

**THE FACULTY OF**  
**SAMUEL LUTHERAN SCHOOL**

500 Village Drive  
Marshall, MN 56258

Mrs. Lacey Timm  
5436 220th Ave  
Wood Lake, MN 56297  
(507) 530-1026

Preschool Lead Teacher

Ms. Sarah Zander  
221 Oslo Ave  
Marshall, MN 56258  
(507) 401-6448

Preschool Director

Ms. Tabitha Mays  
306 N. Elm St.  
Marshall, MN 56258  
(612) 443-7878

Kindergarten

Mrs. Renee Manian  
122 Dewey St.  
Vesta, Mn 56292  
(507) 829-5769

First & Second Grade

Mrs. Amy MacArthur  
205 East Thomas Avenue  
Marshall, MN 56258  
(507) 532-7455

Third, Fourth, & Fifth Grade

Mr. Corey Deyo

Sixth, Seventh, & Eighth Grade

Pastor Dan Herold  
206 W Marshall  
Marshall, MN 56258  
(612) 859-8921

Pastor  
Catechism, Christ Light  
Sixth, Seventh, & Eighth Grade

## **TO ALL PARENTS**

Upon enrolling your child in Samuel Lutheran School of Christ Evangelical Lutheran Church, you indicate that you subscribe to the policies stated in this handbook. If there are any questions regarding any of the school's policies, you are encouraged to speak with the Teachers, the Principal, the Pastor or a member of the Board of Christian Education.

This handbook is written to state the policies of our school and therefore lead to an even greater mutual understanding and cooperation between parents and teachers as we work together to give the lambs of Jesus Christ a well-rounded Christian education.

## **BOARD OF EDUCATION**

Justin Schultz  
1955 160th Ave  
Russel MN 56169

Tom Werner  
307 N. High St.  
Marshall, MN 56258  
507-530-7110

Rick Kobylinski  
301 W McQuestion  
Ghent, MN 56239  
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Jon Rubendall  
180 Centre St E  
Vesta, MN 56292  
507-532-6928

## **THE PURPOSE OF OUR LUTHERAN ELEMENTARY SCHOOL**

Samuel Lutheran School is owned and operated by Christ Lutheran Church to serve as an agency to help the parents in the Christian training of their children in accordance with the Scriptural command: "Train up a child in the way he should go; and when he is old, he will not depart from it." Prov. 22:6

We also take direction from Christ's own words in the 21<sup>st</sup> chapter of John, verse 15, when he says, "Feed My Lambs." John 21:15

## **OUR SCRIPTURAL FOUNDATION**

Samuel Lutheran School is founded on these eternal truths as revealed in God's inerrant Word, the Holy Scriptures.

1. There is only one true God; Father, Son, and Holy Spirit.
2. God created all things and created man as the crown of that creation.
3. Man's fall into sin has corrupted the entire human race, making all men subject to damnation.
4. God, through his grace, love, and mercy, sent His only Son, Jesus, to suffer and die to pay for all mankind's sins.
5. All who through the work of the Holy Spirit believe that Jesus is their Savior receive forgiveness of sins, life, and salvation.
6. As a believer in God, a Christian will show love to God by using the gifts and talents God has given to help spread the Word of God.

The Word of God is not only taught during the religion classes, but it is applied throughout the day as the basis and guide for all learning and living. It is the aim of our school to take into account the child's needs of body and of soul.

The chief objectives of Samuel Lutheran School are as follows:

1. To teach God's Word diligently in obedience to God's command.
2. To provide for the academic and spiritual welfare of the child by means of complete Christian education.
3. To help the child build Christian character.
4. To strengthen the Christian home.
5. To strengthen the Christian congregation.
6. To teach Christian citizenship grounded in obedience to God and his Word.
7. To teach children to evaluate all education from a Christian point of view.
8. To promote Christian fellowship among classmates.
9. To encourage excellence in teaching the basic elementary school curriculum.
10. To assist the parents in meeting the challenge of properly guiding their children.

It is the goal of the school to prepare the students for a useful God-fearing life as citizens in this world and to direct their attention to the lasting citizenship they are to share with fellow Christians in heaven.

In summary, Samuel Lutheran School of Christ Evangelical Lutheran Church teaches its students the truths in God's Word to make them wise unto salvation, as well as teaching them in all academic areas of instruction.

## **ENROLLMENT POLICIES**

Every member of Christ Evangelical Lutheran Church of Marshall has the blessing available to them to enroll their child(ren) in Samuel Lutheran School. Every effort will be made to assure that all the children enrolled in Samuel are achieving their potential. Children of a member who might transfer in from a different school, as well as a nonmember child, who might wish to enroll, will be evaluated for placement and the results reviewed and discussed by the principal and classroom teachers.

Since the main concern of both the school and the congregation is the salvation of souls, and since it is also necessary for parents to be informed as to the doctrinal instruction given to their children, parents who are not members of Christ Evangelical Lutheran Church, or one of its sister congregations, will be required to meet with the pastor so as to learn about the doctrinal differences of churches. Adult information classes will be scheduled so that parents are better informed of what the Lutheran faith is and thus what their child(ren) will be taught.

Enrollment of children in Samuel Lutheran School is always under the review of the Board of Education. Enrollment during a school year in progress will be individually reviewed by the Board of Education.

## **ENTRANCE REQUIREMENTS**

**PRE-KINDERGARTEN:** Children who are three years old by September 1 are eligible for enrollment in the appropriate class.

**KINDERGARTEN:** Children who are five years old by September 1 are eligible for enrollment.

**FIRST GRADE:** Children who are six years old by September 1 are eligible for enrollment.

**GRADES 2-8:** Children seeking admission to grades 2-8 must present either a transfer from their former school or a report card showing the prior year's standing.

Before parents enroll a child, they should be ready and able to subscribe to the following provisions:

1. That they are willing to have the child instructed in the Scriptural teachings of our church.
2. That parents do not object to having the teachers or a pastor warn the child of unscriptural teachings of other churches.
3. That the members of Christ Church will make every effort to have their child/children attend services regularly in Christ Evangelical Lutheran Church or another WELS or ELS church. For those who are not members of Christ Church, we invite you to worship here.
4. That they will permit the child to take part in the usual school activities and church services throughout the year or present a reason for the child's failure to participate.

5. That the child will attend the confirmation instruction classes which are conducted in the sixth, seventh, and eighth grades.

Christ Evangelical Lutheran Church maintains Samuel Lutheran School for the education, indoctrination, and Christian character building of its youth. It is the policy of Christ Evangelical Lutheran Church to enroll children according to the following priority:

1. First preference is given to children whose parent or parents are members of Christ Evangelical Lutheran Church.
2. Children whose parent or parents belong to sister congregations are accepted next as tuition students.
3. Unchurched children of a parent or parents who are mission prospects are given third preference and are accepted on a tuition basis.
4. Other children, upon consultation with a pastor, principal and board of education may be accepted on a tuition basis.

## **NONDISCRIMINATION POLICY**

Samuel Lutheran School of Christ Evangelical Lutheran Church admits students of any race, color, and national and ethnic origin to the programs and activities generally accorded or made available to students at the school. It does NOT discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

## **HOME AND SCHOOL COOPERATION**

The Lord through His Word has bound the home and the school together as a unit with one and the same aim or purpose when He said: "These commandments that I give you today are to be upon your heart. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." (Deuteronomy 6:6-7)

Christian parents dare NOT give up this God-given responsibility when they send their children to our school. The Christian home and the Christian school are the most effective agencies for the training of our children. However, in terms of importance and responsibility, the home stands first. Parents may not neglect the Christian training at home because their children attend a Christian school. The children belong to the parents, and therefore, it is the duty of the parents to give that child a Christian education. This privilege no one may take from them, nor may they forego it voluntarily.

The teacher's part is to give additional training so that the work of making our children "wise unto salvation," may continue unhindered and uninterrupted. Parents and teachers must join hands so that nothing may rob our children of the crown of glory laid up for them in heaven.

## **SCHOOL POLICY RELATING TO QUESTIONS AND CONCERNS**

Whenever a question or concern arises, the following scriptural principles should be followed:

- "If your brother sins against you, go and show him his faults, just between the two of you. If he listens to you, you have won your brother over." Matthew 18:15
- "Endeavor to keep the Unity of the Spirit in the bond of peace." Ephesians 4:3

Whenever a question or concern arises, the following sequence should be followed:

1. Questions and concerns are to be brought individually and not via group action.
2. Questions and concerns are to be brought in a spirit of Christian patience and understanding, with a desire for a quick resolution of the difficulty involved.
3. The questions and concerns must first be brought to the teacher involved, at a time mutually agreed upon.
4. In the event that there is no resolution of the problem involved, the following official channels may be approached, in this sequence:
  - a. Principal
  - b. Pastor
  - c. Board of Education

## **GUIDES FOR HELPING YOUR CHILD**

### **A. SPIRITUALLY**

1. Let the Word of God be the only guide in all phases of daily living and conduct.
2. Have regular family devotions and prayers.
3. Attend church regularly.
4. Encourage children to respect their teachers and all those placed in authority over them by their God.
5. Encourage children to be diligent in their prayers.

### **B. EDUCATIONALLY**

1. See to it that the child is regular and prompt in school attendance.
2. Discourage him/her from bringing any "off limits" items to school. (Toys, electronic devices, etc)
3. Expose the child to many wholesome learning experiences.
4. Get involved in homework, but do not do the homework.
5. Refrain from being critical of school procedures and teachers in front of the child.

### **C. PHYSICALLY**

1. Provide the child with well-balanced meals.
2. See to it that the child gets sufficient sleep for his/her age.
3. See to it that the child exercises on a regular basis.
4. See to it that the child is dressed properly for existing weather conditions.

## **ATTENDANCE AT WORSHIP SERVICES**

Christ Evangelical Lutheran Church provides weekly worship services throughout the year in addition to special Advent, Lenten, and holiday services. Worship services give us an opportunity to praise and thank God for His many blessings, especially for our salvation, to publicly confess His name, and to gather together with fellow believers to have our faith strengthened by hearing God's Word preached.

Regular, frequent worship is important for the spiritual growth of each member of the family. As parents, you need this for your spiritual development so that you can fulfill your responsibilities as Christian parents. Your children need your encouragement and example so that they can establish a worship pattern for life.

We also strongly encourage all of our children to attend Sunday School. This is not a program only for those who attend the public schools, but for all our congregational children. Sunday school and adult Bible classes are held at the same time so that the whole family can grow in spiritual knowledge. All classes are held at church between worship services from 9:15 - 10:15 AM during the school year.

Every effort will be made at school to encourage your child to attend worship services. Christians encourage one another. We should declare with the Psalmist, "I rejoiced with those who said, 'Let us go to the house of the Lord.'" (Psalm 112:1, and regularly attend church with the entire family.

## **SERVICE TIMES**

8:00 & 10:30 AM EACH SUNDAY (SEPTEMBER - MAY)  
9 AM SUNDAY & 7 PM MONDAY (MEMORIAL DAY-LABOR DAY)  
SPECIAL SERVICES AS ANNOUNCED

Children who are not accompanied in church by an adult should be seated in the main downstairs section of the church. Please remember that the last several pews in the back of the Church are reserved for those parents in attendance with smaller children.

## **SINGING AT WORSHIP SERVICES**

At various times during the school year, groups of our students will sing at our worship services. All students who are members of Christ Evangelical Lutheran Church or prospective members are expected to be in attendance at these services (students who are members of sister congregations, though not required to be there, will also be encouraged to be in attendance). To sing forth the praises of God and to beautify the worship services are the chief reasons why the students of our Lutheran Elementary School sing at these services throughout the school year. The courtesy of a written excuse in advance by the parents of students who will not participate is requested. If the student is ill or an emergency arises, a written excuse from the parents must be brought to the teacher the next day the child attends school.

## **WEDNESDAY MORNING WORSHIP**

Each Wednesday morning, worship is held in the gymnasium. A pastor or a male teacher leads these services with topics especially suited for children. These services are not intended to replace regular Sunday worship, but rather to provide another opportunity for the children to hear of their Savior Jesus Christ. Parents are invited to attend these services.

To impress upon the children their God-given responsibility to “go and teach all nations,” (Matthew 28:19-20) the children are given the opportunity to support mission work through their weekly offerings. Weekly mission envelopes will be provided for this purpose. Training in systematic freewill giving, out of the love for Christ and his Church, is one of the main purposes of this Mission program. The project that the offering is given to will be listed in the school newsletter.

## **FAMILY DEVOTIONS**

Christians keep in communion with their God by praying, hearing, and reading His Word. In order to carry out this fine Christian practice, we urge all parents to conduct daily family devotions. A good time to do this is right after the evening meal when all or most members of a family are gathered around the table or at bedtime when children are getting ready to rest for the night. A good book to use for this purpose would naturally be the Bible. Read a portion of Scripture, then close with a prayer or the Lord’s Prayer.

## **SCHOOL ATTENDANCE**

Students are expected to be punctual and regular in attendance. A written excuse signed by the parent must be presented to the teacher after a student has been tardy or absent. Unexcused absences shall be handled at the discretion of the faculty and the Board of Education.

If possible, parents are encouraged to inform the teacher that a student will be absent or tardy. A phone call to the school before 8:00 am would be appreciated.

Any absences due to family trips or similar situations which take your child out of school are discouraged. However, we know that work schedules and the like may make it necessary to take a trip during the school year so we ask for advance notice if your child is to be absent, and that arrangements should be made ahead of time for work that will be missed.

## **CURRICULUM**

The curriculum consists of the recognized and standard courses taught in any established elementary school. Areas most important for the Christian faith include Bible study, devotions, church history, passage memorization, hymn study, and catechetical instruction. Writing, mathematics, reading, spelling, science, social studies, music, art, and physical education are included in the curriculum. These subjects are all taught from the Christian viewpoint.

## **HOMEWORK**

A Christian will want to do the schoolwork assigned as well as possible to the glory of God. This will necessitate the completion of assignments - unfinished during the school day - at home. There will naturally be a greater amount of homework as the child progresses into the higher grades. However, an excessive amount of homework should not be necessary unless the child has been absent, willfully neglects assigned work at school, or is not working up to the grade level for other reasons. A certain amount of homework is necessary and will be assigned as determined by the teacher. Oral reading at home is helpful for all students but especially helpful in the lower grades and for those who have reading difficulties.

When unfinished work is not completed at home, an explanation by the pupil must be given to the teacher before class time. This practice is not only courteous, but is also expected.

It is essential for building character that children are consistent in submitting their work on time, reliable in carrying out their assignments, and careful in preparing it properly and neatly.

Parents should, and must, check their child's work regularly for the child's benefit and to see that it has been properly completed. Should it appear that the child is burdened with too much homework; parents should contact the teacher at once.

## **MEMORY WORK**

God gave us His Word to make us wise unto salvation. As Christian parents and guardians, we should realize the importance of committing to memory these sacred truths now, so we don't forget them later on. Each child has the opportunity and privilege of learning these passages and hymns during the daily Bible lessons. Paul the Apostle tells us in II Timothy 3:15, "From infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus." Finally, we ask that parents make sure that their children know the assigned material before they come to school.

## **ANIMALS IN SCHOOL**

Teachers are allowed to have classroom pets or to use animals for science classes. Animals may also be brought in for show and tell or other educational purposes. The teacher will make sure that no students in the school are allergic to the animal(s).

## **BOARD OF CHRISTIAN EDUCATION**

Meetings are generally held on the first Tuesday of each month. Should a parent wish to attend a meeting please make a request to the principal at least a week prior to the meeting so the board may be notified and ready to discuss your question.

## CHILD ABUSE - HANDLING ALLEGATIONS POLICY

Teachers and employees of school systems are considered mandated reporters under the Minnesota Statute 626.556 dealing with the maltreatment of minors. Failure to report to the county welfare department or county sheriff by a teacher who knows or has reason to believe that a child is neglected or physically or sexually abused, and fails to report, is guilty of a misdemeanor. The purpose of the mandated reporting is to protect children. Any teacher reporting physical or sexual child abuse or neglect is immune from any civil or criminal liability that might otherwise result from their actions, if they are acting in good faith.

Investigations of Child Abuse at School:

Minnesota Statute 626.556 provides the authority for the local welfare agency responsible for investigating child abuse reports, to interview, without parental consent, the alleged victim and any other minors who are currently residing with, or who have resided with the alleged perpetrator. The parent, legal custodian, or guardian shall be notified by the Department of Human Services, Division of Licensing Maltreatment Intake Line, no later than at the conclusion of the investigation or assessment that the school interview has occurred. Where reasonable cause exists a Juvenile Court may order that the notification of such interview be withheld.

If such an interview is to take place at school, these guidelines are to be followed:

1. A "Notification to School to Interview Child" on School Property by Authority of Minnesota Statute 626.556" must be received by school authorities prior to the interview.
2. The time, place, and manner of the interview on school premises shall be within the discretion of the school officials. The conditions as to time, place, and manner of the school interview shall be conducted not more than 24 hours after the receipt of notification, unless another time is deemed necessary by school officials and the welfare department.
3. The county agency/welfare department is responsible for notifying parents of the interview at school. **School officials/teachers shall not disclose this to the parents, legal custodian, or guardian.**
4. Human Services employees, in interviewing children on school premises, shall make every effort to reduce disruption of the educational program of the child, other students, or school staff.

Should a teacher, staff member, or volunteer that represents Samuel Lutheran School be accused of abuse or neglect of a student, the following procedures will occur:

1. If an allegation of sexual abuse is made, the following people will be contacted at the first opportunity within 24 hours: the Principal, Pastor, The Board of Christian Education Chairman, and the Chairman of the congregation.
2. After initial investigation and where the allegations may appear to have validity, the steps identified below will commence. Contacts as outlined in steps #3-6 will be made within the same 24 hours of the first report of alleged abuse to the Principal or Pastor.

3. Although the presumption of innocence remains intact and full due process will be afforded to the alleged abuser (teacher, staff member, volunteer), he/she will be given an immediate leave of absence with pay (if applicable) until such time that an investigation by the Board of Christian Education or appropriate governmental agency has been completed. Financial arrangements for lost salary will be determined following said investigation. Samuel Lutheran School will suspend the alleged offender from any and all contact with children while a confidential investigation is being conducted.
4. The Principal or Pastor will contact the appropriate local law enforcement agency and/or social service department of the county.
5. An investigation of the alleged abuse will be conducted by the appropriate government agency with a report given to the Board of Christian Education, Pastor, Principal, school's insurance company, and the school's legal counsel.
6. The Principal or Pastor will contact the insurance carrier and legal counsel of Christ Lutheran Church and Samuel Lutheran School and the appropriate synodical and district officials (the District President, the Administrator for the WELS Commission on Lutheran Schools, Circuit Pastor, etc.)
7. The Principal, Pastor, and/or Board of Christian Education Chairman will contact and meet with the alleged victim (if appropriate), along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions. Ongoing contact throughout the process will occur including assisting them in their process of healing. In addition, efforts will be made to counsel/communicate with others affected by the alleged perpetrator.
8. The Principal, Pastor, and/or Board of Christian Education Chairman will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
9. The Principal/Pastor will update the faculty, the Board of Christian Education, and Church Council of the events and the investigation as appropriate and permitted in consultation with the school's legal counsel. Efforts will be made to afford the presumption of innocence to the alleged abuser by not publicizing allegations to a wide audience prior to completion of the investigation by authorities.
10. The Principal, Pastor, or other spokesperson will be given the responsibility of dealing with the media as directed by the school's legal counsel. All other faculty, staff, and personnel should refrain from public comment.
11. Should the allegations of abuse or neglect be proven groundless in the end, significant effort will be made by the congregation to rehabilitate the reputation of the worker within the school/church and community. Full compensation for the leave of absence will be made (if applicable), the leave of absence will end, and full employment of the worker will re-initiate.
12. Should the allegations of abuse or neglect be found to have merit or be proven true and of a serious nature, the worker's Call/employment/volunteer service will be terminated. For this worker and/or volunteer, he/she will no longer represent Samuel Lutheran School or be allowed contact with students in school-sponsored events.

## Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for an offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug related offenses, or family violence.
3. A prior criminal history of an offense against minors.

## **CLASSROOM VISITATION**

We encourage parents to visit school, if proper arrangements are made and the teacher grants permission in advance, to gain greater understanding of the school atmosphere and instruction in our school. Friends and students may also visit school if proper arrangements are made, and the teacher grants permission in advance.

Board of Christian Education members are asked to visit school, if proper arrangements are made, at least once a year to be better informed and more able to serve our teachers and congregation.

The principal will observe classes from time to time to be better informed and able to assist teachers in developing skills, methods of teaching, classroom management, and assist as needed.

## **DISASTER PREPAREDNESS**

We pray that no disaster shall come our way, but if students get separated from their classmates they should meet at Boulder Estates.

### Fire

The State of Minnesota has mandated that schools conduct five (5) fire drills per year. Fire drills will be held once a month during the school year.

### Tornado

At least one tornado drill will be conducted annually. This is usually done in early April. The 6-8 grade students will head to the boys' locker room, the 3-5 grade students will head to the girls' locker room, the 1-2 grade students will head to the girls' restroom, the Kindergarteners will head underneath the stairs outside their classroom, and the Preschoolers will head to the bathrooms on their side of the building.

## Lockdown

The State of Minnesota has mandated that each school conduct five (5) Lock-Down Drills. These are to be done for the safety of the children in case of an unwanted person(s) in the building. Each classroom has been given instructions on what to do in such a situation. The teachers and students will use the A-L-I-C-E Training method. This method is for the teacher to assess the situation and decide if barricading, fighting, hiding, or leaving the building is the best option for student safety. The principal will conduct these drills by going over the telephone loudspeaker and instructing the children that we are in a "Code Red / Lock-Down Drill". The students will then implement their A-L-I-C-E training. If it is not a drill, the principal will simply announce "Code Red" over the telephone intercom system.

All outside doors to the school are locked throughout the day. Special times have been designated for the front door to be open, otherwise only keys can open the outside doors.

## **DISCIPLINE**

Although our children are daily taught the Word of God, they are not exempt from the temptations of the devil, and their sinful flesh. At times it becomes our duty to point out, admonish, correct, and even punish such sins in Christian love and concern for the individual.

Our students should try at all times to conduct themselves as Christian young people. When conduct is not of such a nature, God pleasing admonition and, if needed, discipline will be applied. Detentions may in time follow if the behavior warrants such a punishment.

Should there be an exceptional case of discipline problems, the teacher, together with the principal, will consult with the parents and the child for further cooperative action. Continuing problems may lead to suspension and even expulsion from school.

Our students must always remember that wherever they are, be it classroom, hallway, outside, gym, bus, or at another school, they are to "let their light (Christianity) shine.

## **DRESS CODE**

As members of the Lord's redeemed family, children of Samuel Lutheran School show their high calling as Christians through their dress as well as their conduct and behavior. Proper attire often has a way of influencing proper behavior. We therefore expect all pupils to attend classes in clothing that is neat and clean - - and to avoid clothing that is torn, frayed, or indecently suggestive. Clothing may not contain messages that contradict God's Word. We urge parents to be responsible and see to it that their children are dressed in such a way that the Lord would be pleased with what He sees. We trust that you will use commendable Christian judgment. Boots, hats and gloves will be required during the winter months. Gym floor shoes should be available to use. Should the need ever arise, the staff reserves the right to discuss with individual parents the matter of their child's appearance.

## EXTRA CURRICULAR ACTIVITIES

Samuel Lutheran School endeavors to provide numerous outlets for its students who have special gifts, talents, or interests. There are opportunities for students to participate in Meet Math, forensics competition, and selected interscholastic sports activities.

### 1. Interscholastic sports eligibility

A student must be deemed eligible to participate in interscholastic sports. To be eligible, a student must be keeping up with their schoolwork and must not have ongoing misconduct issues in accordance with the Discipline policy of this handbook. On the sports sign-up sheet, there will be a spot for the student's teacher to attest that the student is eligible to participate. No teacher attestation of eligibility; no participation until it is handed to the Coach. If a student starts falling behind with schoolwork or misconduct issues arise, the teacher will alert the Principal and the Coach that the student is no longer eligible to continue participation until the student catches up with his or her work or the student's conduct improves.

### 2. Expected sports conduct

As representatives of Christian values and followers of Christ, students are expected to be humble, polite and encouraging to others while practicing for and/or participating in games. The following unsportsmanlike conduct will not be tolerated:

- a. Disrespecting anyone (coaches, teachers, players, referees, etc.) in words or actions. This includes, but is not limited to back talking, eye rolling, slamming balls in discontent, putting others down and refusing to congratulate the opposing team;
- b. Cursing or talking about inappropriate subject matter;
- c. Intimidating other players with threats of physical violence or words that are demeaning or meant to belittle; and
- d. Fighting. Fighting will result in immediate sports expulsion for the rest of the sports season and may indefinitely prevent the student from future eligibility.

### 3. Unsportsmanlike conduct consequences

While we are all sinful, God calls for those in authority to teach and correct. Sin left uncorrected tends to lead others astray (Prov. 10:17, Gal. 5:9). The following consequences will be carried out separately for each sport during the school year no matter if it hurts the team's chances of winning. It may seem "unfair" to the rest of the team, but we will not trade integrity for hopes of winning games.

- a. Benched – Any occurrence of unsportsmanlike conduct will result in the student being "benched" for the rest of practice or the rest of the game.
- b. Sport suspension – Continued unsportsmanlike conduct will result in the student being benched and losing the privilege to participate in the next game and all practices leading up to that game.

- c. Sport expulsion – A student that is unwilling to participate in a sportsmanlike manner after a sport suspension will result in the student losing all privilege to participate in that sport. If a student is expelled from a sport, the student does not have the ability to earn the privilege back. Eligibility for that sport will be determined the following school year.
4. Reporting  
Anyone who sees or hears of unsportsmanlike conduct is encouraged to contact the Coach or any school representative (Pastor, Principal, Teacher, Board of Education member) who will bring the information to the Coach.
5. Who may carry out consequences?  
The Coach has authority to “bench” a student anytime and must discuss with the student the reason for being benched. The Coach also has authority to carry out a sport suspension or sport expulsion by contacting the Principal and stating why the action is being made. The Principal will contact the student’s guardian(s) to discuss the reason for carrying out a sport suspension or sport expulsion.

## **BAND PROGRAM**

Samuel Lutheran School also offers children in grades 4 through 8 the opportunity to participate in band. Lessons are offered during the school day. Band students have the opportunity to demonstrate the skills they have learned as they participate in performances during the year.

Band is an extracurricular activity offered to our students at their request and expense. As with all extra curricular activities, participation is limited to those who are eligible.

## **GENERAL SCHOOL RULES FOR ALL STUDENTS**

### **Classroom**

1. Gum chewing is not allowed on school premises.
2. Students will show respect for all school property, such as desks, by not taping or marking on them. This includes any type of stickers or posters.
3. Students will respect the property of other students and teachers by not taking or damaging anything that is not theirs. They should ask when they need to borrow items.
4. Students will walk in school at all times.
5. Birthday treats may be given out at a time designated by the teacher.
6. No toys should be brought to school without prior permission.
7. Reference books are not to be stored in students’ desks.
8. An atmosphere conducive to instruction and independent study must be maintained at all times.

### **Hallways**

1. No running or jumping in the halls.
2. No excessive noise will be tolerated. (Including loud talking.)

3. No ball bouncing or tossing in the halls.
4. Keep hands off walls.

### **Restrooms**

1. No unnecessary noise or talking is permitted.
2. No standing on the stools.
3. Flush after using stools or urinals.
4. Students are to report immediately anything unusual that has happened in the restrooms.

### **Recess**

1. No hardballs are allowed on the school premises (except if authorized by the teacher and used for physical education)
2. Students will not tackle, push, or fight another student.
3. Students will not throw or eat snow.
4. Students will stay on supervised school grounds during all school hours.
5. All grades are to line up before coming into the building and enter in an orderly fashion.
6. Only outside balls and equipment should be taken outside.
7. Students who take equipment out are responsible for bringing it back in.

### **Before & After School**

1. Students should work quietly to complete morning routines on arrival.
2. Students are to leave school grounds by 3:15 p.m., if possible.
3. Students are not allowed to play after school dismisses.

### **Indoor Recess**

1. No outside balls are to be used indoors.
2. All play equipment is to be returned to the proper storage areas when students are finished using them. Nothing is to be left lying on the floors.
3. No students are allowed to play inside before or after school hours, unless a teacher has directed them to do so. Teachers who permit students to play indoors must be present to supervise.

## **TRANSPORTATION**

Residents of the Marshall area are transported by Southwest Coaches according to the policy set by the Marshall Public School system. Samuel Lutheran School will follow the public school calendar as closely as possible to help accommodate the busing schedule. Some days during the year will be designated as "parent transport days."

## **SCHOOL CLOSINGS**

If school is closed due to inclement weather conditions, cancellations will be announced on radio stations KKCK (99.7-FM), KMHL (1400-AM), KARZ (107.5-FM), and KARL (105.1-FM). Our school closings will coincide with Marshall Public Schools. If school begins late, Pre-Kindergarten will be canceled unless otherwise announced. Also, you can check closings and cancellations on the web at [christlutheran-marshallmn.org](http://christlutheran-marshallmn.org) or [marshallradio.net](http://marshallradio.net)

## **HOME VISITS**

Teachers will make home visits for all new students in their classrooms and for any family that requests a home visit. If a family requests a visit at school instead of home that is acceptable.

## **IMMUNIZATION**

Minnesota State law requires that children have certain immunizations prior to school enrollment. A set of guidelines indicating the specific immunizations is available from the school. A record of the immunizations and the dates on which they were received must be on file at the school prior to the child's attendance. Parents may get the form required for these records from the school office.

## **MEDICATION POLICY**

Due to legal issues and safety, all medications dispensed at school must have a physician and parent signature. This includes all prescriptions and over the counter medication such as Maalox, Tylenol, cough syrup, cold medications, etc. Our goal is to administer medications safely and effectively to your child. To do this, we need your assistance.

When your physician orders medication, ask if it can be given outside the school hours. If it cannot, District 413 (our nursing and supplies are paid for by district moneys) policy requires the following:

1. Medication cannot be given without a copy of a physician's order and signed parent consent.
2. The medication must be in the current original bottle, properly labeled.
3. Send only the amount to be given at school. Please count the number of pills and note this on the bottle.
4. In the event the parent cannot bring the medicine to school, instruct your child to take the medication to the student health office. Call the school to let them know that medicine is being sent.
5. No student in the school district is allowed to carry or keep medications in school in their locker, desk, and bookbag.

School Medication Authorization and Instruction forms are available at the Clinic or at the school office.

## **NURSE**

The school nurse comes in once a week for filing, reporting of forms, and health screening.

## **LIBRARY POLICY**

The library is open once a week. Each student is allowed to check out 3 books each library visit. The books are checked out for a two-week period.

If a student has a book that is two weeks overdue, the student will not be allowed library privileges until the book is returned.

If a student loses a book, the student should report it to the librarian as soon as possible. Students are responsible for paying for the replacement of any book or one of equal value, plus \$2.00 for processing the book. When fees have been paid, students may resume library privileges. If a book has been lost and is paid for and reappears after a short time, the student will be reimbursed, providing the book is in good condition.

If books are returned with damage such as pages torn, chewed, missing, or covers bent or torn, etc. the student will be fined \$1.00 or a replacement fee may be charged. The librarian will confer with the principal before a fine is given.

## **LUNCH**

Our school participates in the National School Lunch Program. Applications are available in the office for free or reduced-price lunches for those whose income qualifies.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences will be held at the end of the 1<sup>st</sup> quarter. 3<sup>rd</sup> quarter parent/teacher conferences can be held if either the teacher or the parent requests a meeting.

## **PERMANENT RECORDS**

The following items are included in a student's permanent record:

1. Final copy of a student's report card
2. Standardized test data
3. Copy of the child's birth certificate
4. Immunization records
5. Special testing data
6. Any Individual Education Program (IEP) data
7. Student picture, if available
8. Registration form
9. Field trip permission form
10. Medical records

Only faculty and parents, through the principal, shall have access to the permanent files. Only the principal will honor requests from parents or school districts for the transfer of permanent records. Student names and records are always a matter of confidentiality between faculty, students, and parents.

## **REPORT CARDS & MIDTERMS**

Report cards are issued quarterly on days specified on the school calendar. Midterm reports are sent home at the halfway point of each quarter.

The grading scale is as follows:

100%	A+	85-84%	C+
99-96%	A	83-80%	C
95-94%	A-	79-78%	C-
93-92%	B+	77-76%	D+
91-88%	B	75-72%	D
87-86%	B-	71-70%	D-
		69-0%	F

E (Exceptional), S (Satisfactory), N (Needs Improvement), and U (Unsatisfactory)-- are placed in place of A, B, C, D, F in certain subjects.

## **RETENTION & ACADEMIC DIFFICULTIES**

Families may make use of the public school for IEP testing. Teachers may suggest testing of a student, but it is the parent's right and responsibility to have their child tested if they believe it is necessary.

Retention is not a tool of discipline, but rather a tool to assist students in the process of academic growth. Parents will be notified no later than the midterm of the 3rd Quarter should discussion of possible retention of their child be needed. The parents have the final say as to whether they want their child retained or promoted. If the teacher and principal are sure a child must be retained and the parents do not agree, the principal and Board of Christian Education may have to discuss if the child is able to stay at Samuel. This may happen if Samuel does not have the resources available to best educate the child.

## **SEXUAL MISCONDUCT**

Sexual harassment is a sin against the sixth commandment and will be treated as such. Faculty, staff, and students are to honor God and our neighbor by leading chaste and decent lives. Whether it be in word or action, sexual harassment will not be tolerated. Samuel Lutheran School will comply with federal and state laws relating to this matter. In cases of students receiving harassment, police will be conducted. All reported instances of sexual harassment will be referred to the Board of Christian Education for resolution.

Minnesota Statute Chapter 148A is titled "Action for Sexual Exploration; Psychotherapists" has legal implications especially for the classroom teachers and pastors. The classroom teachers plus any school support staff, whether they are paid

or volunteer, are informed about sexual misconduct on an annual basis. **Criminal Background checks are mandatory for all adults working at Samuel.**

The presidium of our Minnesota District of WELS is in the process of getting legal interpretation of Chapter 148A as it applies to teachers, pastors, congregations, and district/synodical officials who prepare call lists. There is a policy adopted by the WELS Council of Presidents that any pastor or teacher found guilty of sexual misconduct may no longer serve in the public ministry. The Minnesota District is attempting to develop a process which verifies that any pastor or teacher accepting a call into the district has no history of sexual misconduct during their previous ministry or personal life. Each congregation will need to verify that its present pastors, teachers and support staff have no history of sexual misconduct. Also, there needs to be verification by the district that a pastor or teacher has no history of sexual misconduct when the pastor or teacher accepts a call to a different district. The Minnesota District is developing this verification process so that sexual misconduct or allegations of it are handled at the local level and that congregations calling workers are assured of an accurate record.

## **TELEPHONE**

Students are to use the phone only in case of emergencies and with the permission of their teacher.

## **TESTING**

Standardized tests are administered each fall and spring. These aid in showing the progress of the child and in evaluating teaching materials and methods being used. In addition, regular subject matter tests are administered periodically by the instructor.

## **P.T.F.**

PARENTS, TEACHERS, AND FRIENDS OF SAMUEL LUTHERAN SCHOOL

P.T.F. is a service organization to assist the school through special funding and work projects. The organization functions in a service capacity only and is not part of the policy making for the school. Meetings of the P.T.F. will be announced in the bulletin and school newsletter.

## **FEES AND PAYMENTS**

### **REGISTRATION**

A registration fee is charged to every pupil, whether or not his/her parents are members of Christ Evangelical Church. This registration cost helps to cover the costs of book rental, workbooks, activity fees, a music fee, and the general operation of the school. (This registration fee is included in the total tuition cost listed below.)

### **TUITION**

Samuel Lutheran School is supported by the regular offerings of the members of Christ Evangelical Lutheran Church. We hope the parents of the school children realize what a blessing they are receiving from the Lord and will respond as the Lord has blessed them in their offerings. To provide for the increasing monetary needs, members will also be charged a tuition fee.(see attached cost sheet)

Non-member and sister congregation families are to pay the designated tuition and fees to Christ Evangelical Lutheran Church in order to help defray the cost of education for their children. This amount is listed on a special cost sheet.

Special cases will be taken under review by the Board of Education regarding both member and non-member families. Arrangements for all school payments will be made with the Board of Education.

## **TUITION ASSISTANCE**

Requests using the Tuition Assistance Request Form may be made to the Principal or Board of Education. Application for K-8 Tuition Assistance will need to be filled out along with a written letter from the family stating why tuition assistance is needed at this time. Tuition assistance, if needed, will need to be applied for on a yearly basis. If the Board of Education grants tuition assistance, the Board may also ask the recipient to donate time to help the church or school with projects. This could come in any of the following ways: cleaning at school, grass cutting, snow blowing, playground maintenance help, and many other possibilities. Don't forget about the State's tax credit on deduction for tuition, registration fees, and band lessons. Please keep in mind it costs approximately \$6,700 per year to educate a child at Samuel Lutheran School. Applications must be given to the Board of Education by the second Friday in May. Requests for emergency assistance will be reviewed on a case by case basis.

## **PUPIL-OWNED BOOKS**

In addition to the textbooks rented by the children, the following books are necessary for their religious training and may be purchased through the school for the grades in which they are used:

1. Christian Worship (hymnal 1-8)
2. Catechism (blue-grades 6-7-8)
3. Catechism (NPH-grade 5)
4. Bible (NIV) grades 3-8
5. Christ Light Materials grades 1-2
6. Christ Light Materials grades 3-5
7. Assignment Notebook (grades 3-8)

The cost for the purchase of these books may be found on the cost sheet.

## **DAMAGES**

The child must reimburse the school for the loss of, as well as willful or careless damage to school books, desks, shelves, equipment, etc. All violators of this rule will be billed for the amount of the actual damage done.

The school will not be responsible for loss or damage to unneeded items that students bring to school. This includes, but is not limited to, such things as electronic dictionaries, journals, games, expensive multi-function calculators, toys, balls, portable CD or cassette tape players, CDs or cassette tapes, cameras, etc.

## **PESTICIDE APPLICATION**

In fulfillment of the law, we are making the following information known to all families that send children to Samuel Lutheran School.

If we find a need to use a pesticide at school (inside or out) during the year, we must make the schedule of application available to all parents and staff. At the time such an application seems necessary, all parents will be notified of the schedule of application.

We are also to state that the long-term health effects on children from the application of pesticides or the class of chemicals to which they belong may not be fully understood.

As parents, you may request information about any application of pesticides we may plan to implement. We will have information in the office telling when application will occur. If you are concerned at any time about the effects any such application may have on your child, please call the office. In the past, any application we did was done at a time when children were not going to be present for 24 –48 hours. We would plan to continue that practice IF IT WAS NECESSARY TO APPLY SOMETHING. Please inform us if you know of any health alert you may have in regard to your child

## **CRIMINAL BACKGROUND CHECKS FOR TEACHERS AND STAFF**

Samuel Lutheran School conducts criminal background checks on all teachers and staff upon initial calling or employment and periodical re-checks every year. Volunteers at Samuel Lutheran are also included in the criminal background checks.

## **IN CLOSING**

Our Lord expects of His children that, out of love, we walk in His commandments and live lives pleasing to Him. It is the intent of the staff to help you instill this desire in your children to want to serve their Savior in this way.

The number of hours which we have your child during his/her elementary school career is 8.2 percent - - only a fraction of his/her total life. We will do our very best to see that the authority and responsibility which you have delegated to us is used to the best of our abilities. By making God's Word our daily guide, we, as parents and teachers, can together with our children, praise and glorify our God now and in eternity.

It is our prayer that God will continue to bestow His bountiful blessings upon our school and the work done here. May the Christian education which our children receive in their homes, church, and school, prove to be a lasting blessing to them as they walk their various pathways here on earth. May the Lord continue to increase the faith our children now have so that finally when their last hours come, they may enter the eternal home which God has prepared for all believers in Christ Jesus their Savior.

\*Fees are reviewed yearly and are subject to change. Please contact the school office at 507-532-2162 to check on the most accurate fee schedule.

**Registration Fees for 2026-2027 school year**

Preschool Registration \$100 per student

Before/after school \$25.00 per family

\*10% of total tuition cost will be due at time of registration for students in K-8\*

**Activity fees for 2026-2027**

Basketball \$35.00 per student Volleyball \$15.00 per student

**Technology fee for 2026-2027**

Grades 1-8 – the fee is \$50 per student.

**Early Childhood Center rates for 2026-2027**

The EC program for three and four year olds (as well as before/after school) will be charged an hourly rate of **\$3.90 per hour**. Drop ins for After School Care will be charged an hourly rate of **\$4.40 per hour**.

**Tuition rates for 2026-2027 school year**

<u>Members of Christ Ev. Lutheran Church</u>		<u>Non-Member</u>
K thru 8 - 1 <sup>st</sup> child	\$1700.00	\$3325.00
2 <sup>nd</sup> child	\$1600.00	\$2850.00
3 <sup>rd</sup> child	\$1400.00	\$2200.00
4 <sup>th</sup> child	\$1300.00	\$2100.00

A tuition assistance fund is available. Please see the policy listed in the handbook above titled "Tuition Assistance".

**Bookstore items (prices subject to change)**

Growing in The Word (green gr. 6-8)	\$18.00
Catechism (dark blue gr. 6-8)	\$25.00
Catechism (FAITH Found. gr. 5)	\$24.00
Bible (NIV gr. 3-8)	\$15.00
Christian Worship Hymnal (gr. 1-8)	\$29.00
Christ Light – religion (PreK & K)	\$24.00
Christ Light – religion (gr. 1-5)	\$45.00
Christ Light – religion (gr. 6-8)	\$20.00
Assignment book (gr. 3-8)	\$ 3.00

\*A fee of \$20 will be charged for any NSF check.