

ATTENDANCE REQUIREMENTS - ABSENCES

At Word of Life Lutheran School, attendance is vital to the success of each student. Word of Life is in compliance with the requirements of the state regarding the minimal length of the school year (174 school days). Law requires continuous and consecutive school attendance for all children age 6-16. All absences from school are to be reported to school in person, by telephone or in writing. A pattern of absenteeism which reaches 10% of the days within a given quarter will necessitate written notification from the family physician as to the nature of the illness as well as a parent conference with the principal. This conference will involve reviewing the absences and address the school's concern regarding attendance and its impact on the student and the classroom. Absenteeism exceeding 10% of the total school days will necessitate a review by the homeroom teacher and administrators (as well as the School Board when necessary) as to promotion considerations. Excessive tardiness or absenteeism may necessitate notification to the appropriate state agencies (Dept. of Social Services) regarding truancy. Exceptions and appeals are to be made to the principal when promotion is denied. The appeal will then be reviewed by the classroom teacher, administrators, and the executive committee of the school board.

Students are expected to attend school regularly and arrive on time. A student will be considered tardy to school if he/she arrives in the classroom anytime after 8:00 a.m. at the Main Campus (4th-8th grade) or after 8:15 a.m. at the Primary Campus (1st-3rd grade). Also see the Tardy Policy.

ADMINISTRATION/ORGANIZATION

Word of Life Lutheran School is an agency of Christian education, jointly sponsored by Ascension, St. Lucas and Timothy Lutheran congregations. It is governed by Word of Life School Board and administered through its principal, who serves as executive officer of the Board, and carries out the policies established by it.

*WORD OF LIFE LUTHERAN SCHOOL CONSISTS OF THREE
CAMPUS SITES –*

*Grades 4-8, located at 6535 Eichelberger
Grades 1-3, located at 6704 Fyler Avenue
Kindergarten & Preschool, located at 7100 Morganford*

The faculty is composed of dedicated Christians, well trained in their areas of responsibility and concerned for the total welfare of their students. They are trained in Lutheran /secular colleges, and certified by the Missouri State Department of Education.

The Lutheran school system is an integral part of the American educational program. In Missouri, Word of Life Lutheran School is bound by the same curricular standards as the public schools. Word of Life Lutheran School meets the educational standards of the state.

The elementary school of the Lutheran Church, Missouri Synod, dates back to the decade between 1830 and 1840 when a number of Lutheran congregations were organized in Midwestern states and established Christian schools for their children. The first of these schools is older than the public schools in most states. The Lutheran schools are not in competition with public schools. Rather they seek to work closely with the public schools in fulfilling the responsibilities of education in the community.

ADMISSIONS POLICY

Word of Life Lutheran School admits students of any race, color, national and ethnic origin, to all the rights, privileges, programs and activities, generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic and other school administered programs.

AFTER SCHOOL PROGRAM – LATCHKEY PROGRAM

Timothy Lutheran Church, 6704 Fyler, will again operate a Latchkey program for students. The service will be available before and after school at the Primary Campus. Transportation will be provided from the Early Childhood and the Main Campuses. This program will also include a teacher supervised homework time Monday through Thursday each week. Service is available for regular and occasional users. For more information contact Timothy Lutheran Church office at 781-8673.

BICYCLES – ASCENSION AND TIMOTHY CAMPUSES

A bicycle rack is available for those students, Grades 1-8, who ride via bicycle in good weather. We are not responsible for damage or thefts; however, we will exercise as much supervision as possible. Please provide a lock and instruct the child to exercise care in parking. Riding of bicycles on the blacktop is not permitted. Care in pulling into the schoolyard on arrival and caution in leaving the schoolyard after school is vital

CLOSING OF SCHOOL/INCLEMENT WEATHER

If it becomes necessary to close school due to weather conditions, radio/TV stations KMOX and Channel 4/5 will carry our school closing announcements between 5:30 a.m. 7:45 a.m. Notification will be posted on FastDirect (www.fastdir.com/wolstl) in an all-school e-Message prior to notification on the radio/TV stations.

COMPUTER INTERNET POLICY

The Word of Life Computer Lab offers students the opportunity to become competent in basic computer operation, word processing, and Internet use. The use of Word of Life computers is limited to school assignments, projects, or research directly related to the academic requirements of Word of Life Lutheran School and its staff.

Any unauthorized or immoral use of school or home computers to create or display offensive documents, instant messages, e-mail, or web sites will result in immediate disciplinary action by the Word

of Life faculty and School Board. Any unauthorized use of the Word of Life name and likeness is also prohibited.

Offensive materials include: profanity, nudity (live model and illustrated), racially exclusive or insensitive materials, or anything that directly opposes the Biblical teaching of Jesus Christ and the doctrine of the Lutheran Church – Missouri Synod.

CURRICULUM

The curriculum at Word of Life Lutheran School includes the subject matter common to all schools. This subject matter includes the language arts, social sciences, mathematics, science and the fine arts.

Primary to all instruction is the instruction in the Christian faith according to the confessional standard of The Evangelical Lutheran Church. Furthermore, GOD's WORD permeates everything that is taught so that the student better learns to understand his relationship to God and the world around him.

Thus, Word of Life Lutheran School becomes a unique laboratory in which students learn to work and play together as brothers and sisters in CHRIST, a place where faith, fellowship, and learning are joined to provide a strong foundation for successfully meeting life's challenges.

DAMAGES

Parents are required to reimburse the school for loss/damage their child may cause to school property. This includes textbooks, furniture, computers, P.E. and other equipment.

DISCIPLINE POLICY ENDORSEMENT

Word of Life's School Board strongly believes that a school discipline policy, developed from care, fairness and Christian values, is essential to a healthy learning environment.

We therefore, support, without reservation, the policy below and entrust Word of Life's faculty and administrator with the responsibility of the policy application. We also trust that the policy

will be faithfully and consistently followed, in accordance with the guidelines, and pledge our commitment to those obligated with enforcement.

DISCIPLINE GUIDELINES

The policy is to provide a uniform code of conduct for the Word of Life student body, whereby discipline is applied in a fair, Christian-like manner.

Word of Life Lutheran School believes that a caring discipline policy stems from the word RESPECT. We show RESPECT FOR GOD in the following ways:

- A. RESPECTING ADULTS*
- B. RESPECTING OURSELVES AND OTHERS*
- C. RESPECTING LEARNING*
- D. RESPECTING PROPERTY*

Word of Life further defines these four PRINCIPLES with nine rules.

A. RESPECT ADULTS

- 1. Follow directions the first time given.*
- 2. Speak appropriately to all adults.*

B. RESPECT OURSELVES AND OTHERS

- 1. Keep hands, feet and all other objects to yourself.*
- 2. Speak kindly to others.*

C. RESPECT LEARNING

- 1. Have homework completed on time.*
- 2. Be prepared for class.*
- 3. Maintain self-control.*

D. RESPECT PROPERTY

- 1. Students will care for their own personal belongings.*
- 2. Students will show care and concern for the property of others and the school.*

In addition to the nine rules, it is important to note that other offenses may be deemed severe. Severe offenses, which violate the policy's four basic principles, may abort the policy procedure and result in an independent action.

PROCEDURES

S.T.E.P. – Our discipline process.

Infraction of these rules and principles will be handled through the following S.T.E.P.'s. These steps are followed for subsequent violations of any of the rules or principles during one school day.

1. S – SIGNAL *The student receives a verbal warning (or “signal”)*

2. T – TIME OUT *Recess privileges are removed. Students will walk the perimeter of the playground as opposed to free-play time. The classroom teacher will determine the appropriate length of time.*

2. E – EXTENDED DAY
*The student will spend time after school on the day of the offense. The 45-minute time period for the extended day will be spent in the designated teacher's classroom.
Immediately following the third offense in a single school day, the student is responsible for phoning his or her parent, detailing the offenses leading to the extended day, and explaining that he or she must stay after school on that day. He or she will be sent to the office, with a note, explaining what the offenses were, and that they must phone a parent. The teacher will document the offenses, and a record of the offense is kept in the office.*

4. P – PRINCIPAL INVOLVEMENT
The student will have a conference with the principal.

At the beginning of each school day, all students have a “clean slate”. Offenses are not carried over from day to day, nor are steps added up from day to day. However, teachers may use other processes to deal with problems that occur from day to day, which do not fit into the above schedule.

Repeated extended days for unresolved behavioral issues or failure to give homework/classwork the attention required will result in communication between the parents, students, and teachers involved to establish an Action Plan. Lack of follow through with an established Action Plan could result in suspension, removal from extra-curricular activities, and may include review by the administration and classroom teacher as to continuation of the educational setting for the student at Word of Life Lutheran School.

CONTROL

1. THE CLASSROOM TEACHER IS GIVEN DISCRETIONARY AUTHORITY IN THIS POLICY.
2. THE PRINCIPAL IS RESPONSIBLE FOR THE IMPLEMENTATION AND ENFORCEMENT OF THIS POLICY.
3. THE PRINCIPAL HAS THE AUTHORITY TO MODIFY OR ADJUST THE POLICY WHEN HE BELIEVES IT IS IN THE BEST INTEREST OF THE STUDENT AND/OR STUDENT BODY.

STUDENT DRESS CODE

Word of Life Lutheran School is interested in the spiritual and educational growth of each student. We are also vitally interested in having each student acquire the intellectual, physical, and social skills that make for effective participation in Christian living. As a Christian community, our school encourages and expects proper speech, dress, and manners. We strive to project a distinctly professional, bold, and positive image to the community.

*The purpose of these guidelines is to set **standards** for acceptable dress and grooming. Our goal is to maintain an atmosphere conducive to serious educational pursuits. Please note, this is not a “uniform” policy, but guidelines for standardized dress. Within the limits of these guidelines, students still have the opportunity to express themselves as unique creations of God with various styles of dress and grooming.*

SHIRTS

- *Short or long sleeved Polo style shirts, turtlenecks, or Oxford style shirts with a turned down collar in solid plain colors may be worn.*
- *No visible, written words or pictures should be displayed on shirts.*
- *WOL shirts or sweatshirts may be worn. Those shirts with a crew neck must be worn with a collared shirt, or turtleneck shirt underneath.*
- *All shirts are to be tucked in at all times.*
- *Shirts are to be buttoned within one button of the neck.*

SWEATERS AND SWEATSHIRTS

- *Plain colored cardigan sweaters, crew neck and V-neck pullover sweaters, pullover and cardigan sweater vests, and sweatshirts are permitted in solid plain colors.*
- *A turned down collared shirt or turtleneck is to be worn under all types of sweatshirts and sweaters.*
- *No visible written words or pictures should be displayed on sweaters or sweatshirts.*

PANTS

- *Fitted or elastic waistband tailored style pants in twill, corduroy, or cotton blend can be worn in shades of the following colors: Navy Khaki Black*
- *The following pants are NOT acceptable: spandex or stretchy, jeans, sweat, or “snap”.*
- *When worn with a tucked in shirt, pants with belt loops must be worn with a belt.*
- *Pants are to be worn at the natural waistline. Pants should fit the person, conforming to their body type, and must not drag along the floor.*
- *Pants may have 2 front or side pockets, and 2 back pockets. Cargo pants are allowed **IF** they meet the criteria above (worn at the waistline, well-fitted, not past the floor in length).*

SHORTS, SKORTS, CULOTTES, CAPRIS

- *Fitted or elastic waistband shorts, skorts, culottes and capris in corduroy, twill, or cotton blend may be worn in shades of the following colors: Navy Khaki Black*
- *When worn with a tucked in shirt, shorts, skorts, culottes and capris with belt loops must be worn with a belt.*
- *Shorts, skorts, culottes and capris are to be worn at the natural waistline.*

- *Shorts, skorts, culottes and capris worn must extend beyond the fingertips in length.*
- *Shorts should not extend below the knee.*
- *Shorts may be worn from April 1st through October 15th.*
- *Cargo shorts will be permitted **IF** worn at the natural waistline, conform to the student's body type, and do not extend past the knee.*
- *Shorts that are NOT acceptable: jean, stretchy, spandex, athletic, or bicycle.*

SKIRTS AND JUMPERS

- *Skirts and jumpers may be worn by girls in corduroy, twill, or cotton blend in shades of the following colors:
Navy Khaki Black*
- *Jumpers in blue denim will be permitted.*
- *Skirts are to be worn at the natural waistline.*
- *Skirts and jumpers must extend beyond the fingertips in length.*
- *Solid colored shorts may be worn under a skirt or jumper, but may not extend past the hemline.*
- *When worn with a tucked in shirt, skirts with belt loops are to be worn with a belt.*
- *Jumpers and skirts are to be worn with a turtleneck or other shirt with a turned down collar in the solid colors listed above.*

BELTS

- *Belts are to be worn with looped pants, skirts and shorts. They may be solid or woven leather (or leather-like synthetic), in navy, brown, or black, with a plain buckle.*

SHOES

- *Proper footwear should be worn for all school activities. Closed-toe and heel shoes with socks are required. White, brown, black, or navy leather (or leather-like synthetic) shoes in loafer, Oxford, or Mary Jane style is acceptable. Athletic shoes are also acceptable. All shoes must have a non-marking sole. Shoes with laces or Velcro are to be fastened at all times. No clogs or sandals will be permitted. No snow boot is to be worn for indoor use.*

SOCKS AND TIGHTS

- *Solid-colored socks are to be worn at all times.*
- *Girls may wear solid colored tights. Pantyhose, if worn, should be natural in color.*

UNDERGARMENTS

- *Appropriate undergarments are to be worn. Undergarments should not be visible through, or sticking out of the outer garments.*

ADDITIONAL GUIDELINES

- *Male students are not permitted to wear earrings.*
- *No students are permitted to wear pierced body ornaments other than earrings.*
- *Clothing must not be torn, frayed, or dirty.*
- *Hats and sunglasses may not be worn in the building.*
- *Tattoos are not permitted.*
- *Hair must be kept in a neat, non-disruptive style on all students.*
- *Natural hair colors only.*

EXCEPTIONS

- *Scout uniforms may be worn on days of official Scout meetings or activities.*
- *On school sanctioned spirit days, students may dress according to the chosen spirit day attire.*
- *When field trips require specific clothing, students may dress as required by the classroom teacher.*
- *Uniforms that are mandatory dress for Physical Education or the athletic program may be worn at appropriate times as directed by a teacher or coach.*

ENFORCEMENT OF ABOVE POLICY

1. *First offense - the teacher will give a verbal warning to the child. A home communication will follow.*
 2. *Second offense - parent will be called to come and get the child from school, or bring appropriate apparel.*
- Please note, this dress code **does not require** the purchase of particular brand name items. Clothing is readily available from a variety of stores including, but not limited to: Wal-Mart, J.C. Penney, Target, K-Mart, Land's End, and resale stores.

EARLY CHILDHOOD EDUCATION PROGRAM

The Kindergarten and Preschool Programs are located in the educational wing of St. Lucas Lutheran Church, 7100 Morganford. Kindergarten Class is held Monday, Wednesday, and Friday from 8:30 a.m. to 2:45 p.m.

Preschool sessions on Monday, Wednesday and Friday are held from 9:00 a.m. to 11:30 a.m. and from 12:15 p.m. to 2:45 p.m. Preschool sessions on Tuesday and Thursday are held from 9:00 a.m. to 11:30 a.m.

ENTRANCE REQUIREMENTS

TO BE ENROLLED IN KINDERGARTEN, PUPILS MUST HAVE REACHED THE AGE OF FIVE YEARS ON OR BEFORE JULY 31.

Children in First Grade must be six years old on or before July 31 of the year in which they are enrolling. Pupils who enter with advanced standing must present a transfer and grade card from the school which they previously attended.

GRADING

The following is the system Word of Life Lutheran School uses in evaluating the academic performance of students in Grades 1-8.

1st - 4th grade	letter	5th - 8th grade
93 - 100	A	94 - 100
90 - 92	A-	92 - 93.9
88 - 89	B+	90 - 91.9
83 - 87	B	86 - 89.9
80 - 82	B-	84 - 85.9
78 - 79	C+	82 - 83.9
73 - 77	C	76 - 81.9
70 - 72	C-	74 - 75.9
68 - 69	D+	72 - 73.9
63 - 67	D	66 - 71.9
60 - 62	D-	64 - 65.9
59 and below	F	63.9 and below

Very Good	VG
Good	G
Satisfactory	S
Needs	
Improvement	N
Unsatisfactory	U

HONOR ROLL

Word of Life Lutheran School has both an A and B Honor Roll for grades 5 through 8. These academic recognitions are calculated on a quarterly basis in conjunction with the report cards. The homeroom teacher will average the grade values listed below from the eight core subject areas: Religion, Memory, Spelling, English, Literature/Reading, Math, Social Studies and Science. (If you have students in an Honors Class including Pre-Algebra or Algebra, please read the information below.)

In order to make it easier for all to calculate A and B Honor Roll status, the following will be used:

A Honor Roll - Percent values for the 8 classes are averaged.

Percent values of 94% or higher qualify for A Honor Roll

B Honor Roll - Percent values for the 8 classes are averaged. Percent values of 86% or higher qualify for B Honor Roll.

HONOR CLASSES

Calculation of Honor Roll Status for Students Enrolled in Honors Classes

Due to the challenge of honors classes at Word of Life, an adjustment will be made in the calculation of honor roll status for those students enrolled in honors classes. Honors classes are defined as any classes which instruct at a level higher than expected grade level. In the math curriculum for example, Pre-algebra would be an honors class for seventh graders, and Algebra would be an honors class for eighth graders.

Students will receive a letter grade for each honors class based on their performance in that class. This grade will be reflected on the report card with a note altering the title of the course to its honors title.

However, in the calculation of honor roll status, teachers are to view this grade as being one full step up from the grade appearing on the report card. For example, a "B-" on the report card should be seen as an "A-" for honor roll calculations. These adjustments are to be made only in the consideration of honor roll status and should not be indicated on the report card itself.

HOME/SCHOOL RELATIONSHIP

We wish to work only with children and parents who are willing to walk with us in ONENESS OF SPIRIT and purpose.

Whenever the school pulls one way, and the home another, the child suffers. We dislike being a part of such a condition, which leads to conflict and emotional disturbance within the child. The home is and always will be the chief agency for the Christian training of a child. The Christian Day School does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to serve as an important aid to and extension of the home in the vital work of Christian training. If the home and the school are both CHRIST-CENTERED, your child is receiving the best education he or she can receive anywhere. Refer to the form titled: Home-School Relationship for Word of Life Lutheran School Families – A Covenant for Christian Education. This form is signed

as a commitment from the parents and students to be in partnership in the efforts of the school.

*REMEMBER THE HOME AND THE SCHOOL ARE IN THIS TOGETHER! **The togetherness is important!***

HOMework

The challenging program at Word of Life Lutheran School requires some study to be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education, which is becoming more and more demanding. The amount of homework depends on the grade level and upon the ability and study habits of the child. Homework expectations for each grade level are communicated by the teacher at open house times as well as through the classroom newsletter.

Parents can help by providing encouragement and a quiet place for study. Providing too much help is to be avoided. If your child is unable to complete his assignments for any reason, kindly send an explanatory note so he/she may make up the work at a later time. If assignments are consistently burdensome, the teacher would appreciate you sharing the problem so that steps may be taken to correct the situation.

For homework assigned during an illness, students will have as many days as they are absent to make up their work. For example, if your child is absent for two days, they will have two days after they return to make up that work. However, if your child is absent from school because of vacation or other unexcusable matters, the work must be turned in the day they return. For all incomplete work, STEPS will be given, extended days will be served until complete, and grade reductions will be applied by the classroom teacher.

HOME/SCHOOL COMMUNICATIONS FORMS

This form, in triplicate, is primarily used to inform, alert and identify the source of any problem. Regular communication is encouraged between home and classroom. The form must be signed by a parent and returned to the responsible teacher and/or the principal.

L.A.S.E.

Lutheran Association for Special Education provides individualized services for students with diagnosed learning disabilities. Students experiencing academic concerns may be referred by the classroom teacher to L.A.S.E. for aid or for evaluation of learning performance. This program is at an additional cost to regular tuition. L.A.S.E. also includes speech and language services.

LEAVING THE SCHOOL GROUNDS

Students who, for reasons other than emergencies, need to leave the school grounds during any time of the day must have the permission of their parents, in writing, as well as, permission of the respective classroom teacher. Whenever such permission has been granted, full responsibility rests with the student and parents. Students at the primary campus must leave with an adult. Students in 4th – 8th grades may leave with written permission from a parent.

LOST AND FOUND

Each year there is a large accumulation of lost and found items. Much of this can be prevented by labeling garments, boots, gloves, etc. Money should be brought to school only when necessary. If it is cash, label the envelope and have your child give it to their teacher. Losses should be reported to the teacher immediately. At the close of each quarter, items not claimed from the lost and found will be donated to an agency providing for those in need.

LUNCH PROGRAM

The Word of Life Lutheran School, together with our two campus cooks, will again, within the framework of the federal government program, provide hot lunches.

The lunchroom will be ready to serve a hot meal on the first day of school. Hot lunch will be provided at a cost of \$2.20 per lunch, \$4.50 for an individual adult lunch. Those who bring their lunch may purchase milk for 30 cents. All lunches and milk must be prepaid.

The school will publish a menu each month that will be distributed to all students as well as being posted on the FastDirect website. The success of Word of Life's hot lunch program depends on a high

level of participation and faithful, prompt payment for lunches. Our policy will permit credit for five (one-week) lunches or five milks. If a student has not paid for lunch or milk after the five day grace time, the school may refuse to issue a lunch on day six. School will remind the student when lunch money is overdue. Parents may view their lunch funds remaining on the FastDirect website.

MEDICATION

Prescription medications can not be administered by school personnel without a signed parental permission slip and a doctor's notice. The medication must be in its original container labeled with the student's name on it. Permission slips are available from the school office.

A signed parental permission slip is required for school personnel to monitor any and all non-prescription medications. Non-prescription medicine must also be in the original container with the student's name on it. No child may self-medicate without written parental consent. Children with allergies must have and Emergency Allergy Action Plan on file with the office with physician-directed steps to follow in the event of a reaction. Copies will be distributed to each classroom teacher and staff member.

PARENT/TEACHER LEAGUE

Scheduled meetings are held during the months of September, November, January and May. Meetings begin at 7:00 p.m.

The PTL of Word of Life Lutheran School seeks to:

- Enable parents and teachers to better understand and appreciate their children's needs and abilities.*
- Help parents improve the skills needed for Christian child training.*
- Help teachers better understand and appreciate the needs and values of Christian home.*
- Enable the home, church and school to work cooperatively in the process of Christian education.*

PARENT-TEACHER LEAGUE OFFICERS

President	<i>Karen Moffat</i>
Vice President	<i>Kendra Loesche</i>
Treasurer	<i>Rick Myers</i>
Secretary	<i>Leslie Todd</i>

MEMBERS AT LARGE

<i>Sharon Keller</i>	<i>Beth Powers</i>
<i>Amy Kube</i>	<i>Tiffany Wohlstadter</i>
<i>Kelly Graf</i>	<i>Kathy Thies</i>

PERSONAL ELECTRONIC DEVICES

Personal electronic devices (including, but not limited to, MP3 players, i-pods, PDA, game systems) may not be brought to school. The purpose is to avoid damage, loss of property, and/or disruption to the school day.

Cell phones are to be turned off and not visible in the buildings during regular school hours. Any phones seen or heard will be confiscated and only released to the parents at the end of the day. Repeated offenses will result in further disciplinary action.

SCHOOL ENTRANCE

For the safety of the children in our care at school, to prevent unwelcomed visitors from entering the building without being seen, and to control the entrance of all persons during the school hours, only use the entrances indicated:

*6535 Eichelberger - Grades 4-8, off school playground.
6704 Fyler - Grades 1-3, enter from Fyler.
7100 Morganford - Kindergarten & Preschool, enter from Blow St.*

SCHOOL TARDINESS

The school tardiness policy is to establish a uniform code for students punctuality in attending a normal school day at Word of Life Lutheran School.

Word of Life Lutheran School requires all students to be prompt at the designated arrival time in the normal school day. We believe that consistent tardiness not only disrupts classroom procedure but also creates a negative impact on the student's general welfare and development.

PROCEDURES

- A. *Students at the Main Campus who arrive after **8:00 a.m.** will report to the office for check-in prior to entering their class. Students at the Primary Campus arrive after **8:15 a.m.** will report to the campus administrator to receive a tardy slip before being admitted to their class.*
- B. *Each Word of Life student is permitted two tardies without consequence per school quarter.*
- C. *The third, fourth, and fifth tardies will result in a \$10 fine each. The parent(s) will be notified of the consequence through the mail. For the 6th through 8th tardies, the fine will increase to \$25.00 each and result in a family conference with the administrator.*
- D. *Prearranged circumstances, between the classroom teacher and parent(s), that result in school tardiness will not be considered an offense to this policy.*

CONTROL

The office is responsible for all tardy records and parent notification as indicated in the policy.

The principal is responsible for implementation and control of this policy.

TELEPHONE USE

The school office telephone number at the Main Campus is 832-1244. The Primary Campus telephone number is 781-2516, and the Early Childhood Campus telephone number is 832-2307. The school offices will forward any necessary message to your child. Children are not permitted to use the office telephones, except in case of emergency. All messages for children, regardless of grade level, should be directed to the school office.

TUITION AND FAMILY SUPPORT FEES – Kindergarten–Grade 8

FAMILY SUPPORT

ASCENSION (44%)	TIMOTHY (47%)
KINDERGARTEN \$1,395	KINDERGARTEN \$1,440
GRADES 1-8	GRADES 1-8
1 ST child \$2,320	1 st child \$2,400
ea add'l child \$1,625	ea add'l child \$1,680
Association LASE \$1,521 (plus regular tuition rate)	

ST. LUCAS
Assessed by St. Lucas Church

TUITION FOR NON ASSOCIATION MEMBERS

KINDERGARTEN \$3,140	GRADES 1-8 \$4,685 per student
LASE enrolled students \$6,449	

PRESCHOOL TUITION

Children Age 4 & 5 - 3 ½ Days - \$100.00 per month
Children Age 3 & 4 - 2 ½ Days - \$90.00 per month

INCIDENTAL FEES

- Lunch assessment, Grades 1-8, \$40 per family.
- Science Lab Fee, Grades 4-8, \$20 per student.
- PE uniforms, Grades 5-8, \$20 per student.
- 6th Grade Camp \$180 *This fee will be included in monthly tuition payments for the 6th grade students.*
- 5th-8th Grade Band Program, \$280 per student. *This fee will be assessed to families once band classes have been set. Payments will be included in monthly tuition payments or billed with quarterly, semester, or full pay families.*

REGISTRATION FEE

A registration fee for Kindergarten through Grade 8 is charged when applications for re-enrollment are sent to the families in January. Each student will be charged a registration fee of \$100, non-refundable, with a maximum of \$200 per family.

The Word of Life School Board has established a tuition payment option plan including the following: 10-month, 12-month, quarterly, semester, or full-pay (see Tuition Option Plan sheet). Enrollment will be reviewed at the end of the quarter. Those families that are delinquent in payment of fees and tuition may not be enrolled for the following quarter. Notification will be made through FastDirect and also mail form from the School Board.

VISITORS

WHEN VISITING THE SCHOOL, REGARDLESS OF THE REASON, WE WOULD ASK ALL PARENTS AND VISITORS TO CHECK WITH THE OFFICE BEFORE ENTERING THE CLASSROOM AREA OF OUR SCHOOL. IN THIS WAY, CLASSROOM INTERRUPTIONS WILL BE KEPT TO A MINIMUM. PARENTS ON CAMPUS DURING SCHOOL HOURS ARE ASKED TO HAVE AN IDENTIFYING VISITOR BADGE.

VOLUNTEERS

Word of Life Lutheran School recognizes that parent and community volunteers can be an asset to our school program and ultimately the children entrusted to our care. The volunteer's role is to ASSIST the teachers, principal and staff. Classroom assistance is under the direction of the teacher and may include assigned tasks, student supervision, and individual student assistance when appropriate. The classroom teacher is responsible for the volunteer's actions, model and manner. Advanced planning, preparation and a high standard of order are essential when volunteer services are welcomed into our school program and operation.

Volunteers will experience and observe classroom instruction, procedure and general school operation. They have been invited and encouraged to assist the teacher, they are not in a judgment role regarding student conduct and the teaching/learning process. They ARE NOT responsible for disciplinary action. The teacher and

school administration expect a high level of confidentiality regarding observations that pertain to student rights, achievement and welfare.

Word of Life's administration acknowledges the important contribution that volunteers have made to our school. We are grateful for the gifts of time, talent and the positive, helpful spirit of many.

Our students receive direct benefit when the help from volunteers permit the teacher to give more attention to the teaching/learning process.

Volunteers serve our school best when conditions permit their concentration and devotion to be focused on the teacher-given responsibility. The following requirements should be considered before parents volunteer to serve the classroom teacher, in the school environment or on an off-campus experience.

- 1. Parents who come to a school location with planned purpose to serve a specific teacher need may not bring any other children.*
- 2. Volunteers who have been asked to help supervise students on a field trip or off-campus experience may not bring any other children.*
- 3. All volunteers, in cooperation with the classroom teacher, must have a clear understanding of, and accept, the assigned responsibility, prior to the time of service.*
- 4. All volunteers must accept, under the classroom teacher's leadership and direction, the liability in rendered service.*

Any and all exceptions to the above requirements are at the direction of the school administrator.

PARKING CAUTION

The St. Louis Police Department has notified Word of Life and reminded us that double parking on Donovan and Eichelberger violates St. Louis City law. Please respond to this warning and obey the law. We are always concerned about the safety of our children. Double parking does not only demonstrate disregard for the law, it threatens the welfare of our students. Each campus displays parking signs that designate which hours forbid curb parking. At the Timothy Campus, encouragement to obey NO PARKING areas on Fyler would be appreciated. PLEASE READ ALL SIGNS THAT REGARD PARKING AND COMPLY. The police department has and will issue traffic tickets to automobiles that violate the curb parking signs.

PLEASE EXERCISE EXTREME CAUTION AT ALL WORD OF LIFE FACILITIES.