

Martin Luther Academy

K-8 Christian Education

Student - Parent Handbook



Mission Statement

Martin Luther Academy exists to nurture students spiritually, emotionally, and academically.

www.martinlutheracademy.org

Section I- General Information

Purpose

OUR MISSION

Martin Luther Academy exists to nurture students spiritually, emotionally, and academically.

OUR VISION

To provide Christ-centered, quality education where God is glorified and disciples are equipped for service.

Martin Luther Academy (MLA) is a Christian school operated by the Northland Lutheran School Association (NLSA) which is five LCMS congregations who elect a school board to govern operations and future decisions. MLA is a school serving students in Kindergarten through 8th grade. The school is dedicated to the task of helping young people grow in the knowledge of the Christian faith and enabling them to live that faith in service to others. To accomplish that objective, our school will involve students in a thorough study of God's Word, in worship activities, and in service projects.

What we believe at Martin Luther Academy:

The Foundation

The entire Bible is the inerrant word of God, inspired by the Holy Spirit, and completely truthful and reliable. Other writings are valid only when they accurately reflect and teach in accordance with the Holy Scriptures.

The central message of the Bible is free and complete forgiveness of all sin by God's grace through faith in Jesus Christ. The central purpose of the Bible is to bring people to faith in him.

Administration

Martin Luther Academy is part of the Northland Lutheran School Association.

Address: 7112 N. Overland Drive

Kansas City, MO 64151

Phone: 816-734-1060

Fax: 816-734-0485

Website: www.martinlutheracademy.org

Accreditation

Martin Luther Academy is fully K-8 accredited by National Lutheran Schools Association (NLSA) and Missouri Non-Public Schools. This was completed in 2007 and MA was re-accredited in 2015.

Enrollment Policy and Entrance Requirements

Non-Discrimination Policy

Martin Luther academy admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its education policies, admission policies, and athletic or other administered programs.

Application and Registration

In order to be fully registered to attend Martin Luther Academy, all necessary procedures and paperwork must be completed and returned along with the non-refundable enrollment fee.

Acceptance/Priority for Admission

Upon completion of the registration interview, the principal will determine whether the student will be accepted to MLA. A letter of acceptance will be sent to those students that have been accepted for enrollment.

Priority is given to: 1) returning MLA students, 2) siblings of current MLA families, 3) NLSA families, and then 4) the general public... all on a first come, first served basis.

Entrance Requirements

Students entering the kindergarten class will be 5 years old before August 1.

All students must have updated immunizations each year they are in attendance at MLA. Immunizations required by the state are shared with parents during the registration process.

Tuition and Fees

There are individual rates set each year for the grade levels below. Payment options are provided with enrollment information.

Kindergarten- Half day (may be available) - \$,2125.00

Kindergarten- Full day- \$4,250.00*

Returning Elementary- Grades 1-8- \$4,950.00*

*special annual discounts may be available

Hot lunch – prepaid monthly \$3.85 per lunch

Drink- prepaid monthly \$0.35 per drink

Before School Care and After School Care Fees are separate from regular school fees and are communicated annually with families.

Payment

Insufficient funds at the time of automatic withdrawal or cashing of a personal check is subject to bank penalties and NLSA office penalties as explained in the monthly payment policy handed out at the time of registration. There will be a minimum of a \$25.00 NSF charge for each occurrence. Hot lunches/drinks must be pre-purchased.

Refund policy

This policy documents NLSA's policy with respect to reimbursement of tuition and fees.

The policy is as follows:

1. Tuition is refundable on a monthly basis even in the case of expulsion from school. Tuition will not be refunded if a child has attended school at least one day of that month.
2. All fees are non-refundable.
3. Refunds of tuition (not fees) for unused services are handled on a pro-rated monthly basis and will not be refunded until all withdrawal forms are complete with the school office. Refunds will follow at least one week later.
4. All account balances (tuition payments, lunch accounts, extended care, etc.) must be paid in full, and all text books and library books must be returned before a student's semester and school year end report card will be issued or any other records released.

Financial Aid

A variety of scholarships are available to students. Some grants are restricted to active members of specific churches or to designated categories of individuals, such as certain professional church workers. To be eligible for financial aid, the student's family must apply through TADS, with a processing fee of \$35.00. Financial aid funds are budgeted yearly and are given out based on need and a first come, first served basis.

Late Enrollment

Tuition and fees are pro-rated on a monthly basis for students enrolling after September 1st.

Section II- The Child

Homework

Homework will be assigned by the teacher in conjunction with activities that will enhance learning and benefit each student in each class that he/she is taking at MLA. Typically, parents should expect 10-15 minutes per grade level of the child each night. More homework is given to students in middle school. Some classes will have more homework than other classes. Time is typically given during the school day and students are encouraged to use time wisely to limit the amount of work for an evening at home and to have the teacher available for questions. Homework should be taken seriously and considered an opportunity to learn. Late assignments are dealt with by each teacher and vary by grade level. Students should have their homework completed when they come to class each day.

Explanation of Grades

Different types of grades are given according to the age of the student. Marks will include evaluations like: proficient, working toward, needs work, “plus”, “check”, or “minus”, percentages or letter grades on the school wide MLA scale. This is determined by the administration in consultation with the staff each school year. MLA is an academic setting. Evaluations for students will reflect this setting.

All classes assigning letter grades will use the following MLA grading scale:

A+	100%	D+	67%-69%
A	93%-99%	D	63%-66%
A-	90%-92%	D-	60%-62%
B+	87%-89%	F	Below 60%
B	83%-86%		
B-	80%-82%	“P/F”	Pass/Fail
C+	77%-79%		
C	73%-76%		
C-	70%-72%		

A “P” or an “F” may be given in some classes that are taken on a Pass/Fail basis. This grade is not included when determining GPAs.

“I” Incomplete

A work plan needs to be set up between the student and the teacher to finish the required work necessary for a grade to be assigned.

Make-up Work

Make up assignments and tests should be completed as soon as possible. Under most circumstances, one day is allowed for each unplanned day that was missed. Special consideration may be given by the teacher with the approval of the principal.

Incomplete/ Late Assignments

It is important for students to be responsible and turn in assignments on time. If turned in on time, the student will receive full credit for his/her work. If not turned in on time, the following will apply:

Not on time, but by the end of the day: Docked 10% of grade

One day late: Docked 25% of grade

Two days late: Docked 50% of grade

Three days late: 0% on assignment

Mid-Quarter Report

Mid-quarter report cards for each student will be sent home half way through each quarter.

Parent-Teacher Conferences

Parent- Teacher Conferences are scheduled at the end of 1st quarter and end of the year as part of the school academic calendar. These times are set aside for the benefit of students, teacher, and parent and, therefore, all parents should plan to make an appointment at the time conferences are scheduled. These conferences are pre-scheduled by signing up on line or calling the school office.

Report cards

Report cards will be mailed home at the end of each quarter or handed out at conferences.

Honor Roll

Semester honor roll is determined for students in grades 5-8 using the grades earned in the six core classes taken during the quarter.

- Principal's Roll- 4.0 GPA
- High Honor Roll- 3.5 GPA- 3.99 GPA
- Honor Roll- 3.0 GPA- 3.49 GPA

Code of Conduct

Martin Luther Academy is a place of learning. It is also a school community centered on respect for God and His redemptive action through His Son, Jesus Christ. Through the Holy Spirit, we believe that God calls us into a personal relationship, makes us his own in baptism, and nurtures us through His Word and the Sacraments. Our life together is marked by prayer, worship, study and mutual support, and grows out of thankfulness for what God has done for us in Jesus Christ.

The guidelines for behavior and conduct ensure that each student will have access to a well-rounded education. Students are held accountable for behavior on the way to and from school, during the class day, at school-sponsored activities, and in the community. Establishing and maintaining a disciplined environment at MLA is the responsibility of students, parents, teachers, administrators, and volunteers.

The school philosophy reflects our pride in our students and our expectation that their behavior will exhibit responsibility, care, concern for others, and a servant spirit. It is expected that students will respond in a positive manner if counseled about non-acceptable conduct.

Our code of conduct is **respect**

For God

For ourselves

For others

For those in authority

For the school as a place of learning

For the environment

Student Responsibility

- ✓ Students are to show respect for all people in the school. This includes other students, teachers, administrators, secretaries, volunteers, parents and visitors.
- ✓ Students are to respect property and materials. This includes all school property, your own possessions, and the possessions of others.
- ✓ Students are to present a Christian witness of their Lord and Savior, themselves, and their school at all times.

Teacher Responsibility

- ✓ Teachers are to show respect for students as part of God's creation. They are to be caring and understanding of the student's needs. Teachers are to serve as Christian role models for students.
- ✓ Teacher must create a disciplined environment that is reasonable, fair, and consistent.
- ✓ Teachers are expected to establish and maintain Christian discipline in the classroom, hallways, cafeteria, athletic fields and courts, at school activities both on and off grounds.

Parent Responsibility

The responsibility of educating a student is two-fold: part belongs to the home and part belongs to the school. The home is where the teaching of responsibility and respect begins. When a student enters school, the process becomes a shared responsibility. In best cases, Christian values are reinforced in both the home and the school.

Parent Concerns

Concerns between teachers and parents, children and teachers, parents and principal, parents and other parents, etc. may arise. Such concerns must be handled as outlined in God's Word in Matthew 18:15-17 where it states:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church, and if he still refuses to listen even to the church, treat him as you would a pagan or a tax collector."

Volunteer Responsibility

Any person given responsibility in the building or at activities (such as coaches, lunch help, subs, class helpers, or parents, etc.) should be shown respect by students and should also give students that respect as well. These individuals are charged to be helpful in maintaining a positive learning environment at all times. If it is not appropriate to deal with concerns immediately, they are to communicate immediately with the Principal. Any person not helpful in maintaining a positive learning environment will need to be asked by the Principal to support the school in different ways. Background checks are done on all volunteers helping at MLA.

Leaving the School Grounds

Martin Luther Academy is a closed campus. Unsupervised students should never leave the school grounds during the school day

The student and parent must sign out at the office before leaving and sign back in upon return.

Areas of Christian Living

School Policies and Rules

Certain violations at school or in the community could result in immediate removal from the school environment, suspension, or complete expulsion from school. The MLA administration will determine the consequences for wrong choices made by students while in attendance at MLA. Some examples are:

- A. Possession or use of alcohol, tobacco, or illegal drugs
- B. Immoral sexual conduct, sexual harassment, or sexual abuse
- C. The threat or use of physical violence (threats or fighting)
- D. Harassment and Bullying
- E. Possession or use of fireworks, explosives, or weapons
- F. Reprehensible conduct tending to reflect serious discredit to the school in any way
- G. Vandalism or willful destruction of property
- H. Defiance or disrespect for authority
- I. Cheating
- J. Stealing
- K. Profanity
- L. Truancy
- M. Dress Code Violations
- N. Classroom Behavior
- O. Other situations that the administration deems inappropriate or educationally distracting.

Some of these areas speak for themselves and discipline is determined by the administration which may include: meetings, suspensions, expulsions, or other methods deemed appropriate.

Bullying and Harassment

Martin Luther Academy is committed to a learning environment that is free from harassment or bullying of any kind. Harassment, bullying, or teasing of any student in any way will not be tolerated. Martin Luther Academy will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment will not be tolerated any time during school related activities.

Harassment includes, but is not limited to, any or all of the following: Verbal Harassment, Physical Harassment, Visual Harassment, Sexual Harassment.

As in all allegations, every effort will be made to keep the matter confidential in order to presume innocence until proven guilty and to protect the names and reputations of those involved.

Profanity

Martin Luther Academy is strongly opposed to the use of any inappropriate types of language. Any student who uses profanity of any kind can expect to receive detention and/or suspension from school. The type of discipline and length will be determined by the administration.

Weapons

The act of having, using, or threatening to use any weapon or instrument capable of inflicting bodily injury is strictly prohibited. Any student who brings a dangerous weapon to school or possesses a dangerous weapon at school or in a weapon-free school zone may be subject to immediate suspension or expulsion from school.

A dangerous weapon means:

- ❖ Any firearm including a starter gun or BB gun
- ❖ Any firearm muffler or firearm silencer
- ❖ Any explosives, bombs, or poisonous gas device
- ❖ Any dagger, dirk, stiletto knife, any knife with a blade over three inches in length, pocket knife, switch blade, iron bar, brass knuckles, or
- ❖ Any instrument that is a "look-a-like" weapon or instrument (i.e. starter pistols, rubber knives, comb switchblades, souvenir or collectible weapons, toy guns, etc.)

A weapon free school zone means school property, any property used to sponsor a school event, or a vehicle used by the school to transport students to or from school property. School officials will contact the parent or guardian and may contact the local police agency when a student is found in possession of a weapon.

Classroom Expectations

Each teacher sets the guidelines to be followed in the classroom. These guidelines will be approved by the Principal and supported to encourage and maintain a positive learning environment. Students removed from class during instruction will receive counsel from the Principal and appropriate discipline as needed. A meeting may need to be arranged with the Principal, the student, and the teacher who removed the student. Parents may be called when a student is removed from class during instruction.

Gum Policy

To avoid many problems, there is no gum chewing at school.

Discipline for Classroom Behavior

In all their actions, students are to honor the code of respect and reflect the love and respect God has for them. Failure to model the behavior and conduct guidelines of MLA will result in measures taken by the classroom teacher. Continued disruptions may result in referral to the Principal for disciplinary action.

Student Dress Code

The dress code at MLA emphasizes cleanliness, neatness, and modesty in dress. It is presented to assist families in choosing clothing that fits and is appropriate for MLA. The dress code is in effect while the student is on campus. It is expected that the student is fully in dress code as soon as he/she enters the campus, and remains in dress code until he/she leaves the campus. This would include before and after school care.

Students are not required to be in dress code outside of the school day, such as for school events or after school practices, but should be dressed in such a fashion that appropriately represents themselves and their school.

CODE GUIDELINES:

SHIRTS

- Collared
- With sleeves (short or long)
- If it has a logo, it must be less than the size of a 3" X 5" index card.

PANTS

- Woven, not knit
- Jean "cut," or slacks
- Looser fitting (not skin tight)
- Solid color
- No blue jeans

SHORTS

- Woven, not knit
- 3" or less above the knee
- Looser fitting (not skin tight)
- Solid or patterned

SKIRTS OR DRESSES

- 3" or less above the knee
- Dresses, collared or un-collared are allowed, 3" or less above the knee.
- Solid or patterned

LEGGINGS

- Solid color
- Not to be worn as pants
- Worn under skirts that are 3" or less above the knee

SWEATSHIRTS

- MLA or solid sweatshirts with proper shirt underneath

IN GENERAL:

- The bottom of the top must be lower than the top of the bottom.
- Clothing should be in good repair, not ripped, torn, frayed, or distressed.
- No visible tattoos
- Shoes must have a backing and closed toes. (for safety)
- All student's hair length should be styled so that it does not hang over the child's face or eyes. Boys should not have hair that hangs over the student's ears or below the shirt collar. No extreme hair grooming is acceptable for boys or girls.
- No piercings or fillers may be worn on campus during the school day (males).
- No piercings may be worn except in the ear (females).

The faculty and staff will enforce the dress code to the best of their ability. We are here to educate, not to be fashion police. Your assistance is greatly needed and appreciated to make sure the dress code is fair, enforced, and abided by. Students in violation will be sent to the office. The Principal will make the final decision on violations keeping in mind the spirit of the code and the welfare of the student. A student must be in dress code to be allowed back in class. Parents will make arrangements with the school if a change of clothes is needed. Time out of class will be unexcused. If the administration or teachers see clothing or an appearance that is considered educationally distracting, instruction will be given to the student informing him/her as to how the situation can be corrected. If compliance is not obtained, parents will be contacted to resolve the matter. Your cooperation and assistance to fulfill the spirit and content of our dress code is greatly appreciated.

Book and Equipment Damage

Students should take good care of all personal and school belongings. Parents will be charged a replacement/damage fee at the end of the school year for any damages.

Student Valuables

Please be smart in what you bring to school. Expensive belongings may not always be safe while at school. At the same time, each student is to respect the belongings of other students.

Computer Code of Conduct

Any student who wishes to use the Computer lab or a Computer (personal or school) for any reason, including use of the Internet, must have school permission, and do so only under direct supervision of a teacher. Student Agreement and Permission for Internet Access Forms are completed by students and parents before computer usage at MLA is allowed. Violators of the agreement will be disciplined at the discretion of the administration.

Cell Phones

Cell phones may be brought to school. Cell phones should remain off during school hours and are collected at the start of each school day and returned to the students at the end of the school day. Cell phones seen or heard during school hours will be confiscated and turned into the office. Parents will have to see the Principal to get the phone returned. A second incident while in attendance at MLA will

result in disciplinary action and possible loss of the privilege of bringing a cell phone to school. Cell phones and other personal devices will not be allowed to be used in before care, during the school day, or in after care.

Child Abuse/Neglect

Martin Luther Academy is required by law to immediately report any signs of neglect or abuse of an MLA student to the Missouri Department of Family Services.

Section III- The Home

Attendance

Attendance is very important and will be reported on each quarter report card. There is a direct relationship between academic success and regular school attendance. Attendance is the responsibility of both students and parents. Absenteeism is discouraged. Classroom activity can never be replicated. The benefits of lectures, discussion, and classroom activities and participation are lost to students who are absent.

Parent are to communicate their child's absence to the school office (816-734-1060) by 8:00 am the day of any absence. Written or email communication needs to take place with the office for the days of absences prior to returning to school. Communication with your child's teacher through the office will allow appropriate work to be sent home as necessary.

Absences

Absences are defined as:

- ❖ Any personal illness
- ❖ Any appointments with doctors, dentists, or other professionals
- ❖ Serious family illness or a death in the family
- ❖ Any suspension from school
- ❖ Truancy
- ❖ Family time (such as, but not limited to vacation) chosen by the parent and communicated and approved with the office.

While these are excused absences, there is no distinction between excused and unexcused absences in determining absences.

- ❖ Students arriving after 10:00 am, or leaving before 2:00 pm are considered ½ day absent.

Based on the above guidelines, perfect school attendance is rewarded for those K-8 students who miss zero school days and have zero tardies. Excessive absences could result in loss of credit for the school year.

Sickness Policy

While awards are given for perfect attendance, parents need to also make very wise decisions when students should not be in attendance at school. Children should not be in school when they are sick with something other than a minor cold. When students have been absent or need to leave school during a school day due to illness, a minimum of 24 hours fever and illness free must pass before a student returns to school.

We understand that it is not always convenient for a child to be at home sick when some parents must be at work, but all parents need to make wise decisions so that we do all we can to avoid germs and sickness being spread to other students.

Total Absences

It is important for students to be at school.

- ❖ Excessive absences will result in a consultation with parents, teachers, and the principal, and may result in a student not being allowed to move on to his/her next grade. This will be determined by the principal after consultation with teachers and parents.

Absences

Students who need to miss class because of known activities/events will be given a pre-approved absence. To give both the student and teacher ample time to communicate what will be required while gone from school, the school must be notified in writing using a Planned Absence Form in advance, when possible. This will give the student and teacher time to communicate concerning work that will need to be completed by the time they return or before leaving. Extra days for school work missed from planned absences should not be expected. A pass from the office is required to re-enter class upon return to school for all absences. No distinction is made between a pre-approved absence and a regular excused absence on the student's permanent record. The absence(s) do count toward the student's total number of absences for the year.

Tardiness Policy and Procedure

Martin Luther Academy begins its school day at 8:00 am. One of the most valuable life skills a student can make is taking the responsibility of arriving at school every day on time. This skill can easily be accomplished, and will transfer as a valuable asset for the future. One of the most important times of the school day is the morning. This is the time when important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. The whole tone of a child's school day is set in the first part of the day. Please help support your children in learning habits that will help them be successful at school and throughout life.

School Day and Tardy Procedures

*7:45 am- Students may enter the classroom and prepare for the day

*8:00 am- School begins

*8:01 am- Students arriving at this time are TARDY. Students will need a "tardy pass" to enter the classroom. This pass may be obtained at the office.

Consequences for Tardiness

*1st tardy- No consequence

*2nd tardy- Student consultation with teacher

*3rd tardy- Student consultation with principal

*4th tardy- Student misses recess

*5th tardy- Student misses recess and letter mailed home stating concern for tardies

Slate is "wiped clean" at the end of each quarter. Excessive tardiness is defined as being tardy more than 10% of the current school session. Students with excessive tardiness may miss the next day's class activities/field trip, or special event.

Early Dismissals

Any student who needs to leave school early should fill out a Planned Absence Form prior to the absence (see Pre-Approved Absences section for procedure to follow) and have the parent or guardian come to the office to check the student out of the school office. Parents are to sign the student out before leaving and sign them back in if they return the same day.

Skipping School (Truancy)

Skipping school or class during the day is considered a serious offense. The student is unexcused and will receive academic penalty for the time they are truant along with the appropriate disciplinary consequences as determined by the principal and a meeting with parents before the student is allowed back in class. Second offenses result in school discipline and a meeting to discuss future enrollment at MLA.

Attendance for Athletes

Athletes who wish to participate in practices or games must be in attendance for at least a half day on the day of the practice or game. For weekend participation, if a student is not at school on the last day of the school week, participation is not allowed for weekend athletic activities. Discipline and/or denial of participation will be decided by the athletic director with final approval from the Principal. Student athletes have to meet eligibility requirements to participate in athletic activities throughout the year (see Athletic Guidelines Handbook).

Church/ Sunday School Attendance and Activities

Martin Luther Academy wants to encourage membership and regular attendance in a Christian church. We want to extend a standing invitation for any family to attend one of our association Lutheran churches if you do not have a church home at present. Being in worship is part of strengthening one's faith in the saving Lord. Teachers will keep track of student's church participation so that we may follow up, encourage, and invite families to attend on a regular basis.

Home Communication

Address/Phone Number/ Email

If there is ever a change of address, phone number, or email address during the school year, please let the school office know immediately. Some of this contact information is used for any emergency that may occur.

Special Health Problems

Please make the office and your teachers aware of any special need that will allow us to better serve your child. Even if the application form has some of this information, please make sure the teachers know any special needs about your child.

School Closings

On days when school will not be in session due to inclement weather (or for any other unplanned reason) MLA will announce that school is cancelled. Please watch your television on channel KMBC TV-9 and KCTV 5/KSMO, listen to the radio on 980AM and 98.1FM, or the best option is to check the home

page on our website or check your email for school closing information. If you don't see or hear that school is cancelled through any of these sources, school is in session.

Please use your good and sound judgment when venturing out onto the road. Just because school is in session does not mean that it may be safe to travel from your home to school. Allow extra time to travel safely to school. It is always the right of parents to not have their child come to school or leave school early for weather related or emergency situations.

If school needs to be closed during a school day, MLA will first send out an email and then make phone calls (if possible). Parents may come and pick them up at any time when they feel it is best. This may be better than waiting for the school to decide, given that each family will have a separate set of circumstances with parent work, distance, and the like.

Label Belongings

Within reason, personal items that are brought to school should be labeled with the name of your son/daughter.

Section IV- The School

Faculty and Staff

God has truly blessed MLA with wonderful Christian individuals. Feel free to contact them as you need as they are here to serve you and your family. It is our goal to have them return your call or e-mail as soon as they have time.

School Hours

Full Day- School begins promptly at 8:00 am (doors open for Before School Care at 7:00 am and for regular free admittance at 7:45 am) and ends at 3:00 pm (or at 12:00 noon on early release days). Students need to be picked up by 3:15 pm. If students are not picked up by this time, they will be sent to After School Care and families will be charged for this supervision.

Half-Day Kindergarten is dismissed before lunch at approximately 11:30 am. Parents need to pick up their child on time so that the rest of the class can stay on schedule.

Half Day- Some school days are scheduled for half-day only. The half-day schedule will start at 8:00 am and dismiss the entire school at 12:00 pm. There will be no lunch on half days. Parents should make plans to have their children picked up promptly at 12:00 pm. These days are noted on the academic calendar.

Parents may drop students off as early as 7:45 am without Before School Care charges and pick up as late as 3:15 pm without After School Care charges.

Before and After School

Martin Luther Academy will...

- ❖ Escort each child to the designated pick-up area.
- ❖ Confirm transportation as needed and pre-arranged for those students registered in an after school program.
- ❖ Supervise all co-curricular activities and athletic practices.
- ❖ Escort children to After School Care if they are not picked up by 3:15.

Extended Care- Before and After School

Extended Care is available in the morning. Drop off time begins at 7:00 am. After school care is available beginning at 3:15 pm until 5:30 pm. Rates are annually communicated to families.

Schedule

Student Drop-off	7:45 am- 8:00 am
Opening/Homeroom	8:00 am
Dismissal	3:00 pm
Student Pick-up	3:00 pm- 3:15 pm

Curriculum

The Martin Luther Academy curriculum has intentionally been built to prepare students academically and spiritually over the course of their years in attendance. Our children will be prepared for their next grade level due to the education they receive within our academic system. The faculty of MLA will know each child well and will know what they need during the current year and the years to follow.

The summary of the curriculum is available from each teacher or the principal. A typical student schedule will consist of Religion, Social Studies, Spanish, Science, Math, Language Arts, Art, PE, Computers, Music, Health, Handwriting and Memory Work.

Class Sizes at MLA

It is the school administration's responsibility with the input of the staff to monitor class sizes. MLA is committed to quality in the classroom which in some ways comes with small class sizes and not typically in class sizes larger than 25. No set number will be published as a maximum class size due to the many factors that may go into this decision. We ask that parents trust the administration to make what is the best decision for the school and each student classroom. Typically, the class size will be around 15 (without a full or part-time aide) in the lower grades, and 15-25 students in the upper grades.

Student Testing

Student learning will be assessed in the second semester each year through the use of the Iowa Test of Basic Skills (ITBS) to grades 1-8. This test will evaluate the academic progress of each child individually, as a class, and as an entire school.

School Calendar

The academic calendar for the year is distributed with registration materials. This calendar notes days that classes are and are not in session. Additional copies are available in the school office or can be found on our website: www.martinlutheracademy.org.

Lunch/Drink Procedures/ Allowances

Teachers will escort your child to the lunchroom each day. Hot lunches with a juice or milk may be pre-ordered and pre-paid prior to the beginning of each month. Brown bag lunches and drinks may be sent with your child. There is no need for students to bring money to school. Microwaves are available for student use. Students are not allowed to have caffeinated or soda products at lunch or consumed during the school day (special allowances may be made for class parties or special circumstances).

Peanuts Are Allowed at MLA (Guarded)

Martin Luther Academy is a guarded peanut environment. Peanuts/peanut butter are allowed on campus during the school day for personal consumption only. Students and parents should not bring these items to school to share with students.

www.foodallergyinitiative.org

www.peanutallergy.com

www.foodallergy.org

It is the parent's responsibility to communicate to both the office and to the classroom teacher so that we are aware of any such allergies. Parents must produce medical documentation from their family

doctor of the allergy and the treatment necessary should a reaction take place. Teachers will then be trained on how to treat the allergic reaction.

Off campus events might have peanuts. Parents of allergy students need to be aware of what is being sold or provided.

School Supplies Lists

Martin Luther Academy teachers have developed a list of classroom supplies that each student should have for the school year. The grade specific supplies list is available from the school office upon request or on our website at www.martinlutheracademy.org.

Chapel

Worship is at the core of Christian life. Chapel services are held once a week, mainly on Wednesday morning. Many of the area Lutheran pastors and the called Lutheran teachers will be leading this worship. Friends and family members are invited to these services as well as to special festival worship services. Each student will attend corporate worship when it is offered. This experience is scheduled to enrich each student's relationship with their Savior, Jesus Christ. Each student should enter this setting with reverence to honor their Lord for what he has first done for them and out of respect for others who are there to worship.

Chapel Offering Taken Each Wednesday

Martin Luther Academy will take an offering each chapel day. Parents are encouraged to send a monetary offering each Wednesday with their child. The money is given to our Lord during chapel as a response to His love and blessings for us. We can then respond and show our love for others. Take time to explain this to your child(ren). The money collected will go to four different charities during the school year. These charities are chosen by the staff each year.

Service Projects

Another way we respond to our Savior's love to us is through service projects. Students, parents, and staff are given the opportunity to participate in at least one service project throughout the year.

Accidents

Incident Report Forms are used when any major accident happened to a student while at school. We hope that this never has to be used but is in place just in case.

Safety Drills

Martin Luther Academy will conduct tornado and fire drills. Additional safety plans and drills will also be in place for specific needs that may arise. Fire and tornado drills are serious business and are conducted for the prevention of injury, therefore; it is necessary that all students comply with the regulations.

Medical Care to Students/Disbursing Medication

Students should not have medication in their possession while at school, unless it is deemed necessary by their doctor such as inhalers, epi-pens, etc. All medications (over the counter and prescription) must be kept in the office. The school office will disburse medications. If medication needs exist for your child, fill out the Medication Distribution Form and turn it into the office with the medication in its original container. Medication can only be dispensed to your child after you have turned in the appropriate form in the school office. A parent must sign the form for over the counter medications and the parent and

the doctor must sign for prescription medications. This form needs to be filled out for any kind of medication. We are only allowed to administer oral medications.

The school office will give medical care for minor injuries and other needs during the school day as needed. Parents will be called if additional care is needed.

Cough drops will be given to your child in the office, when needed. Please provide cough drops to the office (a note is not required) if you wish your child to have them.

Students with any special needs or concerns with extreme allergies, seizure tendency or other special need should first communicate that with the school on the enrollment materials, communicate that a second time with the classroom teacher and must have an action plan turned into the office at the beginning of each school year. The action plan must be signed by both the parent and the student's doctor and should outline what the need is and what procedures should be followed if the problem should ever arise. This will be shared with all of the MLA staff each year.

Background Checks/Driver's License/ Insurance Verification

It is NLSA Board Policy that if any person, during the course of volunteering in, at, and for MLA, will be alone with any children other than their own, he/she must have a background check done through the school office. This is at the cost of the school. There is a form that is completed and returned to the school office. Please take care of this well in advance of the driving for field trips, subbing or coaching to allow the office time to complete the check. Copies of a current driver's license and insurance card are also required for drivers. We have these policies in place so that we know who is around our children. We appreciate your support and assistance.

Section V- Other Activities

Athletics

Martin Luther Academy is a member of the Kansas City Lutheran Athletics' League.

Seasonal offerings for boys (as numbers and interest warrant) are soccer, basketball, cross-country, and track and field. Girls (as numbers and interest warrant) compete in volleyball, soccer, basketball, cross-country, track and field, and cheerleading.

All students are encouraged to make the commitment to a sports team to broaden their school experience. Students must maintain a passing grade in all classes to remain eligible for participation. Students must also be in school attendance in order to participate in practices the day of or the day before the game(s). Students shall not be late on the day following games. This does not give a positive message to an athlete's approach to being a scholar athlete.

Parents who are interested in coaching should contact the school office. Background checks must be completed for all parents who would ever be alone with students other than their own. Please fill out the appropriate paperwork and turn that in to the school office.

Music/Drama

There are opportunities to get involved with school plays and musicals during the school year. A yearly Christmas program is given each December and a yearly school musical or concert is given each spring.

Parent Group- MLA Parent TEAM (Together Everyone Achieves More)

All parents are automatically members of the MLA Parent TEAM. This group operates under its own by-laws and will be in charge of raising school morale and school funds for the school during the year.

The group consists of a STEERING COMMITTEE made up of three parent elected officers- President, Vice-President, & Secretary/Treasurer. The principal is also part of this committee. The rest of the TEAM is made up of ACTION COMMITTEES. Parents will vote one parent to be the chair of each committee. Other parents may serve on one or more of the action committees for the school year. The action committees of the MLA Parent TEAM include:

1. HOME ROOM PARENT/VOLUNTEERS
2. FUNDRAISING
3. CO-CURRICULARS
4. SPIRIT WEAR
5. SOCIAL

Fund Raising

Periodic Fundraisers will be held to raise money for school programs. Parents are encouraged to help make these successful. You can check the website for programs we participate in.

Visitors

All visitors for any student should report to the school office upon arrival. Calling ahead to let us know of visitors would also be greatly appreciated.

Classroom visitors are allowed if the family is thinking about enrollment and the student would like to visit. This must be pre-approved with the principal in advance.

Lunch room- due to the size of the student body and the cafeteria, we need to limit the number of visitors each student has during lunch. This also should be pre-approved with the principal in advance. Please understand that we would run out of room if all students had multiple visitors. Please limit your visits for this reason.

Student Teachers

Student teachers may be placed under one of our Martin Luther Academy experienced teachers to gain experience of their own. We know that MLA will provide a quality Christian environment to help young teachers gain the knowledge they will need to be quality teachers themselves.

Lost and Found

Student possessions left outside of student lockers or at any other place on campus, will be placed in the lost and found area. Any lost item not claimed will be donated to local community service agencies. At the end of each school year, any leftover items in lost and found will be donated to a worthy cause.

Field Trips

Permission must be granted for any student who wishes to attend a planned field trip. MLA will require a signed permission slip for each field trip a student attends. This permission slip will also be used to verify any field trip fee. Cost of the trip will be entry to the particular event and transportation in some cases.

NLSA policy states that any parent who would be alone during the course of the field trip with any student other than their own child must have a background check done through the office. Please plan ahead and turn in appropriate information to the school office. The cost of this background check is paid for by the school.

Parents will occasionally be serving as drivers for a field trip. In addition to the background check, those parents who will be driving a vehicle with any student other than their own, must have two things on file in the school office: a copy of their current Driver's License AND a copy of their current insurance card (the same one as is required to operate your car). PLEASE BE SURE THESE ARE UP TO DATE EACH YEAR!!

Teachers are responsible for making sure that all drivers are properly registered in the school office before leaving for any off campus field trip.

Teachers and drivers are also responsible so that we are all following the CHILD PASSENGER RESTRAINT LAW that took effect in August 2006. Governor Matt Blunt signed Senate Bill 872 into Law on Wednesday, June 28, 2006.

CHILD PASSENGER RESTRAINT LAW

This act states how motorists restrain children in motor vehicles. It also modifies the law with respect to the use of child's age, weight, and height determine how they must be secured.

LESS THAN 40 POUNDS- any child weighing less than 40 pounds regardless of age must be secured in a child passenger restraint system appropriate for that child.

LESS THAN 8 YEARS OLD/80 POUNDS OR UNDER 4'9" - children ages 4-7 and who weigh at least 40 pounds, but less than 80 pounds and are less than 4'9" tall must be secured in a child passenger restraint system or booster seat appropriate for that child.

GREATER THAN 80 POUNDS- children who are at least 80 pounds or taller than 4'9" tall shall be secured by a vehicle safety belt or booster seat appropriate for that child. Children may be transported in the back seat without a booster seat if the child is secured with a lap belt (if the vehicle is not equipped with a combination lap and shoulder belt for booster seat installation.)

THESE CHILD PASSENGER GUIDELINES MUST BE FOLLOWED TO FULFILL MISSOURI LAW. FINES AND OTHER ACTIONS ARE IN PLACE FOR VIOLATIONS. HOWEVER, MOST IMPORTANTLY HERE AT MLA, WE MUST FOLLOW THESE GUIDELINES TO INSURE THE SAFETY OF OUR STUDENTS.

School Phone Directory

The school office will print a directory with all families' names, addresses, phone numbers and email addresses. We ask each parent, at the beginning of the school year, to provide information to the office to verify that we are using the correct information. Please also advise the school office if you do not want information included.

Yearbook

Each registered student will receive a yearbook free of charge if funding is available. If not, there will be a charge to receive a yearbook

Lockers

Students should take good care of the school locker that is checked out to them and the books that are kept in it. Only appropriate school approved decorations may be hung inside and out. ABSOLUTELY NO STICKERS or ANY WRITING SHOULD EVER BE PUT ON ANYPART OF THE LOCKERS...INSIDE OR OUT. Students must keep the locker clean and free of all food (other than their lunch each day) ... The area under the lockers should also be kept clean and free of any items. Occasional locker checks will be conducted by the MLA staff. Items in the locker become the possession of the school as necessary and approved by the principal. If locks are used, the key/combination must be given to the teacher in the event that MLA would need to get into a locker. Lockers must be free of all books, materials, and trash on the last day of school.

Electronics- e.g. – Radios/Headsets/Video Games

These kinds of items are discouraged to be brought to school. They are a distraction and become items that may be easily lost or unfortunately stolen. Please use caution when bringing these to school and only use them during appropriate and approved times. If such devices are lost or stolen, it is not the responsibility of MLA to reimburse the family for their loss. They may be used only at the instruction of the teacher.

Newsletters

Regular communication from the school to parents usually takes place through a weekly newsletter. Newsletters will be e-mailed to parents (unless you have no e-mail access). Other smaller e-mails are also used to communicate with the parents throughout the year.

Parking Lot (Pick-up & Drop-off)

Drop-off in the morning is at the school doors on the west side of the building. Pick-up is done by lining up along the building, beginning at the northeast corner of the gym and then coming back to the southwest corner of the school. Please pull all the way forward at the end of each day to get cars off the road and onto our property. Do not leave your car unattended when you are in car line. If you wish to come into school, please pull into a parking stall. If any conversations need to take place between parents or teachers, please park your car and go into the building.

Emergency Procedures

Fire Emergency

The school will have a monthly fire drill on the proper procedure in departing from the building. The only exception being when the principal deems that the health of the students may be endangered by inclement weather.

Weather/Tornado Emergency

In case of an emergency each teacher has been assigned a sheltered area in the school basement in which to take his/her students. Tornado drills are conducted normally in the spring.

Evacuation Locations in Emergency Situations

If there is a weather emergency, students and teachers will go to the basement. If evacuation from the building is necessary, everyone will go to Gloria Dei Lutheran Church. We will contact you via phone for pickup. You will get your child from this location.

Communicable Diseases

When the principal or teacher of a class has been notified of a dangerous communicable disease in school, he/will notify the county health office. Parents shall not permit children afflicted with the dangerous communicable disease to attend school. Parents may contact the county health office on questions they have regarding communicable diseases.

A student may not be excluded from school when the risk of transmission of a communicable disease is non-existent in the school setting. For example, in cases where:

- Transmission can only occur through sexual or intimate contact (e.g. hepatitis, gonorrhea, genital herpes, trichomonas vaginalis, cytomegalovirus or chlamydia), or
- It can be controlled through education of the child and staff, and the provision of readily available supplies to carry out hygiene measures (e.g. covering open lesions or cuts of those infected with a blood borne transmitted communicable disease and training in safety procedures for staff who clean up spilled body fluids).

Students and/or staff who have contracted a communicable disease will not be readmitted until such a time as it can be determined that the risk of transmission has subsided.

Readmission may require a signed statement that examination and treatment was obtained concerning the individual's suitability to return to school. Alternative education opportunities will be arranged for students who must be isolated from school for a significant period of time.

MLA's position on HIV is as follows:

1. An HIV student has the same rights allotted to him/her for enrollment at MLA as any other student as described in this handbook.
2. Educational placement and participation of a child with HIV will be dealt with on a case by case basis, as determined by the school after consultation with health care experts (physician/healthcare provider) and parents.
3. If a child's HIV status has been provided to the school, the school will not disclose this information to those who are not on a need to know basis without written parental/legal guardian consent.
4. Parents of an HIV student will be notified by the school if an outbreak of a contagious disease occurs.
5. Proper sanitary conditions and procedures are to be maintained for all students and all blood borne pathogens regardless of point or person of origin (as instructed by trained personnel).

Parental Support

MLA thanks parents for their continual support and encouragement. Educating children is done in cooperation with the home and the school. We understand that it is the main responsibility of the parents to train their children, and the school coordinates its activities with the home. In order for MLA to be successful in its educating, support from the home has to be present. If parental support is not shown, a meeting will take place with the principal (and teachers if they are involved) in an attempt to rectify the situation. If the meeting does not alleviate the concern, the school board chair will be asked to be present at another meeting with the principal and parents(s). If this does not allow for a mutual agreement to be reached, withdrawal of the child(ren) will be requested or expected if strong disapproval is still present.