

LLS Parent-Student Handbook 2024-2025



Linn Lutheran School
112 Church Street
Linn, KS 66953

I can do all things through Christ- Philippians 4:13

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MISSION STATEMENT OF LINN LUTHERAN SCHOOL

Through a home, church, and school partnership, we seek to educate the whole child - spiritually, intellectually, socially, physically, aesthetically, and emotionally- in accordance with the teachings of the Bible, preparing each to lead a life in response to the love shown to us by our Lord and Savior, Jesus Christ.

SCHOOL DIRECTORY

Linn Lutheran School Office (785) 348-5792

Mr. David Beikmann	Principal/ 7 -8	692-4280
Mrs. Kay Bott	Aide	692-4596
Mrs. Renae Bott	5 & 6	747-7172
Mrs. Emily Harding	3-4	(308) 390-5182
Mrs. Kelsey Hatesohl	1-2	229-6578
Mrs. Debi Hornkohl	PreK Aide	541-0876
Pastor Tim Koch	Zion	747-7633
Mrs. Theresa Meier	Aide	692-4266
Pastor Joshua Hayes	St. John	692-4228
Mrs. Ann Ohlde	Secretary	692-4244
Mrs. Laura Stunkel	Preschool	632-1913
Zion Church Office		348-5332

EMAIL ADDRESSES @ SCHOOL

Mr. David Beikmann	davebeikmann@linnlutheran.eduk12.net
Mrs. Renae Bott	renaebott@linnlutheran.eduk12.net
Mrs. Emily Harding	emilyharding@linnlutheran.eduk12.net
Mrs. Kelsey Hatesohl	kelseyhatesohl@linnlutheran.eduk12.net
Mrs. Ann Ohlde	secretary@linnlutheran.eduk12.net
Mrs. Laura Stunkel	preschool@linnlutheran.eduk12.net

2024 BOARD OF EDUCATION

Cody Duitsman, Chair	747-6912
Miranda Meenen, Vice Chair	392-7110
Justin Ohlde, Treasurer	770-2387
Rachel Ohlde, Secretary	747-6361
Elizabeth Hiltgen, PTL/Endowment	268-0467

What We Believe

*We believe that Christian education is commanded by God in the "Great Commission": "Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost. Teaching them to observe all things whatsoever I have commanded you." Matt. 28:19-20

*We believe that the home is primarily responsible for bringing up children in the Lord's discipline and instruction. The Bible says, "Ye fathers, provoke not your children to wrath, but bring them up in the nurture and admonition of the Lord." Ephesians 6:4

*We believe that Linn Lutheran School exists to help the home in meeting its obligation to train the children and to assist the church in following the "Great Commission."

*We believe it is the responsibility of the Linn Lutheran School with the home to:

- Train the children in the fundamentals of Christian doctrine, Christian citizenship, Christian living, evangelism, and stewardship.
- Provide Christian fellowship for daily character building.
- Provide properly trained teachers who will provide the children with a sound academic background & a good Christian example.
- Maintain the highest possible standards in all areas of the curriculum.

BLESSING

The faculty looks forward to a great year of school doing the best they possibly can for your children. By our working together and cooperating we can together make our school a vital partner of the church and home where the Word of God is taught and Christian living is practiced. May the Lord bless our efforts as we work to do His will in training our children in the nurture and admonition of the Lord, so that they, like the boy Jesus, will grow in wisdom, and stature, and in favor with God and man.

I. History

A. History of the Linn Lutheran School Association

Linn Lutheran School traditionally draws students from the Linn-Palmer region. Three churches were historically part of the official school association, but the present student body draws from several churches, including Lutheran and other Christian denominations.

Immanuel Lutheran Church, west of Linn; Zion Lutheran Church, in Linn; and St. John Lutheran Church, east of Palmer, are the three Lutheran Church-Missouri Synod churches that had a hand in the history and development of the school... but they all started with individual schools.

B. Immanuel Lutheran School, Strawberry

Immanuel Lutheran first held classes in 1882 with Student G.D. Dongus serving as the teacher. The first called teacher was H. Linse who was installed in 1909. School was held in the church facility until a school was built in 1912.

As enrollment increased, the structure was made into a two-room school in 1917. Classes were held there until the fall of 1947 when a brick school was constructed and dedicated.

School was held there for 20 more years until declining enrollment caused the church to decide to combine with the Zion Lutheran School in Linn. In 1967, the Linn Lutheran School Association was formed.

Loretta Blanken and Principal Edward Merz served as the last teachers at Immanuel.

Immanuel withdrew from the school association in 2006. ☹

C. St. John Lutheran School, Palmer

St. John Lutheran first held classes in 1883 with Student Preuss serving as the first teacher. Pastor J.G.B. Keller took over teaching duties a year later and served until Ernest Mueller was called in 1906 as the first regular teacher.

The first two-room schoolhouse was built in 1917 but was destroyed by fire on Feb. 17, 1936. A new school building was built that fall and was used until the decision was made to close the school and combine with the Linn Lutheran School Association in 1990.

This decision was made because of declining enrollment and the loss of Principal Lavern Venske. Venske, his wife Jeanette and Marci Oehmke were the final teachers at the school.

D. Zion Lutheran School, Linn

Zion Lutheran first held classes at the church in 1887 with retired blacksmith Gerhardt Kanke serving as the teacher. From 1889 to 1913, the church's pastors also served as teachers until the first called teacher, Edward Stuewe, was called in the fall of 1913.

When a new church was built in 1907, the old church was remodeled into a regular day school. This was used until 1946 when the Star school was moved to town and opened as a second classroom. Four years later in 1950, the current 50x60-foot brick school was built.

In 2020 LLSA began a "Building for Eternity" campaign to add classrooms. A 30"x 60" addition was utilized beginning in 2021-22.

II. Admissions

ADMISSIONS POLICY

Linn Lutheran School exists to provide a Christian education for the children of the members of the association, namely, St. John's and Zion congregations & other children of the community whose parents desire a Christian education for their children. Non-member children will be expected to fully participate in the regular course of studies, which include the religion class (including 7th & 8th confirmation) at his/her grade level, devotions, memory work, and chapel services. Students

participate in religion and confirmation classes as a school subject and will not be required to change their religion nor be required to be confirmed. There will be no requirement that the family join one of the association congregations. Non-member students will be encouraged to participate in the choir singing at the congregational worship services. Each family, who is not Lutheran will be given a brochure such as, "What Do Lutherans Believe" to acquaint them with the Lutheran Church. The teachers will discuss with the family on a home visit what differences in religious teaching to expect their child to be taught in the religion classes of that teacher. Application for admission and enrollment are accepted in the following order:

- 1. children of the supporting congregations (ZLC & SJLC).*
- 2. children of families already enrolled from previous years.*
- 3. unbaptized children or those with no church affiliation.*
- 4. children of sister congregations of the LCMS*
- 5. children of parents who hold membership in other church denominations.*

A. DUAL ENROLLED STUDENTS

Dual enrolled students are enrolled at Linn Lutheran and receive some instruction or services at Linn Public School. All dual enrolled students shall follow and abide by the rules and regulations of the building that they are in at a given time period. If a dual enrolled student misbehaves while receiving instruction or services at Linn Public, the principal of Linn Public after consulting with the principal of Linn Lutheran has the authority to discipline the student or may refer the student to principal of Linn Lutheran.

B. ENROLLMENT PROCEDURES FOR NEW STUDENTS

Parents who desire to enroll children in Linn Lutheran School contact the principal and complete an application form. After a meeting with parents and the child with the principal, the application will be acted on by the Board of Education. If additional information regarding the child is needed by the Board to decide whether the child can benefit from enrollment at Linn Lutheran School, parents will be asked to release such information from the child's previous school file.

- 1. Application is submitted*
- 2. A meeting with principal with parents/guardians given tour of building/campus*
- 3. Past student records are presented from the student's most recent teacher and principal.*
- 4. Reading and IQ testing may be required.*
- 5. Necessary enrollment forms completed & registration fees paid*

6. *A copy of custody agreement must be returned to office if applicable; whenever there is any change concerning the custody of a student, we require an updated copy of these agreements*
7. *Official enrollment occurs*

All new students are enrolled on a 35 school days probationary period (equal to one full quarter). If needed, a conference is held during this period with the teacher, principal, and parents to determine continued enrollment.

The Linn Lutheran Board of Education, through the principal, reserves the right to decline admission or continuation of a member or non-member child for the following reasons:

1. If the motives for enrolling the child in Linn Lutheran, include a desire to avoid responsibilities to another school.
2. If the child presents abnormal behavior.
3. If the previous record or present status of the child indicates that he/she would have great difficulty obtaining growth within the school program.
4. If the child has a disability which would prevent him/her from learning adequately under the school environment present at LLS.
5. If, after due process, it is determined that the child provides a significant hindrance to the safety and/or academic and spiritual nature of the school.
6. If parents and/or children demonstrate an ongoing unwillingness to support the administration and faculty in helping to correct the behavior.

C. FEES

Registration & Tuition fees are charged annually. The 2024 fees are:

Registration/ Books:	\$ 200.00 per child
Janitorial:	\$ 150.00 per family
Tech:	\$30.00 per child

The above fees help offset the cost of these items & services and are paid during registration. One yearbook is included in the price.

D. IMMUNIZATION COMPLIANCE

State law requires that all children enrolling in Kansas schools for the first time or are presently enrolled shall provide the superintendent or his designated representative with proof of immunization of certain diseases or furnish document to satisfy statutory requirements.

Schools are not permitted by the state to enroll new students or allow present students to attend classes if the student has failed to provide the proper documentation as required by law or does not have all the required immunizations. State law prescribes superintendent or designated representation shall give the parent/guardian a notice suspending student from school until statutory requirements are satisfied.

(These are subject to change according to state law).

K.S.A. 72 - 6261 - Kansas Statutes Related to School Immunizations Requirements and K.A.R. 28-1-20, published July, 18, 2019 in the Kansas Register, defines the immunizations required for school and early childhood program attendance.

- Diphtheria, Tetanus, Pertussis (DTaP/Tdap): Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The 4th dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5th dose is not necessary if the 4th dose was administered at age 4 years or older. A dose of Tdap is required at entry to 7th grade (11-12 years).

- Hepatitis A (Hep A): Two doses required. Doses should be given at 12-23 months with a minimum interval of 6 months between the 1st and 2nd dose.

- Hepatitis B (Hep B): Three doses required. Doses should be given at birth, 1-2 months, and 6-18 months. Minimum age for the final dose is 24 weeks.

- Measles, Mumps, and Rubella (MMR): Two doses required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.

- Meningococcal-Serogroup A,C,W,Y (MenACWY): Two doses required. Doses should be given at entry to 7th grade (11-12 years) and 11th grade (16-18 years). For children 16-18 years, with no previous MenACWY, only one dose is required.

- Poliomyelitis (IPV/tOPV): Four doses required. Doses should be given at 2 months, 4 months, 6-18 months, and 4-6 years (prior to kindergarten entry). Three doses are acceptable if 3rd dose was given after 4 years of age and at least 6 months have elapsed since dose 2.

- Varicella (Chickenpox): Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The 2nd dose may be administered as early as 3 months after the 1st dose, however, a dose administered after a 4-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found in K.S.A. 72-6262.

E. MEDICATION (PRESCRIPTION & NON-PRESCRIPTION)

It is required to have on file a **Medication Permission** form for each medication dispensed. (Form filled out at enrollment).

All medications must be turned in to the office and kept locked. This includes aspirin, cough syrup, *medicated cough drops/ lozenges*, etc. Each medication taken must be given permission through the parent enrollment form. If meds are to be taken for the entire year, one form is enough unless instructions change i.e., dosage, time, etc.

Please affix the student's name to the container.

For non-prescription medication, do not fill in the doctor's name.

If parent permission was indicated on the enrollment form, the Medication Permission form is not necessary for Tylenol or its generic equivalents. If aspirin is to be given, the medication form **MUST** be filled out.

F. NOTICE OF NON-DISCRIMINATION POLICY

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845 6136 (Spanish). USDA is an equal opportunity provider and employer."

Linn Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, sex, or national or ethnic origin in the administration of our educational policies, admissions policies, scholarships, athletic, or other school-administered programs.

Inquiries regarding the non-discrimination policies of Linn Lutheran School may be referred to the principal.

G. TUITION POLICY FOR NON-MEMBER FAMILIES

Parents of non-member students are asked to give \$1000 as suggested tuition to the school. A tuition fee may be charged for non-member children in accordance with article V of the by-laws of the constitution of the Linn Lutheran School Association which states, "Tuition shall be decided by the Board, but it shall be discussed at each annual meeting."

H. WITHDRAWAL

If a student withdraws from Linn Lutheran, the registration fee is non-refundable. If a family withdraws from Linn Lutheran, the janitorial fee would be refunded on a semester basis.

III. ATTENDANCE

Parents are to encourage regular attendance, but we also ask parents to be alert to illness so that the spread of communicable diseases does not take place. If students wish to be excused for reasons other than illness, they should present a note to the teacher **before** the absence. All absences must be excused by parents in writing. Students must

present a written excuse before they get any credit for make-up work. *Parents, if your child is going to be TARDY, but is planning to eat hot lunch, please notify the school before 8:20 a.m. Our lunch count needs to be called in by 8:30 a.m. and it is very important that our count is as accurate as possible.*

A student is counted a half-day absent if they arrive at school more than two hours late in the morning, or if he or she leaves school more than two hours before the closing time. Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Chronic absenteeism seriously hampers academic achievement.

A. Absences: Excused/Unexcused

1. Excused absences are those which are unavoidable, as in the case of illness or death in the family. The teacher will determine whether or not the work needs to be made up.

2. Pre-arranged absences are those arranged in advance. In order to be excused, it must meet the following criteria:

-Approval by the principal

-All assignments made-up in advance-unless classroom teacher directs differently

3. Unexcused absences are avoidable and those for which:

-The school is not given any explanation.

-The explanation is not valid as an excuse.

-The absence was not pre-excused.

-The student neglected to bring a written explanation upon return.

4. Truancy is an absence without the knowledge of the parent or guardian.

K.S.A. 72-3120 and 72-3121 are the state statutes regarding non-compliance with compulsory attendance laws.

The unexcused absence policy remains in effect for truancy:

In compliance with Kansas statutes KSA 72-3120 and KSA 72-3121, students who accumulate THREE consecutive unverified absences, FIVE unverified absences in a semester, and SEVEN

unverified absences in a school year and/or SEVEN unexcused tardies are to be reported to the county attorney for truancy. In such occurrences, the school administrator will personally contact the parent.

Whenever a child is required by law to attend school and such a child is not enrolled in school, such child is truant.

The following constitute excused absences (both excused and unexcused count towards absences):

1. Illness (A written excuse from a doctor is required for three (3) consecutive days absent or any absences beyond a total of five (5) days in a semester. Exceptions will be determined by the principal in consultation with the nurse.)
2. Funeral
3. Medical, eye, and dental appointments (doctor note upon return to school required)
4. Obligatory religious observances
5. Absences prearranged and approved by the principal
6. Other reasons, which in the judgment of the principal, are reasonable and necessary.

5. Vacation Trips

Extended absences may occur because of family vacation during the school year. Work missed during that time is to be made up and is due-the number of school days equivalent to the time lost example: 2 days out-work is due in 2 days.

6. Excuses

-Prior written notice should be given to the school for medical, vision, and dental appointments. If prior written notice has not been given, the child will be required to bring a note explaining the tardiness. Written medical excuses for non-participation in physical education or recess are required. Parents are asked to not remove children from the classroom during the time of achievement testing.

- If a student does not attend a classroom field trip or other wants that take the classroom or student out of the building, the student should stay home and get directives from the classroom teacher. The school is not able to provide childcare while the teacher is on the field trip. Absence is only excused if the school is informed, and make-up work is completed.

7. Procedures for Reporting Absences:

Parents are expected to **call the school before 8:10 a.m.** if their child is absent. **If you call between 7:45- 8 a.m.**, please leave a message. Since it is essential that we keep a close check on all children under our care, each teacher is to report the names of absentees immediately after the opening of school on an attendance form. The school will then contact parents if information on the absence has not been reported.

8. Tardiness:

After **each** unexcused tardy, parents will be notified by an e-mailed letter. On the fifth unexcused tardy, the student will be asked to serve an afternoon detention within one week. After each subsequent tardy,

students will continue to serve an afternoon detention. A pupil is tardy if he/she is not in the classroom for the beginning of class.

Excused tardies include:

- a. Request of a parent for child's doctor or dental appointment.
- b. Delay of bus due to weather conditions/mechanical issues. Bus riders are not marked tardy when the public vehicle is delayed. (However, an unreasonable delay of student to report to class after arrival is not excused).
- c. Individual teachers should determine for their class how and when a tardy student is to enter. Single cases of tardiness do not require action. When a student is repeatedly tardy, he or she shall be reported to the principal who will confer with the parents to correct the problem. Tardy students are to report lunch count TO THE OFFICE before proceeding to their classrooms.

B. SCHOOL CLOSING

We try to have our school calendar follow the LPS calendar as closely as possible. There may be times that we will remain open for a day when USD 223 is closed or we will not have classes when they are open. Our school will usually follow the closing policies of the public school. In case of severe weather when USD #223 does not run their buses and close school, our school will also close. Any announcements for closing, late starts, or early dismissals will be posted on our Facebook pages.

Any closings for USD #223 also apply for our school. USD #223 has implemented a school reach notification system, in which also notifies the Linn Lutheran students. A brief recorded message from a USD school official to parents for emergency purposes or for a general announcement will be sent via phone. We also utilize the Remind App to send text messages for school closings.

C. SCHOOL HOURS

The following schedule will be followed during the school year:

- 8:10 a.m. - School begins
- 12:05 p.m. - Lunch at public school lunchroom
- 3:35 p.m. - School dismissed

Any student entering or leaving after 8:10 a.m. or before 3:35 p.m. is to **sign in or out in their classroom or office.**

IV. SCHOOL SUPPORT

The Lord asks that every Christian support the whole work of God's Kingdom to the best of his ability as the Lord has blessed him. (2 Cor. 9). This whole work includes both church and school. Each person must ask himself, "Am I giving of the first of my income to the Lord?"

A. SECRETARY

Our school secretary, Mrs. Ann Ohlde will be on duty Monday through Friday mornings from 7:45 a.m.-12:00 p.m. She has been hired to do such duties as typing the weekly newsletter to parents, counting and banking money, and bookkeeping. The secretary oversees the hot lunch program and handles the lunch billings; government reports and the free and reduced priced lunch applications.

B. PARENT-TEACHER LEAGUE (PTL)

Parents of all students are members of the organization. PTL meets monthly for meetings or activities. These meetings inform parents of activities and to help parents better understand the program of the school. In February a skating party for all parents, students, and staff is held. PTL is also involved in projects to provide a variety of items for the school that is not in the school's budget. Only through parents' involvement in the school can the goals for our children be achieved.

The sale of Christmas cards is a school-sponsored activity, involving PreK-8 and is run through faculty/staff. Proceeds are used to buy materials or equipment that can be used within the school. The Christmas Card Sale is held during September and October. PTL also sponsors a plant sale in the spring through Janet's Jungle.

V. Communication

Addressing Teachers: While students are in school, it is expected they address teachers by Ms, Mrs. or Mr. It is appreciated if parents would do the same.

A. COMMUNICATIONS BETWEEN TEACHERS & PARENTS

It is important to openly communicate between teachers and parents. Teachers are encouraged to discuss matters concerning students with parents more frequently than just a parent-teacher conference. Teachers are encouraged to inform parents of the positives.

Teachers will be communicating with parents where a student needs to work for improvement, or a behavior problem needs correcting. Phone,

e-mail, and written messages will be used by the teacher to communicate with the parents. Parents will be requested to sign and return a message form or planner to keep a record of communications with parents and to know that the parent has received the information. As a way of showing the student that there is communication going on between the teacher and parents and to teach the student responsibility the student will be expected to take home the message form and then return it to school. Parents are encouraged to contact the teacher (not other parents) if they have a question or concern about **their** child.

In order to achieve close cooperation between parents and teachers for the benefit of the child, parents are urged to visit the teacher about any questions concerning the pupil. Teachers are vitally interested in your child's temporal and eternal welfare and wish to always give their full cooperation. Any feeling of injustice or grievance against individual teachers is to be discussed privately, after school hours, by parents with the teacher involved. We encourage you to follow the example of Matthew Chapter 18. If a parent feels further discussion is necessary or the problem is not being resolved the parent should request that the principal or pastor be present at a meeting between the teacher and parent(s). If after these two meetings the problem or situation has not been resolved then the matter could be presented to the School Board.

B. PARENT-TEACHER CONFERENCES

Parent-Teacher conferences for K-8 are held near the close of the first quarter. As conference time approaches a note will be sent home to survey your scheduling needs. A final notice will be sent indicating the time of appointment with each teacher for each student. An optional parent-teacher conference may be requested by the teacher or parent in the third quarter. A special conference may be requested any time the need arises. Please feel free to call your child's teacher.

C. FAMILY PRIVACY ACT

1. In accordance with the Education Amendment of 1974, sometimes referred to as the Family Privacy Act or Buckley Amendment, Linn Lutheran School Association informs parents that from time-to-time material referred to as "Directory Information" may be published or otherwise made public. This includes the following: Student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, honors and awards received, and the most recent previous educational agency or institution attended by the student.

Parents of students are hereby informed that they have the right to have their student's names withheld from any or all of these publications. Parents desiring to exclude their student's name may notify the school in writing within ten days of publication or receipt of this statement.

Also the following rights are accorded the parent under this act:

1. You may have access to your child's school records upon request. Access must be given within 45 days.
2. You are entitled to a hearing to challenge the content of your child's school records.
3. Before any school records are released to third parties, you must give your written consent. Requests for records of third parties will be kept on file with the name, date, and reason for the request.
4. Before school records will be transferred, you will be notified of the proposed transfer.
5. When the student becomes 18 years of age, all rights of the parents and the student becomes the sole rights of the student and you no longer have the right of access to said records.

D. HARASSMENT POLICY

It is the policy of Linn Lutheran School to strictly prohibit any conduct which constitutes sexual harassment of any child, and to act against any person guilty of such conduct.

Sexual harassment in any form toward any student by another student, employee, or a non-employee will not be tolerated. Students who believe they have been or are being sexually harassed will inform the harasser that the behavior must stop immediately and will be reported.

Students who believe they have been subjected to sexual or any other form of harassment shall report, in confidence, the conduct to the principal or pastor, who will thoroughly investigate the incident, and present the findings to the Board of Education. The Board will determine the appropriate course of action. This action could include the termination of employment or enrollment.

E. SCHOOL VISITATION

We invite all parents to visit the school during the school year. The school is your property, and your children are the ones being educated at our school, so you should be the one to know what is going on. You need not let us know when you plan to visit; however, teachers appreciate being notified in advance because of the need to have flexible schedules.

F. SCHOOL CLEANING

The Board of Education has hired a custodian to clean the school during the school year. To help the custodian and to lower cost, annual school cleaning days are held before school starts in the fall. These days are for general cleaning, painting, and repair of the property. We appreciate the help.

G. TELEPHONE SCHOOL OFFICE IF CHILD WILL BE ABSENT

Parents should NOT text teachers during the school day. It may not be read by teachers. The Linn Lutheran School Board has adopted a policy requesting all parents to call the school office in the morning if their child will be absent . **Parents should telephone the school office before 8:10 am if their child will be absent from school that day. If possible, we would appreciate receiving the phone calls between 7:30 to 7:45 am. Please leave a message.** If a student is absent and a phone call has not been received by 8:10 am the parents will be telephoned by the school office. Our school cares about each child and is responsible for the students during the school day. For the safety of the child we want to be informed if they are not in school that day. It helps the teachers if they know whether a student will be absent that day or is tardy and will be coming later. Last, knowing lunch count is important. We will appreciate the cooperation of the parents in calling the school office if their child will be absent that day.

H. TELEPHONE & CELL PHONES

School Telephone: *Because the teachers & staff are busy with the teaching and well-being of students throughout the day, we ask that parents call the school 785-348-5792 with discretion. Please do not text or call teacher cell phones. Productivity is lost and teachers cannot respond to texts while school is in session. Teachers have their personal phones at school in case we need to follow emergency safety protocols. Our secretary is in charge of leaving phone messages with students, so PLEASE call the school office.*

If possible, you may leave a message on the answering machine. Children wishing to use the phone at any time must first have a teacher's permission. Try to make sure your children know the after-school procedure for your family. If it changes, please send a note that day or call the school office @ 785-348-5792.

Student Cell Phone: If your child brings a cell phone to school, it **MUST BE TURNED OFF PRIOR TO ARRIVING AT SCHOOL.**

Students may keep their cell phones in their book bags, but phones should be out of sight and not heard. Any student using a cell phone without authorization is subject to disciplinary action and confiscation of the cell phone while school is in session.

In the event of a local emergency, students may turn the cell phone on.

I. VOLUNTEER HELP

The school can use volunteer help in many ways. Faithful volunteers help the teachers be more effective in their work. People of the church need opportunities for service.

Our school has volunteers to help with the yearly school cleaning in August. The school continually needs people to do repair work at school. Volunteers are also used to provide transportation to athletic events and field trips. Volunteers could be used to provide one-on-one learning activities with the children, help students use the computer, assist in preparing library books for use and organizing the library, help with Christmas card sales, and help with various programs.

If any parent is willing to serve as a volunteer, either on a one-time project or an ongoing basis, please let the teachers know in which area you are willing to help. Teachers will also be encouraged to have a list of jobs ready for volunteers to do.

VI. DISCIPLINE

A. DRESS CODE

Clothing available in our society today can be provocative/revealing. Although we cannot shield our children from all of this, it is our desire to provide our children with a positive God pleasing environment in which to grow. They should be focusing on learning and on developing good Christian relationships with their peers. You, as parents, can help a great deal by guiding your children in their choices of clothing. At times this may mean insisting that your children follow your direction for their own good.

School days in Kansas can vary. We want the children to be comfortable and ask that parents use common sense in approving their children's attire for school. If the temperature or the wind chill is less than 10 degrees, students will be staying indoors for recess.

Shorts may be worn that are an appropriate length: No shorter than the tips of a child's fingertips when arms are hanging beside his/her body. Tops and bottoms should overlap when the arm is raised above the head.

Clothing that is **NOT** appropriate for school includes tight biker's and skimpy shorts, tank tops, muscle shirts, mesh tops, and bare midriff outfits.

T-shirt logos should be in keeping with Christian moral values.

Clothing should not be torn or frayed. It is not permissible to wear hats

or caps in the classroom. Hoods on sweatshirts should not be on head. The judgment of the teaching staff will determine what constitutes proper dress and dress appearance. Students not conforming to these standards may be asked to return home for proper attire or given extra clothing on hand at school.

B. ELIGIBILITY for Extracurricular Activities– 6TH–8TH Grades

To ensure that our top priority within our school system is academically oriented, yet not restrictive toward the extracurricular activities, Linn Lutheran and Linn Public have established certain academic eligibility requirements for participation in extracurricular activities. Additionally, participation is considered to include practice sessions, as well as contests. The following guidelines will apply:

1. Eligibility will be determined by "weekly progress reports" and nine-week grading periods.
2. A student must be passing (an **INCOMPLETE** grade is failing) in all courses in which the student is enrolled.
3. A student, under this regulation, is immediately ineligible to participate (including practices) upon receiving a failing or incomplete grade for a "progress report" or grading period in which enrolled.
4. Students will have one week (five school days) to attain a passing grade to be reinstated on the eligibility list. The student shall be ineligible until the grade is raised to a passing grade.
5. Should a student fail to attain a passing grade within the one week period, then the student shall remain ineligible for the remainder of the period until the next "progress report" or grade cards are due in the office.
6. Due to the scheduling of activities, the one week of ineligibility shall run from the morning of the school day following the time "progress reports or grade cards are due in the office, until 8:30 a.m., one week later. As an example, "progressive reports" are due in the office on Friday, the student would be ineligible to participate for the next week.
7. The student must attend the day's session of school for at least the last half of the day. (noon) This includes practices and events.

Before a student athlete is permitted to report for practice in a sport, he/she must have a physical examination documented by a completed form signed by a physician. The form requires the student gain permission of a parent or guardian. A video on concussions should be watched online and the certificate printed out.

You, as an individual involved in activities offered at our school, are

recognized as an official representative of the school and community. Your conduct and sportsmanship on and off the school premises should display the highest possible standards.

B. Fire/Tornado/Crisis Drills

Fire drills and tornado drills are required to be held at various intervals throughout the school year. Plans are arranged and practices held so that the students have a definite procedure for leaving each room in the event of an emergency. During the drills, leaving the room and building in an orderly manner is more important than speed.

C. FIRE DRILL PROCEDURE

Fire drills shall be conducted regularly during the school year. They shall be conducted in the manner as follows:

When the fire alarm is sounded, **ALL people** are to evacuate the building as directly and quickly as possible. Each person shall proceed in an orderly manner to the nearest exit. From the exit each person shall continue to the south side of the building on the sidewalk toward the church. Each classroom is lined up on the sidewalk. The classroom teacher or in case of the teacher's absence, the classroom aide, shall be responsible for seeing that all of the students are out of the building, the doors are closed and roll is taken to account for all students. If a disabled person is present, the classroom teacher and/or the classroom aide will be responsible for seeing that said person is conducted to safety via the ramp to the north side of the court.

In the case of a fire, the classroom teacher and/or the classroom aide, after taking roll, shall move the students to Zion Lutheran Church to allow the fire department to do their work and not endanger anyone. Student pick-up would take place at Zion.

1. Tornado Drill/Warnings

Off & on siren or whistle sounds. Students shall take a large book and move to the basement. Students use book for protection and wait for the all clear.

2. Emergency Drills

-In a Lockdown drill, students move away from sight from windows, maintain silence, and do not open the doors. In case of intruder, students must listen for instructions. In case of an evacuation, students must evacuate the safest route to our meeting point. We will meet in the basement of Zion Lutheran Church.

- In a Lockout Drill, students remain inside the building and can move throughout the building.
- In LockIn Drill, students must stay in the classroom and lock interior doors.

D. SCHOOL CONDUCT POLICY

We make a determined effort to maintain Christian discipline at all times. Children must understand that they owe obedience to teachers as a God-given command. Our school is operated on the belief that we are fellow redeemed children of God; that we have forgiveness in Jesus Christ; and that we live in a community of believers. Our policy is to operate within the proper use of Law and Gospel according to Scripture.

We believe that every child has the right to an excellent Christian learning environment. Therefore

1. all children need to learn to respect themselves, adults, other students, and property.
2. our goal is to put the teaching of Christian love into practice.
3. children need to develop responsibility and self-discipline.
4. when problems arise there will be consequences, but also forgiveness.
5. all discipline needs to be as consistent as possible.
6. parental support for the discipline and management of the school is expected.

The Board of Education has adopted the following set of rules to maintain order and consistency in the treatment of students. Parents are heartily encouraged to give their full cooperation in carrying out these rules.

The following behaviors are serious and will bring consequences.

1. *Willful violation of any school regulations.*
2. *Willful disruption of the education of others.*
3. *Willful conduct which threatens or endangers teachers, students, or school property*
4. *Involvement in drugs, alcohol, or tobacco.*
5. *Willful misuse of internet and/or social media*

At all times the following steps will be taken to determine the appropriate consequence for misbehavior. The seriousness of, or the chronic nature of the incident will determine which "first step" will be taken, at the discretion of the principal.

1. Teacher counsels students. (Parents may be contacted)
2. Teacher and principal counsel student. (Parents may be contacted)
3. Teacher and principal, counsel parent and student.
4. After-school detention in classroom.

5. Out of school suspension with credit given for completed work.
6. Expulsion is the final step. Only the Board of Education holds the right of expulsion from school.

Individual classroom student penalties may involve the following:

1. Loss of privileges
2. Extra work
3. Staying in the classroom/office during recesses or physical education time.
4. Separation, which may involve the following:
 - a. In-class isolation: the child is put apart from the rest of the class, but remains in the classroom.
 - b. In-school or building isolation: the child is removed from the classroom and placed with a school employee
 - c. In-school detention: the student will be required to spend a certain amount of time by himself or herself in an isolated place losing privileges and missing school and classroom activities. The time must be used profitably by having the student do lessons, assignments, and classroom projects.

d. Removal by parents: In certain situations it may be decided by the teacher and principal that for the sake of the other students and the teacher that a student should not remain in school for the day. The parent is called and asked to take the child home. After school has been dismissed the parent(s) are asked to meet with the teacher and principal to discuss a resolve to the problem. If the problem cannot be resolved to satisfaction, the pastor will be asked to join the discussion. If there is still no resolution, the problems will be brought before the School Board. The School Board will be asked to decide how to resolve the situation.

Parents who feel there is a misunderstanding are welcome to discuss such matters. They may resolve the problem by following this procedure (following Matthew 18):

- A. Parents meet personally with the teacher involved FIRST.
- B. Parents meet with the teacher and principal.
- C. Principal, teacher or parents may bring the matter to the Board of Ed for final resolution.
- D. You should follow these steps before contacting the KS District Office of the LCMS.

E. SCHOOL RULES

All children, regardless of grade, are subject to the supervision of all teachers when they are in the hallways, restrooms, playground, bus, public school lunchroom, and etc. Teachers will see that proper discipline is always maintained, and they have the authority to take reasonable and proper corrective action.

The following rules were written by the teachers and approved by the School Board:

1. No tag or running in the halls.

2. No unsupervised playing in school with school balls or heavy articles.
3. No bicycle riding during school hours.
4. No climbing to the school roof, shed, or fences.
5. Pupils enter at 8:00 a.m. If earlier entry needed, contact the principal.
6. Children are not allowed to play on church or pastor's property.
7. Any item not for school use may be taken away and returned at the teacher's discretion.
8. No snowball throwing at any time.
9. Students must show respect for property, theirs and others. Students must replace or pay for property of others, which they damage.
10. Students must stay on sidewalk when waiting for the school bus.
11. Students must ride the school bus to & from lunch at LPS.
12. Students may use school equipment before or after school hours only with special permission from the teacher.
13. There will be no chewing of any substance in the buildings.
14. When using the swings, sit and swing only in the proper manner.
15. The slide must be used from the ladder side, sitting with feet first.
16. The student is responsible for his/her actions on the bus.

VII. INSTRUCTION

A. BAND

Instruction in band instruments is offered to pupils in grades 5-8 at the public school building by the Linn Public School band instructor.

B. CHAPEL SERVICES

Every Wednesday morning @ 8:30 chapel services for the school are led by the pastors, principal, or classroom. An offering for a mission of the church is taken as a part of the worship. Parents are invited to attend chapel worship services.

C. Title I Instruction

Each year Linn Lutheran receives the services of a teacher to help learners with special needs in reading, language, and mathematics. Funds for the teacher come from the Federal Government under the Title I program. The students may be bused to the public school where the teacher will work with them. A student's eligibility for receiving Title I help is based on their reading, language, and mathematics scores on a standardized achievement test plus a student's need for help compared to the other students. If you want to know more about this program, please talk to one of the teachers.

D. CITIZENSHIP AWARD

The purpose of the award is: To inspire enthusiastic school spirit, to strengthen student self-esteem, to promote an appreciation of the rights and responsibilities of citizenship, to build responsible,

knowledgeable citizens, to foster community service and volunteerism, and to recognize our youth for making a positive contribution to the school, church, or community.

The criterion for this award is: One eighth grade boy and one eighth grade girl (when possible), participation in school, church and/or community service; show a positive attitude towards classmates, school and community; display an understanding and appreciation of civic responsibility; possess strength of character and the courage to do what is right.

Student(s) will be chosen by: Principal of Linn Lutheran School in consultation with the faculty and staff of Linn Lutheran; students in the eighth grade will complete a 200 to 500 word essay on one of the following: "The Importance of Being a Good Christen Citizen"; "Patriotism – What is My Part"; "What is Christian Citizenship".

The Award is a pin through the American Citizenship Award Program and is presented at the Awards Ceremony at the end of the school year.

E. CURRICULUM

Religion is of major importance in our curriculum. Teachers strive to teach each subject in a Christ-centered way.

The school is fully accredited by the Kansas State Department of Education and therefore meets the state requirements in other curriculum subjects such as:

ART: Art Appreciation, Drawing, Painting, Crafts

COMPUTER APPLICATIONS: Keyboarding, Word Processing, Spreadsheets, Databases, Web Design

HEALTH: Body Systems, Nutrients, Healthy Lifestyles/Choices

LANGUAGE ARTS: Reading, English, Phonics, Spelling, Grammar, Writing, Spanish

MATHEMATICS: Basic Skills & Concepts, Metric System, Algebra, Geometry

MUSIC: Singing, Music Appreciation, Band, Chorus, Orchestra

PHYSICAL EDUCATION: Physical Fitness, Skills, Coordination, Games, Rhythm, Life-long Recreation

RELIGION: Confirmation Instruction and Catechism, Bible Study, Church History, Worship, Memorization, Missions

SOCIAL STUDIES: Geography, History, Government, Kansas History, Current Events, Citizenship, Map Skills

SCIENCE: General Science, Biology, Earth and Life Science, Health and Safety

F. HEALTH SERVICES

Linn Lutheran School is served by a registered nurse. During the school year the nurse weighs, measures, and conducts vision, hearing, and other screenings related to the child's well-being. Notices are sent to parents whose

children require attention by the family physician. Up-to-date immunization records are required by the state. State law requires each child to be immunized properly before admission to school. All students entering sixth grade must have a physical exam to participate in athletics.

Communicable Diseases

Students should be fever free without meds for 24 hours before returning to school. If a student has thrown up in the morning, they should not come to school.

If your child should experience any of the following communicable diseases, they must have written consent from a physician or health department official in order to return to school.

- Measles
- Mumps
- Whooping cough
- Chicken pox
- Scarlet Fever
- Streptococcal Infection
- Conjunctivitis (Pink eye)
- German measles
- Influenza

Parents must show proof of treatment for the following conditions:

- Pinworms, Ringworm, Impetigo, Head lice

Linn Lutheran requires that no student with a *communicable disease*, parasite, lice, pink eye or rash be allowed to attend the school until:

- * The student is no longer infected or liable to transmit the disease because of treatment.
- * The student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

* Students must be treated before returning to the classroom.

Infectious Disease Notification: If a contagious disease, such as head lice, pink eye, and/or chicken pox should appear in a class, notification will be sent to the other classroom parents by the school secretary.

First-Aid: Routine first-aid measures such as cleansing scrapes and cuts, applying bandages, etc., will normally be handled by school personnel. All incidents requiring non-routine first-aid treatment will be documented. Parents & paramedics will be called whenever a child loses consciousness or has an injury that can't be treated by school personnel.

G. HONOR ROLL – 6th 7th & 8th Grades

The procedure for determining the Honor Roll at Linn Lutheran is based on the following criteria.

1. The Honor Roll will be calculated on the following subjects: Language, Literature, Mathematics, Science, Social Studies, PE, Computer Applications and Band (if applicable).
2. There will be two Honor Roll categories:

- a. High Honor Roll: for students whose grade point on a 4.00 scale is 3.67 or higher and have no grade lower than a B-.
- b. Honor Roll: for students whose grade point on a 4.00 scale is 3.33 or higher and have no grades lower than a C-.
- c. A student with an incomplete in one or more of the above listed subjects will not be eligible for the Honor Roll.
- d. A list of students for the "High Honor Roll" and the "Honor Roll" will be compiled and published at the completion of each of the four quarter grading periods.

The grading scale for calculating placement will be:

Letter	Percent	Points
A+	100	4.00
A	93 – 99	4.00
A-	90 - 92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73 - 76	2.00
C-	70 - 72	1.67
D+	67 - 69	1.33
D	63 - 66	1.00
D-	60 - 62	0.67
F (Inc)	% <59	0.00

H. HOMEWORK

The challenging academic program at Linn Lutheran has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education. The amount of homework depends on the grade level, the ability, and the study habits of the child. Linn Lutheran School is very aware of both the advantages and disadvantages of homework for children. We also know that maximal learning occurs when there is support, encouragement, and reinforcement of concepts taught at school. Our homework is always grade appropriate.

Parents and guardians play an intricate part in the success of a child's educational experience. There are many practical ways that parents can become informed and involved in their child's education, as well as adding to their child's success:

- Pray for your child, our school and your child's teachers.
- Show great interest in your child's school day.
- Praise your child for their accomplishments and efforts.
- Display your child's work at home.
- Provide a special place for children to study that is free from distractions.

- Offer help in understanding a concept.
- Limit screen time until assignments are completed and comment on your child's diligence when doing an assignment on their own.
- Provide an early bedtime each night and nutritious breakfast each morning.
- Show your support in our school and refrain from openly discussing any personal concerns that you may have with staff in front of your child. Communicate openly with the school before drawing conclusions.
- Take responsibility for proving that punctuality and good attendance are important.
- Keeping all scheduled conferences will deliver the message that education is important to you. Therefore, it will be important to the child also.
- With teachers, ask questions and share any concerns openly.
- Volunteer in our school or become involved in daily activities. By doing this, a child will know you care.
- Look at the planners of your children daily

I. SPORTS PLUS CO-CURRICULAR ACTIVITIES

Linn Lutheran cooperates with Linn Public School in the sports program of the Blue Valley League. In this league, the following sports are offered to grades 6, 7 & 8 pupils in our school: Volleyball for girls, football for boys and basketball, track and cross country for both boys and girls. If a boy or girl wants to participate in any of these sports the child must have a physical examination before he/she can be allowed to participate or play. Each year a "pay to play" fee may be accessed per sport as warranted by LPS.

Our students also participate in track with other Lutheran schools in the area (PreK-th8), the Washington County spelling bee (grades 1-8), Scholar Bowl (grades 7-8), Concordia-Seward Gathering of the Talents, art display at the Washington County Fair, other county contests as in soil conservation and safety, and some Linn Public School assembly programs.

J. TESTING AND GRADING

Tests are a means whereby a teacher can measure what the student has grasped of the instructor's teaching. It also tells the instructor what needs to be re-taught. Teachers may give their own tests or tests, which accompany the textbooks. Tests may be given at the end of chapters, units, or whenever the individual teacher sees fit.

See above for core subject grading scale. Subjects such as art, music, physical education, and handwriting may be graded by the following letters: "E" = does exceptionally well, "I" = showing improvement, "S" = satisfactory, and "U" =

unsatisfactory. The subjects of science and social studies in first and second grade will be graded in this way also.

Standardized tests are given to students in the fall and the spring. These tests measure teaching in terms of what others think should be taught and compare our students according to national norms. We are currently taking the FastBridge assessments.

K. TWIN LAKES EDUCATIONAL COOPERATIVE (TLEC)

Twin Lakes Educational Cooperative provided our school with special education services. These include a learning disabilities teacher, a speech and language clinician, a psychologist, a gifted facilitator, a hearing impairment consultant, an occupational therapist, a behavior disorder teacher, and a school social worker.

Those services of a testing nature are performed at our school. However, for any instruction, the children may be taken to the public school. Before any program of instruction is begun, the parents will be informed and asked to give their consent for the planned services. TLEC is funded by the public-school districts of Barnes, Southern Cloud, Clay Center, Riley, Randolph, and Washington office.

VIII. FOOD SERVICES

HOT LUNCH & AFTERNOON BREAK PROGRAM

The students are bused to the public school to eat hot lunch. The rates for hot lunch are \$4.05 and 4.50 for adults. We have hot lunch accounts set up for each family. Meals should be purchased monthly and account balances will be sent out monthly. You could roughly estimate \$70 for lunch per child per month. Junior high students will be able to order in advance an extra entrée this year. The cost will be \$1.00 for all junior high students regardless of qualifying for reduced or free lunches. Extra milk costs \$0.50 cents for everyone. Any extra milk or entrees purchased are not included in free or reduced priced lunches and will be billed monthly.

Families should check the income guidelines established by the federal government to see if they are eligible for either free or reduced priced lunches. Information about applying for free or reduced priced lunches plus the income guidelines is given to all families on registration day.

Families should complete the application form and submit it to Linn Lutheran School to see whether they would qualify. If either a family's job or income changes during the school year the family may at any time apply for free or reduced priced lunches. Families qualifying for reduced priced lunches will pay .40 cents per lunch.

All children who bring a cold lunch from home rather than eating hot lunch also eat at the public school. Please let us know by 8:30 a.m. if you plan on eating lunch with your child at the public school.

Students may participate in a milk/juice break during. Students may have a half-pint of white milk, chocolate milk or juice. This program is voluntary, and this break is not part of the federal lunch program so all students who drink milk/juice are charged \$0.50. Free or reduced rates do not apply to this extra milk/juice. Students who drink milk or juice are billed for the cost of the milk/juice at the end of the month.

IX. Transportation/ Bus Services

A. Bus Services

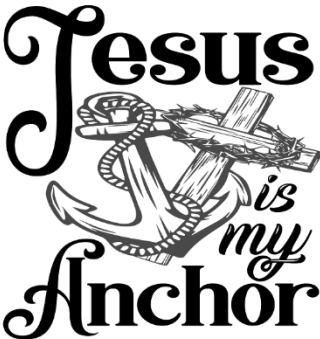
Students needing bus transportation to and from LLS can be given services through Linn Public Schools/ USD 223. Please inform LLS if you need transportation services.

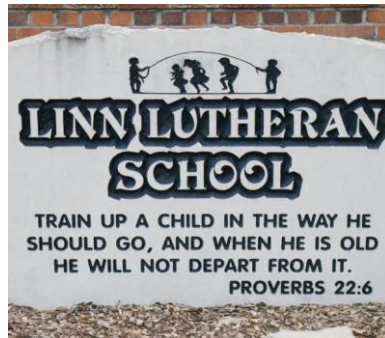
B. STUDENT PICK-UP/ DROP OFF

Doors are locked to our buildings. Please ring the bell at the front door and report to the office when entering.

Moving cars and children can be a dangerous combination. At the end of the day, all parents picking up students should park at the WEST side of the street facing south. This will eliminate the need for students to cross the street.

Please call us with any questions concerning our handbook!





Questions? Contact us at:

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Secretary@linnlutheran.eduk12.net

Phone: 785-348-5792

Fax: 785-348-5895

Like our Facebook Page:

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