



2018 – 2019 School Handbook

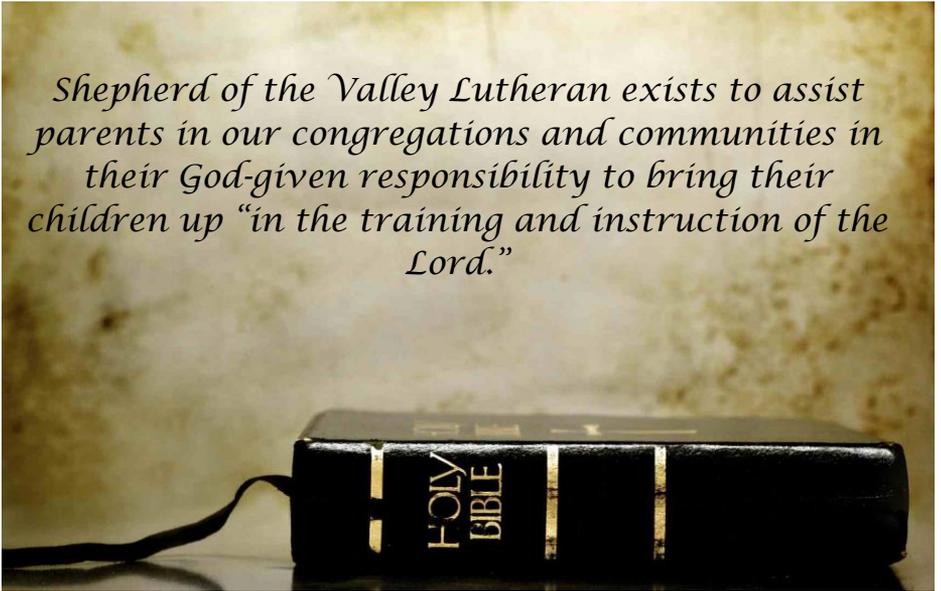
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Our Mission

Shepherd of the Valley Lutheran exists to assist parents in our congregations and communities in their God-given responsibility to bring their children up “in the training and instruction of the Lord.”



Ephesians 6:4

Welcome to Shepherd of the Valley Lutheran School (SVLS)

Welcome students, parents, family, and friends! Thank you for choosing Christian education for your child. We believe we offer something special here at our school. Being a comparatively small school with small classes, one on one contact with students and parents is a normal part of each day. Academically, our students are at a distinct advantage, and because our parents and teachers communicate often, the advantages multiply. However, the greatest blessing our school has to offer is the Word of God. Not only is this a class during the day, but it is an attitude that continues to permeate every academic, social, and physical opportunity we offer. Ephesians 6:4 tells us to bring our children up in the training and instruction of the Lord. This is at the heart of the life-long lessons we share with our students. As parents, there is no doubt you are accustomed to the challenges of leading children in a sometimes chaotic world. However, as we focus on the cross and follow in the steps of our Savior, it brings the peace we all truly desire. I pray God blesses all your efforts and the efforts of our staff this year.

God's Blessings,

Mr. Steinmetz
Principal

jacob.steinmetz@svls.us



Items found in this handbook are a summary of school policies and can be adjusted by School Board as they deem necessary. Copies of specific polices can be attained from the school office.

Church Service Information

Our school has the blessing of being supported by three churches. We encourage regular church attendance as part of your child's Christian Education. Listed below are the times each congregation conducts services.

When attending a congregation other than your regular church, please use your regular offering envelope. It will be returned to your home congregation.

Bethel Lutheran Church 829 Appleton Road, Menasha

Sunday 8:00 and 10:30am

Family Bible Hour 9:15am

Spanish Service 12:00pm every Sunday

Summer Schedule: Memorial Day through Labor Day

Sunday 9:00

Spanish Service 12:00pm

Monday 7:00pm

Pastor Hunter

Mt. Calvary Lutheran Church N8728 S. Coop Road, Menasha

Thursday 6:30pm/Sunday 9:00am

Family Bible Classes 10:30am

Pastor Johnston

St Luke Lutheran Church 705 S. Greenfield Drive, Little Chute

Wednesday 6:30pm/Sunday 9:00am

Family Bible Study 10:15am

Pastor Szep

WHAT IS THE PURPOSE OF THIS HANDBOOK?

This handbook is intended to give all necessary information about our school and the policies of the School Board to parents, students, and other interested people. Please read it carefully, and use it as a source to find answers to many of your questions. After thoroughly reading it, please file it in an easily accessible place for reference throughout the year. All policies will be enforced at the interpretation and discretion of the Christian School Board.

WHAT IS THE FOUNDATION OF SVLS?

Shepherd of the Valley Lutheran School exists to provide Christ-centered education for children. It is a full-time educational agency, giving every child an opportunity not found in any public school -- A BALANCED PROGRAM for the SOUL, MIND, and BODY. We believe that an education with Christ has a solid foundation and real purpose. We believe that all school subjects must be taught in the light of God's inspired and errorless Word.

LUTHERAN CONFESSIONS

All classes at Shepherd of the Valley Lutheran School are taught in the light of the Holy Scriptures as expressed in the Lutheran Confessions.

To Families that are not members of Wisconsin Evangelical Lutheran Synod (WELS) congregations:

Your child will be expected to participate in all classes at Shepherd of the Valley Lutheran School, including those which give religious instruction. There will be no exceptions to accommodate teachings not in agreement with Holy Scripture as they are expressed in the Lutheran Confessions. If you would like to learn more about what the Lutheran Confessions say, you are invited to speak to one of the pastors of the congregations that support the ministry of Shepherd of the Valley Lutheran School.

WHAT ARE THE GOALS OF SVLS?

Our goals are a solid basic education in secular learning and a solid spiritual and moral training based on the immovable foundations of Holy Scripture to prepare our children for a God-pleasing life here on earth and for eternal life in heaven.

The underlying philosophy of our Christian education is based on faith in Jesus, the Savior, by Whom we are reconciled to God the Father, and in Whom we are assured of forgiveness of sins and eternal life in heaven through the working of God's Holy Spirit. We aim to let God's wisdom, as revealed in the Bible, speak on all matters. This Christ-centered philosophy, and God's blessings on all our endeavors, should motivate our children to strive for a life on earth that reflects their love for God and all people.

In Christian education, based on the principle that "The fear of the Lord is the beginning of wisdom" (Proverbs 9:10), a complete course of study is offered in the secular subjects commonly taught in grades PreK-8. Our school strives to do this in the conviction that it involves precious gifts of God which are to be cherished and utilized so the child can take his proper place in and render valuable service to the home, community, and church.

WHAT ARE THE DESIRED OUTCOMES FOR SVLS?

The desired outcomes for our school are:

1. To know Jesus as their Savior
2. Actively use God's Word in their lives
3. Share God's Word with others
4. Lead a responsible Christian life
5. Appreciate God's creation
6. Communicate effectively
7. Develop Christ centered esteem
8. Develop character and personal respect
9. Attend and be successful in High School

WHO ARE THE FACULTY OF SVLS?

Only men and women who have dedicated themselves to the service of the Lord to "feed His lambs" and have been certified by the WELS Commission on Parish Schools are eligible to teach at Shepherd of the Valley.

Our teachers are not hired; they receive a "Divine Call" from the Holy Spirit through the SVLS School Board. Other support staff may be hired as the needs of SVLS dictate.

WHAT SERVES AS THE GUIDE FOR THE CURRICULUM OF SVLS?

The Wisconsin Department of Public Instruction State Standards and the FVL Schools curriculum guides serve as guides for the goals, methods, and content of our instruction to meet the total needs of each child.

WHAT IS INCLUDED IN SVLS'S CURRICULUM?

Our curriculum includes all the learning experiences of the child under the auspices of the school. It consists of:

- Religion – Bible history, church history, Lutheran worship, and hymnology;
- Language arts – reading, writing, spelling, language, and handwriting;
- Social studies and current events;
- Science – general science and health;
- Mathematics;
- Physical education;
- Recess;
- Art;
- Technology and digital citizenship;
- Spanish;
- and music.

The entire course of religious instruction, from Pre-K through 8th grade, leads to confirmation near the close of 8th grade. Special Catechism classes are conducted by the pastors for grades 5-8

twice a week. Students take standardized tests starting in grade three. Field trips are also taken throughout the year to various points of interest to broaden all our students' horizons and enrich learning experiences. Field trips are considered to be part of the school curriculum.

HOW IS SHEPHERD OF THE VALLEY LUTHERAN SCHOOL UNIQUE?

The unique aspect of a Christian education is not merely the addition of a religion class to the day. The uniqueness lies in the basis on which all teaching and discipline are carried out - THE WORD OF GOD. No matter what is being taught, the truths of Scripture, especially the Gospel of Christ, guide all learning. All activities are carried out, as much as humanly possible, in Christian love and in the knowledge that we are all God's redeemed children.

WHAT EXTRA-CURRICULAR ACTIVITIES ARE OFFERED TO OUR STUDENTS?

Our students compete in several activities against other students in area schools. We are members of the Fox Valley Lutheran Grade School League. Below is a list of activities we have as enrollment and interest warrant:

1. Cross Country Boys & Girls
2. Soccer Boys & Girls
3. Basketball Boys & Girls
4. Cheerleading Girls
5. Volleyball Girls
6. Softball Boys & Girls
7. Track Boys & Girls
8. FVL Math Bowl Boys & Girls
9. Art Fair Boys & Girls
10. Forensics Boys & Girls
11. MLC Math Meet Boys & Girls
12. Drama/Music Boys & Girls
13. Instruments

14. Voices for Jesus

15. Hand Chimes

These extra activities are under the supervision of volunteers and the faculty and are offered based on availability of coaches and participants. Emphasis is put on having as many students participate as possible. Children are encouraged to complete the entire season with their team.

WHO IS ELIGIBLE TO PARTICIPATE IN THESE ACTIVITIES?

According to the Fox Valley Lutheran Grade School League's bylaws, all children enrolled at SVLS are eligible to participate in extra-curricular activities. All children participating in extra-curricular activities are expected to work up to their God-given abilities. They also should be faithful in their work and in displaying a God-pleasing attitude as a Christian at home, church, and school. The love of Christ in their hearts motivates them to do so. Disrespect of God's Word or willful and repeated disobedience of school policies would be cause for forfeiture of eligibility. Teachers and coaches encourage students to live up to these guidelines and should serve as Christian examples of them. Teachers and coaches work together to carry out these guidelines. Except in a very unusual situation, if a child is absent from any classes during the day, he cannot participate in extra activities on that day.

If a student should find difficulty in being faithful to his schoolwork and his extra activities together, the teacher will consult with the parents. In the event that both schoolwork and extra activities cannot be handled satisfactorily by a student, the extra activities may be suspended. This action will be the responsibility of the faculty members involved in consultation with the principal and parents.

Academic Probation: If a student received three D's with no F's on a quarter report card, that student will be placed on academic probation. Academic probation means that the student may continue to participate in extracurricular activities during the next quarter following the issuance of the report card. At the end of the three week period, and again at the end of the six week period, a written report on the student's progress will be submitted to the principal and to the parents. If, during that current quarter, the student continues to have three D's with no F's on the three week or six week report, the student will be placed on academic suspension until the end of that quarter.

Academic Suspension: Academic suspension shall occur if a child receives four D's or an F. Suspension shall be for the entire next quarter following the issuance of the report card. During suspension, the student may not participate in any extracurricular activities, including practices.

Note: The fourth quarter grades will be applicable to the first quarter of the following school year.

WHO IS ADMITTED TO SHEPHERD OF THE VALLEY LUTHERAN SCHOOL?

Shepherd of the Valley 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 our students. It does not discriminate on the basis of sex, race, color, disability, ethnic or natural origin, and it guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to students at the school.

WHAT IS THE ENROLLMENT POLICY FOR MEMBER CHILDREN?

Children of Bethel, Mt. Calvary, St. Luke members as well as families already enrolled are given the first opportunity to enroll. For children who have not previously been enrolled, we ask that such enrollment be made as early as possible. The School Board

reserves the right to refuse to re-enroll students who have not followed policies of the school. Members who send children to our school pay a partnership fee. Remember that it costs approximately \$6400 to educate each child. We hope that your offerings would try to reflect that cost. To help cover the cost of your child's education, tuition is charged for each student. Tuition may be paid in full at registration (5% discount) or in 10 monthly payments (September through June) using Simply Giving. Failure to pay these fees promptly could mean no future re-enrollment as well as records being withheld. It is not our wish to turn away any members' children due to financial difficulties. Please consult with the principal or pastor in such situations.

WHAT IS THE ENROLLMENT POLICY FOR CHILDREN OF NON-MEMBERS?

Our School accepts children of non-members for enrollment in our school but only after all children of members have had the opportunity to enroll. See Enrollment Policy for more details. Parents (guardians) of non-member children are required to pay such tuition and fees as the School Board, with approval of the general board, establishes. Failure to do this promptly could mean immediate dismissal or future non-admission. Parents of non-WELS children are recommended to take an introduction course on what the WELS teaches concerning the Bible. Once a child has been accepted, they are granted enrollment the following year. These priorities are observed in admitting non-member children to our school:

- 1st - Children of unchurched prospects
- 2nd - Children of other WELS congregations
- 3rd - Children of other church groups

WHAT ADDITIONAL POLICIES APPLY TO ALL CHILDREN?

All pupils are required to take part in the religious instruction which is an integral part of our school's program.

To begin Kindergarten the child must be five years old before September 1st of the enrollment year. If a child is to turn five in

the late summer, we encourage the parents to have the child tested for readiness.

WHAT IS THE PHILOSOPHY OF DISCIPLINE AT SVLS?

Although our children are taught God's Word daily, they are not exempt from temptations of the devil, the world, or their sinful flesh. At times they fall prey to these temptations. At such times it is our God-given duty to point out, admonish, correct, and/or punish such errors in Christian love and concern.

Discipline in a Christian school must be in keeping with the principles of God's Word. Read the story of Eli and his wicked sons (I Sam. 1-4). Also consider these passages: ". . .correct, rebuke, and encourage with great patience and careful instruction" (II Tim. 4:2). "Whoever spares the rod hates their children, but the one who loves their children is careful to discipline them" (Prov. 13:24). There is also the need to instill the desire to gladly and willingly follow the will of God: "My son, give me your heart and let your eyes delight in my ways" (Prov. 23:26). "Blessed rather are those who hear the Word of God and obey it" (Luke 11:28). "Search me, God, and know my heart; test me and know my anxious thoughts. See if there is any offensive way in me, and lead me in the way everlasting" (Ps. 139:23-24). "Blessed are those who fear the Lord, who find great delight in His commands" (Ps. 112:1). "This is love for God: to keep His commands" (I John 5:3). While retaining primary jurisdiction, parents accept the interpretation of the 4th commandment ". . . Honor your father and mother" which includes superiors as Luther explains it. Pastors and teachers are regarded as God-given and appointed guardians while children are in their care. This implies that the child is to obey and respect his teacher as he would (or should) his parents or caretakers. This also implies respect for other teachers, pastors, bus drivers, and others who are in authority. See Summary of Discipline Principles.

WHAT ARE THE PROCEDURES FOR DISCIPLINE?

God's Law and Gospel will be used throughout the Procedures of Discipline, and each step is to help the child to recognize his or her sin and come to repentance.

In the continual defiance, absence of respect, or disobedience, particularly when it hinders the learning process or leads others to distraction or temptation, or minor physical actions such as a push that does not cause an injury:

- Redirection will be given by the teacher. If the behavior stops, no further action will be taken.
- If there are continual bad behaviors, the teacher will set up a meeting with the parents (guardians) to discuss further actions.
- If the behavior continues, the teacher will set up a meeting with parents (guardians), teacher, and principal to discuss further actions. The pastor of the student will be notified.
- If the behavior continues, a one day out of school suspension will be given to the student by the principal. To return to school the parents (guardians) and student must meet with the principal.
- If the behavior continues, the principal will take the matter to the school board to discuss a three day out of school suspension.
- If the behavior continues, the principal will take the matter to the school board to discuss expulsion.

If there is accidental injury done to a student, the teacher who witnessed or to whom the incident was reported will:

- Discuss the situation with the students involved
- Contact parents of the injured student
- Take other discipline steps

If there is physical contact done to cause an injury and was done intentionally the student will be separated from the student that was injured for a cooling off period. This period of time will be determined by the teacher and principal.

- Parents will be notified by the teacher who witnessed or to whom the incident was reported.
- Parents will meet with the teacher and principal to discuss how to move forward with the student's interest in mind.
- If the behavior continues, the situation will be brought to the school board. This may lead to a suspension or even expulsion.

Expulsion means the student will no longer be enrolled at Shepherd of the Valley for the rest of the school year, and future enrollment may be denied. Expulsion also means the forfeiture of any school fees that were paid in advance.

Expulsion of a student may occur if a student brings on school property drugs, alcohol, tobacco products, or weapons that could endanger life. Continued defiance of God's Word may also lead to expulsion.

Bullying and Fighting will be treated the same and will be covered under the following bullying policy.

BULLYING

Unfortunately in our sinful world, bullying may happen. Bullying is considered to be an ongoing pattern of intentional actions that are one-sided and mean. Shepherd of the Valley Lutheran School's (SVLS) Bullying Policy is in accordance to God's Word. He tells us in I Peter 3:8 "Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble."

Bullying is covered under a policy of its own. This policy will be given to you at registration, or when teachers make their home visits. If you have not received the policy, they are available in the office.

WHY IS COOPERATION BETWEEN THE HOME AND SCHOOL SO CRITICAL?

The Lord partnered home and school when He said, "These commandments I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, and when you lie down and when you get up" (Deut. 6:6-7).

The full cooperation of parents, teachers, students, and congregations is needed to carry out our God-given privilege of giving our children a sound, well-rounded, Christ-centered education. May our Lord and Savior, Who has commanded us to "feed His lambs," and Who graciously guides us in this labor of love, continue to show us His kindness as we endeavor to carry out this important and rewarding work. As Christians who know how deeply we are involved in battles with our sinfulness, we admit that Christian schools and their human hands have their faults due to sin. Situations may arise where parents and teachers need to discuss problems in a Christian, loving way.

WHAT GUIDELINES SHOULD I FOLLOW WHEN QUESTIONS OR PROBLEMS ARISE?

1. Immediately read Matthew 18:15.
2. Then contact the teacher involved.
3. Pray for Christian understanding.
4. Together, on the basis of God's Word and objective common sense, search for Christian solutions.
5. If steps 1-4 above don't solve the problem, contact the principal for further help.

WHAT SHOULD I NOT DO WHEN QUESTIONS OR PROBLEMS ARISE?

1. Don't contact other teachers, principal, parents, or friends who are not involved before speaking directly with the teacher involved.
2. Don't be critical of the school, its teachers, or its policies and procedures in the presence of the child.
3. Don't form judgments until you have listened to all sides of the issue.
4. Don't pass it off as something not worth discussing.
5. Don't make it a matter of gossip!

WHAT ARE PARENTS' RESPONSIBILITIES?

Shepherd of the Valley Lutheran School aids parents in carrying out their God-given responsibility to raise their children "in the training and instruction of the Lord" (Eph. 6:4). Motivated by Christ's love, they take this responsibility seriously. Only when parents look on our school as an aid to carry out their responsibilities, will they and their children reap the full blessings of a Christian education.

Please do your part. Encourage your child in his efforts and talk matters over with the teachers. Above all, set a good Christian example for your child by Christian living, Christian giving, and faithful church attendance. The home has greater influence on the child's character than any educational agency.

HOW CAN PARENTS TAKE AN ACTIVE ROLL TO HELP THEIR CHILDREN SUCCEED IN SCHOOL AND LIFE?

1. Letting God's Word guide their daily living.
2. Having regular family devotions and prayers.
3. Praying for the school and its faculty.
4. Attending church regularly with them.
5. Encouraging respect for their teachers.
6. Encouraging them to be considerate and courteous in school, and traveling to and from school.

7. Teaching them good manners.
8. Discouraging them from bringing distractions to school (toys, candy, gum, excess money). No gum is allowed at school.
9. Seeing to it that they are prompt and regular in attendance.
10. Encouraging them to eat well-balanced meals and to get the proper rest and sleep. Waste of food and abuse of one's body are improper handling of God's great gift of life.

HOW ARE THE CONGREGATIONS RESPONSIBLE FOR SHEPHERD OF THE VALLEY LUTHERAN SCHOOL?

Since the Christian school is an agency established to aid parents in the rearing of their children, the school is a blessing of God to Christian congregations. Its members must at all times recognize the value of all Christian educational agencies (e.g. Sunday School, Lutheran Elementary School, Vacation Bible School, Bible Class) and remember that each of these agencies serve a specific purpose in God's kingdom. We ask all congregation members for their prayers and for gifts of time, talent, and treasure.

PUPIL PROGRESS REPORTING

Our report card system runs on a quarterly basis, with four reports being sent home during the school year. The grading system used is explained on the report card. The report cards are sent home within one week of the end of the quarter. There will be Parent/Teacher Consultations scheduled throughout the school year. More information about these consultations will be sent home later. Parents are urged to consult with the teachers anytime necessary.

SCHOOL TELEPHONE

K-8: 731-4001

Preschool: 725-1822

Please call during the free periods in the daily schedule, or IF EMERGENCY ARISES, anytime. No unnecessary calls by students will be allowed from school - EMERGENCY ONLY.

USE OF CELL PHONES

Cell phones and other electronic devices are not to be used during the school day without permission from the classroom teacher.

Cell phones are to be turned off and placed into a designated location in the classroom. The use of a cell phone to take pictures during the school day is strictly forbidden. Shepherd of the Valley is not responsible for the theft or damages done to cell phones or electronic devices that are brought to school.

SCHOOL SINGING

Participation in scheduled singing by a class is considered part of our school program. All class members should be present for such occasions. Church singing is a service to God. Together we must teach our children to regard it as a privilege and a duty to sing the praises of our Savior, Jesus Christ.

BAND

Band instrument instruction is offered through FVLHS. This program is open to students in grades 5-8. They receive weekly instrument lessons at Shepherd of the Valley. There is also joint band rehearsal at FVLHS on Saturday mornings. Parents pay the lesson fees directly to FVLHS. We hope many will take advantage of this special program.

BOOK / DESK CARE

Our textbooks must be used from year to year. Your school tuition pays for consumable workbooks and a small percentage of the cost of our hardcover texts. Therefore it is extremely important that students take good care of those books. If in the course of the year a student damages a book (writing in, tearing, or cutting pages maliciously, or ruining a binding), the student or parent is responsible for the replacement cost of the book. Please encourage your children to use their books properly. Fines will also be given for deliberate desk damage.

RELIGION BOOKS

All religious books needed by the student are available in the school for purchase. Lists of the books needed and their prices are available from the school office at any time. These lists will be distributed during the summer.

EMERGENCY SCHOOL CLOSING

If it becomes necessary to cancel a school day or activity due to bad weather or other emergency, parents are asked to watch Fox 11, CW TV or WBAY channels for this information.

LUNCH AND MILK PROGRAM

Hot lunch is provided for our students in grades K-8 for \$2.85 per meal (includes milk). Those families not using the hot lunch program must provide a well-balanced meal for their children. The children are responsible for the proper care of their lunch brought from home. A half-pint of milk is available to each child in grades K-8 at the cost of \$0.40. This price is subject to changes. Milk punch cards can be purchased for \$7.00 for 20 punches from the school office. Students are expected to eat their own lunches. No trading or selling of lunch items is allowed.

HEALTH AND SAFETY

All Kindergarteners are encouraged to have medical exams before entering school. To be in school, all children must have necessary immunization forms on file with the school. This would also apply to any student transferring from out of state. Dental exams are also recommended. It is important that every child be regular in attendance in order to stay with the work of the class.

However, if a child is sick, please keep him home. This not only helps your child overcome his illness, but also prevents endangering the health of others.

Notify the school office and the health department if your child has any contagious disease.

Emergency phone numbers for your child are kept in each classroom and in the school office.

No medication shall be administered by any staff member without written permission from the parents. Aspirin, Tylenol, and cough drops are considered medication. The school does not provide medications for students. For the safety of our students, no medication is to be shared with other students. Medication sent to school should be in the original packaging with the students name on it. Medication forms are available at school. SVLS shall keep all written medication forms on file.

SCHOOL ACCIDENT INSURANCE

Since most of our students are covered by parents' work insurance and there has been little interest shown in school pupil insurance, we do not offer such a program.

BUSING SERVICES

Busing to Shepherd of the Valley Lutheran School is provided for families living in the Kimberly and Menasha school districts by those school districts. Busing is available to families living in Kaukauna and other school districts through Mid-Valley Bussing, LLC. For information regarding Mid-Valley Bussing, LLC, call Pastor Ron Szep at 788-4408.

PLAYGROUND GUIDELINES

1. Let your play bring glory to your Lord.
2. Students are to stay on school property only.
3. Students are not to play near windows, by the road, or where they are not in sight of a teacher.
4. Students are not to toss, hit, or kick items at the building.
5. No rough/dangerous play on the equipment or with each other including, but not limited to: pushing, shoving, hitting, kicking etc.

6. All play areas must be shared as teachers direct.
7. Children stay outside except in emergency or by permission.
8. No throwing snow balls.
9. Christian conduct is to be practiced at all times. Christ's love for us radiates in our love for others. Share. Help others. Have fun. Bad language, rough play, bickering and excluding others have no place on a Christ-loving playground.
10. Children are to be quiet and orderly in the halls and bathrooms.

LEAVING SCHOOL GROUNDS

No student is allowed to leave school property unless by permission from a teacher and/or written permission from a parent. Shepherd of the Valley cannot be responsible for students who leave its grounds unauthorized.

ABSENCE POLICY

If a child must be absent from school due to illness or family emergency, please call the school office or email your child's classroom teacher. Absences for doctor or dentist appointments must be preceded by an excuse.

In the event of an expected vacation absence, parents should make arrangements with the teacher for school work. The student must notify the teacher and seek assignments in advance.

Any student missing more than 60 minutes of class time in the morning will be considered absent for that half of a day. The same rule applies for the afternoon session.

Excessive absences may result in further action being taken by the school. The principal will provide a copy of such policies if a child is often absent in which corrective actions must occur.

HOMEWORK AND MAKE-UP WORK

Assignments are expected to be done properly and completely. Any assignment that is not completed during the day should be taken home to complete. It is strongly advised that all homework for the next school day be finished before arriving at school. Policies for late and incomplete work will be at the discretion of each classroom teacher.

If a child has been absent for any reason, it is his duty to do the make-up work in a timely fashion. In general, report cards will only be released if all schoolwork is complete.

APPEARANCE AND DRESS

In these matters we wish to impress on children these words of St. Paul: "Your body is the temple of the Holy Spirit... therefore honor God with your body" (I Cor. 6).

God's Word reminds us that our bodies are temples of the Holy Spirit and should be kept clean and healthy. SVLS students are expected to reflect a clean, neat, and modest appearance. Our appearance should also give a clear witness of our faith and reflect our love for God. The dress code guidelines are to be embraced by all Christian partners (parents, students, teachers, volunteers, and administrators) in order to maintain a Christian school culture.

This dress code is to be followed for any and all school related activities that are held during normal school hours. (Example: physical education, class trips, and field trips). We expect that the dress code be used as a guideline during school related activities. This would include but not be limited to sports events on or off school premises and when students are participating in worship services.

All Students:

1. Clothing should be weather appropriate.
2. Boots or a second pair of shoes is encouraged in the winter.
3. Sloppy, holey, or frayed clothing is not permitted.
4. Shorts (athletic and gym shorts are not allowed for grades 5-8) may be worn during the months of August, September and May. Skirts and shorts need to be of appropriate length - no more than three inches above the knee caps.
5. Biking shorts or any spandex undergarments should not be worn as outer garments.
6. Tank tops and baseball undershirts are not permitted as outer clothing.
7. No clothing including, but not limited to, jackets, sweatshirts, or T-shirts may be worn in school which advertise beer, alcohol, drugs, tobacco, music groups, gambling, or any questionable innuendoes.
8. No hats, caps, head scarves, or any other head gear are permitted indoors.
9. Hair should be kept neat, clean and tidy; it should not be messy or unkempt. Extremes in hair styles are not permitted for boys or girls. This includes, but is not limited to, mohawks, shaved heads, unnatural hair color, etc. A child's hair is not to cover their eyes.
10. Clothing that indicates any type of gang affiliation is not permitted.
11. Baggy or low hanging pants are not permitted.
12. Jackets are not permitted indoors unless authorized by a faculty member.
13. Roller blades, skate boards, roller skates or engaged heelines are not permitted.
14. Students are not to wear backless shoes (Examples: clogs, flip-flops).
15. Exposed undergarments are not allowed.

16. Students in grades 5-8 are not allowed to wear sweat pants, tear-away pants, or athletic pants. Children may bring appropriate and suitable clothing to wear for Phy Ed or other activities.
17. Sleeveless shirts or tank tops without a shirt worn over them are not permitted. All outer shirts must have sleeves of two inches past the seam, and the shoulder must be covered.

Boys:

1. Ponytails are not permitted.
2. Earrings and body piercings are not permitted.

Girls:

1. Sundresses can be worn, but must be worn with a shirt underneath or a jacket over.
2. Piercings other than earrings are not permitted.
3. Girls are not permitted to wear halter tops; tube tops; spaghetti straps; bare midriffs; low-cut shirts, sweaters, or dresses; or tight fitting articles of clothing.
4. 7th and 8th grade girls are asked to be moderate in the use of wearing makeup. Girls in preschool through 6th are not permitted to wear make-up.
5. Leggings and yoga pants may be worn with a top covering the front and back with a length no shorter than three inches above the knee.

Before your child leaves for school, we request that parents pay careful attention to the type and condition of their child's clothing. If a child comes to school dressed in a manner which violates the dress code, parents will be notified. Consequences may include the student being sent home from school to correct the violation and/or the student serving a detention. The Board of Education has placed its confidence in the principal and faculty to make the final decision on acceptable clothing choices.

HOW CAN I VOICE CONCERNS OR RAISE QUESTIONS ON POLICIES?

If you have a question about a policy in this handbook please address the policy in the following way:

1. Bring up the policy and your concerns to the Principal.
2. If an understanding of the policy cannot be reached, the Principal will help you with the next steps.
3. You may address the issue with the School Board in the form of a letter or by addressing the School Board at a regular or special meeting.
4. If concerns on the policy cannot be resolved, the School Board will officially inform you of their decision.

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our core values

Jesus Christ is taught and integrated in all activities

Partnership with the home

Partnership with the church

Service to the children God sends us

Academic excellence

Growth in Christian Discipleship

A safe and supportive Christian environment

Responsible citizens and scholars who can influence

tomorrow

