMILIES**

### **Extended Day**

The purpose of the Extended Day Program is to provide nurture, exercise, structured activities, and social interactions that balance the quiet routine of a school day. Outdoor play, games, crafts, story telling, and quiet activities are scheduled. Structured quiet time is provided for homework and reading.

#### **Morning**

Morning Extended Day begins at 7:00 a.m. and is a requirement for all students who arrive at school before 8:00 a.m. Students arriving between 7:50 a.m. and 8:00 a.m. should report to the gym; however, they will not be charged for Morning Extended Day. All students stay in the gymnasium under the supervision of Extended Day staff. At 8:00 a.m., students in grades 1 through 8 are excused to go to their classrooms. Students in Pre-kindergarten are escorted to their classrooms by the extended day staff.

#### **Afternoon**

Afternoon Extended Day begins at 12:00 p.m. for Pre-kindergarten and 3:00 p.m. for grades K through 8. Extended day for all students ends **promptly at 5:45 p.m.** A late fee will be assessed for parents arriving after 5:45 p.m.

Pre-kindergarten students have lunch, nap time, structured activities, snacks, and free play time. Students in grades K through 8 are given snacks and participate in staff-supervised structured activities, study time, and free play. Afternoon snack for students in grades K through 8 will be served only from 3:00 p.m. – 3:15 p.m. Students enrolling in Extended Day after 3:15 p.m. will not receive a snack.

Parents using the Extended Day program may choose weekly or hourly charges. Weekly Extended Day is charged for the year at the beginning of the school year. Hourly Extended Day charges for the month are charged at the beginning of each month.

### **Pre-kindergarten/Extended Day Program**

The Pre-kindergarten/Extended Day Program includes Morning and Afternoon Extended Day, morning and afternoon snacks, and lunch. Pre-kindergarten students not enrolled in the Pre-kindergarten/Extended Day Program are charged hourly for Extended Day used. Lunch may be purchased separately or brought from home. It is not included in the hourly charges.

Changes from Pre-kindergarten only to Pre-kindergarten/Extended Day (*or vice-versa*) may be made only before school begins in September or before the second semester begins in January.

### **Sign-In / Sign-Out Sheets**

The time your child enters Extended Day is recorded on attendance sheets by the Extended Day staff. When your child is picked up from Extended Day, **you must sign-out your child with the correct time and your initials on the attendance sheet. Extended Day staff are not authorized to sign out a child from this program. Failure to sign-out**

**your child will result in charges being assessed to 5:45 p.m.** Disputes regarding the correct time will be settled by a call to the Verizon official time service.

### **After-School Activities**

A variety of after-school activities such as gymnastics, music lessons, theater, dance, etc., are offered through the afternoon Extended Day Program. **Extended Day charges will not be assessed during the time your child is attending an “after school activity.”**

### **Late Fees**

A late fee will be assessed each time a parent fails to pick-up a child by 5:45 p.m. **The fee is \$25.00 for each 15-minute period, or any part thereof, beyond 5:45 p.m. (school office time). Extended Day staff will advise the parents of the assessment of a late fee. The fee will be collected at that time. Extenuating circumstances occasionally prohibit immediate payment of a late fee. In these rare instances, payment must be made by the close of the following day. Students will not be permitted to attend Extended Day until the late fee is paid.** Excessive or unreasonable abuse of the Extended Day Program may result in loss of Extended Day privileges.

**After 6:45 p.m., and when all reasonable attempts to contact a parent or authorized pick-up person have failed, students will be delivered to the custody of Child Protective Services.**

### **Income Tax Information**

Each month you will be provided with a bill listing all Extended Day charges. For Federal Income Tax purposes, it is the parent's responsibility to keep these records. **A \$25.00 fee will be assessed for an additional itemized list of these charges.**

### **Lunch Program**

Luther Memorial School offers a variety of hot, nutritious meals at economical prices. Menus are included in the “Weekly Newsletter” at the beginning of each month and available on our website. Meals include one half-pint of milk. Milk may be purchased for those students who choose to pack lunch. Students who do not bring a lunch must purchase lunch at school. Ice cream may be purchased by students in grades K through 8. **Carbonated beverages and/or beverages in glass containers are not permitted at school.**

The lunch program is sponsored in part by the USDA, which enables moderate prices to be maintained. Families in certain income brackets may be eligible for free or reduced lunches. Applications for participation in this program are enclosed in the orientation packets. **The USDA prohibits discrimination in all of its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation or marital and family status. Persons with disabilities who require alternative means of communication (Braille, large print, audio cassette) should contact USDA's Target Center at 202-720-2600. To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410.**

### **Food Allergies and Limitations**

If your child has allergies or if you place limitations of any kind on your child's diet, **it is essential that you identify in writing (on the emergency cards and to the teacher and**

*Extended Day staff) **which foods are not allowed.*** This is necessary even if you supply your child's food, as there may be occasions such as class parties when other foods are offered.

It is also vital for your child to know and understand what his/her food limitations are and why they exist. If there is any chance of a severe allergic reaction, the school must have a signed medical order from your child's physician describing what actions should be taken. Please read the section entitled "Health and Medical Services" for further information.

## **Health Requirements**

The beginning of school is a great experience for students, and we want each student to have a good start. A student who does not hear or see well or who needs the attention of a physician for other reasons does not have the same chance for school success as other students. Therefore, please take your child to a physician for a complete checkup prior to enrollment. The required Commonwealth of Virginia green immunization form must be on file for all students prior to enrollment. Copies of the form may be obtained from the school office for your physician to complete. **Only those students with this form on file will be allowed to attend classes. Evidence of a second MMR vaccine is required for students entering grade 6.**

## **Health and Medical Services**

Luther is unable to provide the services of a school nurse. Parents need to recognize that although we will do our utmost to provide care as needed, our staff is not medically trained or qualified. Written parental authorization is required for the administration of all medicines (*prescription and over the counter*).

### **Medicines**

In order for ANY medication (*prescription or over the counter*) to be administered at school, parents must do all of the following:

- Submit a "Medication Request" form, including all necessary information, acknowledgements, and authorizations.
- Administer the medication at least once at home without any adverse effects and acquaint the child thoroughly with the nature, use, appearance and dosage of the medicine.
- Provide the medicine in its original container and with specific instructions to the school office so that the office staff may administer it. Your pharmacist will provide you with an extra bottle at your request.
- Provide updated information and refills of the medication according to need, and expiration date.
- All medication remaining in the office at the end of the school year will be discarded.
- Parents must deliver and pick up medication. **Do not** send your child's medication in backpacks or lunch boxes.

Please note that it is the responsibility of parents to see that medicines are treated and administered safely. Copies of the "Medication Request" form are included in the orientation packet and are available in the school office. Please request additional forms immediately if your child has a chronic or frequently recurring medical condition.

## **Sick Students**

Any student showing symptoms of illness (*fever, persistent coughing, chills or pain*) should stay home and not return to school until recovery is complete and the student is fever free for **24 hours**.

Luther is capable of responding to minor injuries or ailments that may occur during school hours. Students who become ill at school will be permitted to rest in the office until a parent or authorized caregiver can be contacted. If a student has a fever of 99 to 99.9 degrees, pick-up will be at the discretion of the parent. **Any student with a fever 100 degrees or higher, or who has vomiting, diarrhea, or a contagious condition such as head lice or pink eye (conjunctivitis) must be picked-up immediately.**

Every student is entitled to prompt and compassionate care in the event of illness or injury. In order for us to administer aid to your child, **it is essential that we know how to contact you or someone authorized by you during school and Extended Day hours.** Therefore, each student must have two (2) copies of the rolodex and yellow emergency cards on file in the school office by the first day of school.

Students returning to school after an illness must bring a signed explanation from the parent and/or physician. For some communicable diseases or absences of prolonged duration, a note from the physician is required.

## **IMPORTANT PARENT RESPONSIBILITIES**

### **School Attendance**

Parents are expected to cooperate with the school by assuring daily attendance at school. A written excuse, signed by a parent, stating the reason for absence from school must be sent to the homeroom teacher immediately upon the student's return to school.

Any student arriving late to school must be signed in by a parent in the school office. Tardiness is distracting and disruptive to teachers and classmates. Please make every effort to ensure prompt daily arrival for classes. Excessive or unreasonable tardiness may lead to a conference between the parents and the principal.

If an early dismissal from school is necessary, a written note signed by a parent must be sent to the homeroom teacher on the day such early dismissal is requested. Parents arriving to pick-up a student for early dismissal must come to the office first to sign the student out. Parents are encouraged to schedule a student's medical, dental or other appointments after school hours whenever possible.

### **Outstanding Attendance Award**

Students are eligible for an outstanding attendance award if he/she has two or fewer absences and six or fewer tardies during the school year.

### **Safety**

The administration, out of concern for the health and well-being of our students, has developed a School Safety Plan. This plan includes policies and procedures which maximize the school's ability to provide protection in the least restrictive atmosphere. Assistance and support by parents is vital.

### **School Evacuation Safety**

If it becomes necessary to evacuate the school building, Luther has an agreement with Children's Hospital, 2924 Brook Rd, to accommodate our students and staff. Parents will be notified by phone or public announcement for pick-up procedures.

### **Transportation Safety**

The City of Richmond **prohibits making a right turn from Brookland Parkway into the school driveway**. This procedure is extremely unsafe, due to the presence of traffic merging onto Brookland Parkway from Robin Hood Rd. **Please do not attempt to make this turn.**

The alley (*at the back of the school*) is a public road and is the property of the City of Richmond. For the safety of our students, we ask that parents consider the school parking lot and alley as a **one-way** road with the entrance being on the east side of Luther and the exit on the west side by the playground. The school driveway and alley are very busy during peak traffic hours and your cooperation is greatly appreciated in following the procedures listed below:

### **Pre-kindergarten Pick-up at Noon**

Students enrolled in Pre-kindergarten will be picked-up by the parent at the pre-kindergarten classroom. Please enter through the front entrance.

### **Kindergarten through Grade 8 Pick-up at 3:00 p.m.**

Students in Kindergarten through grade 8 are to be picked-up from the upper patio at the rear of the school. Remain in your car in the line of traffic while awaiting your child. **Do not park in the area directly adjacent to the patio marked with "No Parking" signs.** This area must be kept unobstructed to permit safe loading and unloading of students. If it is necessary to get out of your car, pull into one of the angle parking spaces along the lower grade building, so as not to impede the flow of traffic. Please do not double park in the alleyway. If the first car in line has not left by 3:05 p.m., the driver will be asked to park his/her car so as not to delay parents next in line.

If you come into the school to pick up your child, please wait in the hallway for school to dismiss. We ask that you not interrupt classes by entering the classrooms or library.

### **Parking**

Employees park on the backside of the school. This leaves ample spaces for parents/visitors in the main lot. If you desire to walk your child into school in the morning, please park in a designated parking space. If you wish to drop your child off in the morning, please do so near the building on the right or in the back of the school. Please **avoid parking your car in the drop-off lane** as this leads to dangerous conditions when others try to maneuver around your vehicle.

Remember that the alleyway is the property of the City of Richmond, and parking is prohibited as the alley is used for emergency vehicle access.

**AT ALL TIMES, PLEASE BE PATIENT, COURTEOUS, AND DRIVE SLOWLY!!**

### **Students Who Walk or Ride Bikes**

Students who understand the safety requirements may ride bikes or walk to school with written parental consent. **If your child walks or rides a bike to school, written parental consent must be on file in the school office.** A walker-rider permission form is included in the orientation packet. Students may not ride bikes on school property or when crossing the street. Instead, students must dismount and walk their bikes across the street and then walk their bikes to the bike rack on the upper patio. Bikes should be secured with locks during school hours. The school assumes no responsibility for bikes brought on to school grounds. The school strongly urges that any student riding a bike wear a safety helmet.

### **Building Safety**

In order to provide for the security of our students, visitors, guests, repair persons, etc., must report to the school office. A "Visitor's Pass" will be issued and must be worn at all times. Teachers will not allow admittance to their classroom without a "Visitor's Pass." Any visitor not wearing a badge will be escorted to the school office. Parents are required to check

in at the office when planning to spend extended periods of time on campus (*more than 30 minutes*).

Regular fire drills are scheduled throughout the school year. Students are instructed in the emergency evacuation procedure. Everyone in the building must participate in these drills.

During school hours, the campus will be locked down. Arrivals after 8:30 a.m. should come in through the front door.

### **Custody/Guardianship Policies**

Unless given current documentation of judicial custody and/or guardianship orders, Luther must accord full parental privileges to (*and only to*) both biological parents. Parental request, whether verbal or written, is not a legally acceptable basis for denying these privileges to any parent. Denial of parental privileges can be effected only by a court order. Copies must be kept on file in the school office.

### **Alternate Student Pick-Up**

Please note that the only person other than yourself to whom your child will be dismissed will be those listed on your emergency card or Rolodex card kept on file in the school office. If these persons change at anytime throughout the school year, it is your responsibility to keep us informed. Luther **will not** dismiss any student to people who appear and say that you sent them **even if your child knows them**. Any person, other than a custodial parent, whom you authorize to remove your child from our school, must be identified to our staff and office beforehand by written note. **A photo I.D. will be required.** Please do not phone in this information except in an emergency. Please help those who are helping you to understand the importance of the above for your child's safety. All persons signing out a student should understand that delays may occur while authorization for pick-up is being verified. **If there is any doubt about the identity or authorization of the person, Luther will not release your child until we can contact you directly.**

### **Dress Code**

We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. Furthermore, we believe there is a correlation between student dress, grooming, and student behavior and learning. Consequently, our School Board and our faculty insist that each student be dressed in a way that will not hinder the educational process and will promote a positive image among our students.

At Luther we also recognize that our students have an interest in dressing according to their individual tastes. This is acceptable, as long as that taste reflects the basic Christian attitude of respect for others and responsibility for self. The atmosphere of the classroom is affected by the attire worn, and it is important to maintain a classroom atmosphere that is conducive to learning. Accordingly, the Dress Standard for grades 1 through 8 is as follows:

Clothing must be neat, clean and in good repair. Extremes and fads should be avoided. **Tops must cover the midriff even when arms are extended overhead and must be at least three finger widths at the shoulder.**

- Shorts, skirts and dresses must be no more than 6 inches above the knee.

- Undergarments are to be covered at all times.
- Sturdy tennis shoes or other flat shoes are recommended. All shoes and sandals must have a back strap and no greater than a 2.5 inch heal.
- Clothing and jewelry may not have inappropriate advertising or images.
- Clothes that are costly or treasured should not be worn to school where they could be damaged or broken.

## **Chapel**

Additional standards are respected on Chapel days. These are followed for the entire school day.

- Girls should wear a dress, skirt, or dress slacks with a top which meets the Dress Standard.
- Boys should wear slacks which meet the Dress Standard. All boys must wear a dress shirt and tie on Chapel days. Shirts must remain tucked in and ties must stay close to the collar.
- Denim and T-shirts are unacceptable for both girls and boys on Chapel days.

## **Dress Standard Enforcement**

**Students are expected to adhere to the Dress Standard.** Assessments will be made by the homeroom teacher and throughout the day. The student in violation of the Dress Standard will receive the following consequences:

**First violation:** Conference with the principal and note sent home to be signed by a parent or guardian and returned.

**Second violation:** Detention Hall after school.

**Third violation:** Phone call to parent/guardian to bring acceptable clothing to school. Student will remain in the office until appropriate clothing arrives.

A student who continues to violate the Dress Standard will face further disciplinary actions including suspension.

The Principal reserves the right to determine if a student is dressed and groomed appropriately.

During the year, the school sponsors “tag days” on which more casual dress is permitted.

Parents are expected to ensure that their children conform to the requirements of the dress code. The parents of a student who comes to school inappropriately dressed will first be notified in writing of the infraction. They will be asked to sign and return the infraction notice. Subsequent violations will result in a phone call asking parents to bring acceptable clothing to school for the student. Students who continue to dress inappropriately will face disciplinary action including detention, conference with the parents and administrator, and suspension from school.

## **Discipline**

Academic and social harmony depends on a respectful, orderly environment. Such an environment exists when love is the guiding principle for relationships, and self-discipline is viewed as a natural outgrowth of love for God, self, and others. Since parents determine both the atmosphere in which their children are reared at home and the perspective through which school situations are assessed, parents play a major role in school discipline. We ask our parents to understand the purpose and structure of our “Code of Conduct” as well as cooperate with its procedures. **We also ask parents to refrain from making evaluations of others (children and other parents as well as staff members) that may prejudice or confuse a child about someone they respect. When questions or concerns about discipline arise, please speak directly to the person with whom you have a concern.**

Teachers at Luther are responsible for establishing consistent, known, loving, and age-appropriate rules that encourage proper behavior rather than punishing poor behavior. Luther’s administration is responsible for promoting self-discipline by example and by fair and loving supervision of all students and staff. The principal is responsible for establishing procedures for handling discipline violations. This includes careful listening, objective arbitration, and insistence that courtesy and respect be accorded all.

Although most Luther students and parents never experience school discipline problems, it is important that our “Code of Conduct” be read and understood. Parents and students are also asked to signify their willingness to support this “Code” by signing a statement verifying they have read and understand its contents at the beginning of each school year.



## **ENROLLMENT, TUITION, AND SPECIAL FEES**

Unlike many private schools, Luther Memorial School is not heavily endowed. It depends on operating revenues to meet its budget. Therefore, it is crucial that you make prompt remittance of all tuition payments, Extended Day charges, and other fees. Failure to make timely payment on your account may result in the assessment of late fees and dismissal of your child from the school. The school will make reasonable efforts to accommodate special circumstances which interfere with a parent's ability to keep his /her account current, but ultimately the parent or guardian will be held responsible for all charges assessed.

### **Kindergarten through Grade 8**

#### **Enrollment**

Luther Memorial School admits students of every race, color, national or ethnic origin. No students will be denied admittance, nor discriminated against concerning school policies, procedures, scholarship privileges, programs or activities on any of these bases.

For Kindergarten through grade 8, a non-refundable enrollment fee is due with the enrollment contract and payable upon notification of acceptance into the school. A tuition contract must be signed at that time by parents. By signing the enrollment contract, the parent or guardian are responsible for a child's entire tuition.

Enrollment contracts for returning students are issued in the spring. Continued student enrollment is not automatic. At the discretion of the School Board, contracts may be withheld for academic, disciplinary, or financial reasons.

#### **Tuition**

Tuition payments are due and payable in four equal installments on **July 1, September 1, December 1, and March 1**. Monthly payment of tuition is acceptable so long as the entire quarterly amount is paid by the quarterly due date. Tuition payments that do not follow the above schedule must be submitted in writing and approved by the school. **A service charge of \$35.00 will be assessed for all returned checks.** Luther Memorial School accepts payment by VISA and MasterCard.

### **Pre-Kindergarten**

#### **Enrollment**

Luther Memorial School admits students of every race, color, national or ethnic origin. No students will be denied admittance, nor discriminated against, concerning school policies, procedures, scholarship privileges, programs, or activities on any of these bases.

For Pre-kindergarten, a non-refundable enrollment fee of \$100.00 with the enrollment contract is due and payable on notification of acceptance into the school. Pre-kindergarten classes at Luther Memorial School are planned to enable students of pre-school age to learn and grow in a Christian setting.

Classes are held from 8:10 a.m. to 12:00 p.m. Tuition payment is scheduled as follows:

Pre-kindergarten A or B:  
5 days per week program

Payable monthly for  
10 months (*Sept. – June*)

Pre-kindergarten A or B:  
3 days per week program

Payable monthly for  
10 months (*Sept. – June*)

If it becomes necessary to withdraw a child from our Pre-kindergarten program, written notification is required two (2) weeks prior to the expected withdrawal date. Failure to provide written notice will result in the assessment of the weekly fee for those weeks. Monthly fees will not be prorated.

If your child is registered for Extended Day on days when school is not in session, you will be billed at the hourly rate for each hour or part hour that your child is at school.

### **Pre-Kindergarten/Extended Day Tuition**

Pre-kindergarten Extended Day five days per week is payable weekly at the beginning of each week. Each student is allowed a maximum of two weeks' absence from our Pre-kindergarten/Extended Day program (*only*) during the school year. Please inform our Extended Day Director and Pre-kindergarten staff if your child will not attend school. You will be charged for any other full or partial weeks your child is out of school (*vacation, snow days, sick days*).

If it becomes necessary to withdraw a child from our Pre-kindergarten/Extended Day program, written notification is required two (2) weeks prior to the expected withdrawal date. Failure to provide written notice will result in the assessment of the weekly fee for those weeks.

The Pre-kindergarten/Extended Day tuition includes morning and afternoon snacks and hot lunch each day.

### **Past Due Accounts**

If an account is not cleared at the end of the school year, the student's report card, test scores, and transcripts will be held until all due items are received.

### **Summer Programs**

Students enrolled at Luther Memorial School during the regular school year may not participate in the school's Summer Program until all regular session tuition and extended day payments and other outstanding fees are paid in full.

## **SCHOOL POLICY**

The following are condensations of those school policies which are most directly applicable to pupils and parents.

### **Academic Evaluations**

Grading periods are nine-weeks in length. Grading reports provide the student and parent a measurable indication of the student's progress. Grades represent daily performance and test scores in each subject. Interim reports are sent home mid-way through each grading period.

Luther's grading scale for students in grades 1 – 8 is as follows:

95 – 100%	=	A
87 -- 94%	=	B
79 -- 86%	=	C
70 -- 78%	=	D
Below 70%	=	F
Incomplete	=	I

All students are expected to work diligently in each subject area. Both teachers and students have a responsibility to promote good academic achievement. Should you have questions about classroom expectations or your child's responsibilities, please contact your child's classroom teacher.

### **Honor Roll**

The purpose of Honor Roll is to encourage the pursuit of knowledge and to recognize academic excellence and achievement. Students in grades 4 through 8 are eligible. The Honor Roll is divided into first and second honors. Students who receive all A's, with no grade below A-, in a nine-week grading period will receive first honors. Second honors are given to students who receive no grade below a B- for a nine-week grading period.

An Honor Roll student list will be published in the Weekly Bulletin. Students who receive honors for three grading periods will receive recognition at the Awards Assembly. At the end of each grading period, all Honor Roll students will be recognized at chapel.

### **Standardized Testing**

All students in Kindergarten through grade 8 are given the Iowa Test of Basic Skills in the Spring. Students in grades 2, 4, and 6 are also given the Cognitive Abilities Test. Scores become part of the student's file and the results are sent to the parents with the final report card.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled at the end of the first nine-week grading period. Parent-teacher conferences provide an opportunity to discuss your child's progress. If further conferences or communications are desired, please contact your child's teacher. However, we do ask that you explain the reason for your request and allow time for mutually convenient scheduling. Parents and teachers are both asked to treat conferences with respect and confidentiality.

## **Student Records**

Luther maintains a permanent cumulative record for each student. Student records are considered confidential and are known only to the student's teacher(s). Records are released only to parents or to the student's next school unless subpoenaed by a court of law.

## **Code of Conduct**

Luther Memorial's "Code of Conduct" and policy are based on the Scriptural admonition that we should, "*Train up a child in the way he should go and when he is old, he will not depart from it*" –Proverbs 22:6.

The purpose of this "Code" is to establish clear guidelines that encourage and require all members of the Luther Memorial School community to conduct themselves in a proper and respectful manner at all times. All elements of this "Code" apply to all school functions.

At Luther Memorial School we believe that we (*the school*) should maintain an environment in which students are able to enjoy and achieve an optimal learning experience. An atmosphere of mutual respect in the teaching and learning process will provide for intellectual, physical, emotional and social growth and will complement the moral and spiritual needs of the student. It shall be the primary responsibility of every person on school property or attending a school-sponsored function to maintain a climate of mutual respect and trust in order that the dignity of the individual is protected. Students, parents, administrators, teachers, and all other staff members are responsible for maintaining a school environment in which educational programs can prosper and extracurricular activities can be provided for the benefit of all participants. It is necessary that the school and the parents work closely together to accomplish this worthy goal.

All persons, while on school property or under the supervision of a school authority, are expected to uphold all laws, rules and regulations established by the School Board. Failure to uphold the following will result in disciplinary action:

- **Bullying/Harassment/Intimidation:** Any actions intended to threaten, intimidate, harass, or demean another person are prohibited.
- **Dishonesty:** Honesty shall be practiced in the entire educational experience. Cheating, plagiarism, forgery, lying, stealing, or any other acts of dishonesty will not be tolerated.
- **Disruptive Behavior:** Students and faculty are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities, which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.
- **Verbal Abuse and Vulgarity:** Obscenity, profanity, and indecency, either verbal or graphic, is prohibited.
- **Violence** – No person on school property or participating in a school-sponsored activity shall engage in, display, or contribute to aggressive behavior that is disruptive or dangerous.
- **Vandalism:** Vandalism is the willful defacing or destruction of school property or the property of others. At all times, respect for school property and the property of others shall be observed. In addition to any other penalty imposed as a result of misconduct involving acts of vandalism, the responsible party (ies) or their parent(s)/legal guardian(s) will make monetary restitution of such property damage.

- **Tardiness/Truancy:** Good attendance and punctuality are essential to the student's happiness as well as their academic success and growing sense of responsibility. When a student is habitually late or absent, both the continuity and pace of instruction are interrupted. Unfortunately, there is no adequate substitute for personal instruction that has been missed and no way to compensate for the feeling of preparedness with which every person should start each day. State law supports this position by requiring parents, under penalty of law, to have their children regularly attend school. At Luther, the law is upheld when parents comply with these procedures. Students must be signed out by a parent (*or authorized person*) at the school office in order to leave the school grounds before the close of the school day.
- **Weapons:** Dangerous articles including, but not limited to, guns, knives, and other types of weapons shall not be brought onto school property at any time except for authorized law enforcement. Toy guns and toy knives are also prohibited.

## **Substance Abuse**

- **Tobacco:** The possession and/or use of tobacco on school premises is prohibited.
- **Alcohol and Drugs:** The possession, use, or sale of alcohol, dangerous or illegal drugs or substances, and drug paraphernalia on school premises or at any school-sponsored activity is prohibited.

“Code of Conduct” violations by students will result in the following:

## **Minor Offenses**

Teachers and staff members at Luther are encouraged to handle minor conduct infractions **lovingly and quietly**, making record of them only if they become repetitive or seem deliberate. Students should follow the classroom rules and regulations as stated by their teacher(s), realizing that expectations differ among teachers.

### **Action**

1. The teachers/staff members will handle minor infractions in the way they feel is most beneficial and loving.
2. If the staff members are unable to resolve the problem by this means, they will contact the parents by note or by phone.
  - In Grades 4 through 8, after-school detention may be given at the discretion of any teacher or staff member. A notice of detention will be sent home to be signed by a parent. Detention is the consequence of a violation against the “Code of Conduct.” Detention meets Tuesday from 3:00 p.m. to 3:45 p.m.
  - Detention, while not recommended in grades 1 through 3, may be used at the teacher’s discretion.
3. If attempts at modifying undesirable behavior are unsuccessful, a conference will be conducted with the principal, teacher, and parents.
4. Should all of the above fail, the student will be sent to the office and the procedure for major offenses initiated.

## **Major Offenses**

A record of all major “Code of Conduct” violations will be kept in the school office. Infractions will usually be handled as outlined below. However, in cases where violations consist of multiple infractions against this “Code” or where the offense is deemed radical by the principal, these procedures may be waived in favor of immediate suspension with possible consideration of dismissal. The decision for immediate suspension shall be left to the discretion of the principal. Recommendation for dismissal shall be made to the School Board by the principal if the gravity of the situation warrants, or if the problem is not resolved in other ways.

### **Action**

1. The teacher or adult in charge will send or bring the student to the school office along with a written report. The principal shall hear and review all known facts about the situation.
2. The principal will speak with the student(s) involved and parent contact will be made by phone and/or letter.
3. If the student returns for a second major offense, a parent conference with the principal within two school days is required or the student may not attend classes until such meeting is held.
4. Additional offenses will result in immediate suspension (*1-3 days*). Parents will be notified and must arrange for the immediate removal of the student from the school. A mandatory conference will be required before the student may return to school. All assignments missed as a result of suspension will receive a failing grade. Participation in school activities is prohibited during suspension.
5. Further infractions place the student in jeopardy of permanent dismissal from Luther Memorial School. Parents will be notified by certified letter of the possible permanent dismissal of a student. The principal will make a recommendation for this action to the School Board. Parents will be notified of the Board’s decision by certified mail. During this process, the student cannot attend classes. In very severe cases, the Luther Memorial School Board reserves the right to dismiss students without delay.

**All of the “Code of Conduct” steps shall be handled confidentially and in the spirit of Christian love and forgiveness. The goal of all disciplinary action is to help students grow and mature as children of God and responsible citizens of the world.**

## **Civility-Conduct of Adults**

Some of the most powerful influence on the development of students at Luther is governed by their interaction with and observation of adult members of the Luther Memorial School community. We should hold ourselves responsible and accountable as positive role models to children who look to us for guidance. Therefore, to present ourselves as positive role models to students, the conduct of adult members of the Luther Memorial School community while on school property or at school-sponsored functions is also subject to the Code of Conduct. To maintain a safe, harassment-free environment for all members of the Luther Memorial School community, the school encourages positive communication and discourages volatile, hostile or aggressive communications or actions. Luther Memorial School does not condone and will take

action in response to conduct that interferes with students' opportunity to learn, and the mission and operation of the school.

### **Violations**

Depending on the circumstances, severity, and recurrence of Code of Conduct violations, the Principal in his/her discretion, and/or the School Board may initiate actions that include, but are not limited to, a documented warning or reprimand, a suspension of school visitation privileges or employment, termination of school enrollment or employment, and prosecution of offenses under civil and/or criminal law.

Any person who (1) disrupts or threatens to disrupt the school or school functions; (2) threatens or attempts to do or does physical harm to students, school personnel, or others lawfully on school property; (3) threatens the health or safety of students, school personnel, or others lawfully on school property; (4) intentionally causes damage to the school, school property, or property of others lawfully on school property; (5) uses loud or offensive language or who, without authorization, comes onto school property may be directed to leave the school premises by the Principal, or in his/her absence a person who is in charge of the school. If the person causing the disturbance refuses to leave the premises as directed, the Principal shall seek the assistance of law enforcement officials to take such action as necessary.

### **Communication**

In St. Paul's letter to the Thessalonians (*I Thessalonians 5:11, 15*) God tells us that the primary purpose of communication among Christians is to honor each other. He indicates that we are to be patient and loving, never retaliatory. Thus, even when we must confront a fellow Christian with a problem or complaint, we should honor them with kindness.

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

-- *I Thessalonians 5:11*

*Make sure that nobody pays back wrong for wrong, but always try to be kind to each other and to everyone else*

-- *I Thessalonians 5:12*

At Luther, we take this command seriously. We know that there will be misunderstandings between people. We also believe that they can be resolved lovingly if all parties follow this procedure:

1. Approach the person involved calmly and in private (*this will usually be the classroom teacher*); request a time to talk.
2. Keep the matter **confidential**; avoid intermediaries. To share a complaint with a number of parents without going to the teacher first has the potential for creating rumor rather than fact, causing tensions and hurt feelings.
3. Seek to be objective and listen to the other person's perspectives. Describe how you feel, not what they did.

4. When the matter has been resolved, realize that it is over. God expects us to love and forgive.
5. After implementing the above steps, if you feel the need for further dialogue, please contact the school principal.

### **Telephone**

The telephone in the school office is a business phone. Students will be allowed use of the phone only in cases of illness and emergencies. **Calling home for forgotten lunches, gym clothes, homework, or to make social arrangements will not be permitted.** Only in case of emergency will a teacher or student be called to the telephone while school is in session.

### **School Closing**

Closing of Luther Memorial School due to inclement weather will be noted on WRVA radio, AM 1140 and on WWBT television, Channel 12, and on WTVR CBS, Channel 6. Listen for notices regarding "Luther Memorial School." The closing of Richmond City or any county school system does not automatically close Luther Memorial School. During periods of inclement weather, please **DO NOT** call the teachers. They are notified in the same manner as you, by radio or television.

### **Parties**

Class parties in grades 1 through 8 may be arranged for Christmas and Easter only. An "End of the Year" activity may also be planned for each class. A "treat" may be provided at Halloween and Valentine's Day. Room parents should work with the classroom teacher to arrange parties and/or treats.

Arrangements must be made with the classroom teacher for birthday treats. A simple birthday treat may be brought in to be shared with the class at a convenient time. Birthday parties are not allowed at school. Invitations to home parties may be passed out at school only if the entire class is invited.

### **Technology Policy**

As Luther Memorial School puts into place additional computer resources and capabilities, and as sources of information that were unimaginable a few years ago become available to the School community, we recognize the responsibility our School bears to ensure the proper use of this technology. All use of technology at our School must be consistent with the ethical and personal principles that our community feels is important. This document sets forth the code of behavior to which the users of our school computer resources must adhere.

The same basic rules of respect, honesty, integrity and common sense that apply to all interactions at Luther also apply to the use of computers. Users of computers enjoy the same rights to privacy, security and ownership of their communications and information that we expect with more traditional forms of information. In addition, members of our community who venture into the Internet or other areas from Luther Memorial School's own networks are acting as representatives of our School and are expected to behave accordingly. **Luther will work to educate our students in what is ethical and appropriate use of technology.**

All users of computer technology at Luther Memorial School are expected to observe the following policies while using the School's computer resources:

1. **You may not access the files or accounts of others.** It is improper to use in any way the account of a student who leaves a computer without logging off. To do so is no different from entering another's room and reading his or her letters, or opening someone's backpack and taking a book.
2. When you use information obtained over the network or the Internet, you must acknowledge copyrights and other legal protections. Copying software without a license is unethical and illegal; failure to list an Internet source in a submitted assignments is the same as plagiarizing from a book in the library. **You may use only legal versions of copyrighted software in compliance with vendor license requirements.**
3. **When you communicate over the network, you must adhere to the same standards of respect and courtesy that govern communication elsewhere on campus.** Threatening, harassing, obscene, or derogatory communication is unacceptable and will not be tolerated.
4. **You may not attempt to subvert network security, nor may you alter network software or hardware without the direct permission of the network administrators.** Sharing passwords or other network information is a violation of these principles. To run or install programs, viruses, etc. that may interfere with the operation of the network or damage the data or files of others is forbidden.
5. **It is prohibited to use Luther Memorial School's networks for illegal, commercial, or wasteful activities.** Our computer networks exist to further our academic purposes and for school-related personal and administrative communication. Students may not **play computer games, access their personal service provider e-mail account**, send broadly-addressed letters without permission, or otherwise use excessive computer resources. A user who is not sure whether what he or she is doing conforms to these standards should ask a teacher or administrator before acting.
6. **Failure to observe the policies listed above may expose a student to consequences including those listed in the Code of Conduct.** Use of the Luther Memorial School's computer resources is a privilege, not a right. Users who violate these policies may lose their computer privileges. Computer users should also be aware that, while the school supports the concept of privacy in communication, all communications over the network are legally accessible by the network administrators in the performance of their duties.



## **PARENTS AS PARTNERS**

Parents and the school are essential partners in the process of education. At Luther, we value this partnership and seek to maximize it. We respect and appreciate parents who think seriously about their child's development and care enough to become involved in their child's education. We acknowledge that parents offer important insights that can help us be more effective in teaching their children. We like to provide a variety of ways in which parents can be involved with us at all levels.

### **Parent-Teacher League (PTL)**

The Parent-Teacher League (*PTL*) is the primary organization responsible for fund-raising and special events. The leadership coordinates activities which help Luther Memorial School raise funds to enhance facilities and programming. The PTL is comprised of parents and teachers. Programs and events such as the Fall Picnic, Fall Fund-raiser, and the Spring Fellowship Fair are examples of the direct responsibilities of the PTL. The administration, School Board and PTL work closely together to provide enriching, high-quality experiences for our students, parents, and teachers. All parents of students enrolled at Luther are members of the PTL and are requested to participate in PTL activities throughout the year. Regular meetings of the PTL are held throughout the school year to discuss topics relevant to the school and its students.

### **Fellowship Fair**

The Spring Fellowship Fair is the PTL's major fund-raiser and social event. Funds raised through this event help support such enhancements as computers, lab equipment, the library, playground equipment, and other educational materials.

### **Weekly Newsletter**

The "Weekly Newsletter" is a parent's most accurate, consistent source of information about school events and plans. It will include notices of upcoming events (*both school and PTL*), a monthly school calendar and lunch menu. If you have an item for inclusion in the "Weekly Newsletter," please submit it in writing by noon on Monday.

In an effort to save paper, time, and energy, we have moved to an electronic publication of the "Weekly Newsletter" newsletter. You will receive the newsletter each week via e-mail. It is important that you provide the school office with your e-mail address prior to the start of the school year so that you can stay informed with the happenings at school. If you are not comfortable with e-mail, you can come by the office each week to pick up a printed copy of the Weekly Newsletter.

### **Room Parents**

Room parents are a vital ingredient in assisting teachers with special classroom activities, field trips and room parties. Classroom teachers will ask for two volunteers to serve as room parents. If you would like to volunteer, please talk with your child's homeroom teacher.

### **Parties/Activities at Home**

Unless **all** students in a class are to be invited to an out-of-school activity, please do not permit your child to distribute invitations to such events at school. In these circumstances, please make invitations by phone, regular mail or home delivery. This policy is designed to

minimize hurt feelings and jealousies of those not attending. Likewise, please do not allow your child to distribute “thank you” notes at school following such activities.

### **Electronics**

Luther strives to create an atmosphere conducive to academic learning and free of outside distractions. For this reason, only calculators or personal organizers are permitted at school. Other electronic equipment (**I-pods, pagers, cell phones, etc.**) are not permitted at school for students

### **Gum and Candy**

Students are not permitted to chew gum at any time. Students should not bring candy or treats to school.

### **Sexual Harassment**

Sexual harassment is a form of discrimination prohibited by Title IX of the Education Amendments of 1972. Sexual harassment is any unwanted attention of a sexual nature that creates an intimidating, hostile, or offensive environment.

Luther Memorial School is committed to maintaining a learning environment that is free from sexual harassment and in which all members of the Luther Memorial School community can work and study together comfortably and productively. Luther Memorial School prohibits and will not tolerate any form of sexual harassment.

It shall be a violation of this policy for any person on school property or attending a school-sponsored function to harass another person on school property or attending a school-sponsored function through conduct or communication of a sexual nature as defined by this policy.

Luther Memorial School will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will act to discipline anyone who sexually harasses another person while on school property or attending a school-sponsored function.

Any person who believes he/she has been the victim of sexual harassment while at Luther Memorial School, or any person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to the principal as designated by this policy. Luther Memorial School encourages the reporting party or complainant to make his or her report in writing.

A complete policy concerning sexual harassment, which includes a definition of harassment and specific guidelines for reporting, investigating, and taking actions is part of the policies and procedures of Luther Memorial School. This policy is available in the school office.

### **E-mail Policy**

Any and all e-mail correspondence pertaining to school issues must be sent to the attention of the teacher at admin@luthermemorial.com. Such communications will be forwarded to the teacher.

## **Video Policy**

The following guidelines are to be followed when using videos and films in classroom settings:

- Videos should be used as occasional supplemental teaching aids.
- All videos must have direct correlation to the curriculum and learning objectives.
- Videos must have a “G” or “PG” rating.
- In seventh and eighth grade only, “PG 13” videos may be shown if parental permission has been obtained from the parents of all students who will view the video.
- Videos that are not rated may be used at the discretion of the teacher. They must be free of profanity, excessive violence, sexually explicit material, and other inappropriate matter.
- The content of videos must be consistent with the values and mission of the school.