

**We, the Staff at MacArthur Park
Lutheran Church and School, believe that a child can
reach his/her greatest potential only through a united
and cooperative effort on the part of the home and the
school.**

**We pray that our association this year
with each student and his/her family
will be one of mutual respect and cooperation.**

2023-2024 Student Handbook

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MISSION STATEMENT

Centered in Christ, we are committed to excellence in education and spiritual growth.

In accordance with policy guidelines issued by the Texas Department of Family and Protective Services the following information is available to the public. In addition, copies are available on request.

The licensing inspection report is posted in the office and minimum standards are available for review at any time upon request. This information is also available at the DFPS website, www.tdprs.state.tx.us.

Instructions on how a parent may contact the local licensing office, DFPS child abuse hotline, DFPS and Consumer Product Safety websites:

The following telephone numbers are posted next to each telephone in the child-care center:

(1) 911

(A) Emergency Medical Services

(B) Law Enforcement

© Fire Department

(2) 1-800-222-1222

(A) Poison Control

(3) 1-800-252-5400

(A) DPRS child abuse hotline

(4) 210-337-3399

3635 SE Military Dr.

San Antonio, TX 78223

(A) Nearest licensing office telephone number and address

5) Consumer Product Safety Commission (CPSC)

Website is: www.cpsc.gov. Lists up-to-date information about recalled children's products. The school will post, in writing, that all the recalls have been reviewed on a regular basis, and no unsafe products are being used.

(6) Site name and location

MacArthur Park Lutheran School

2903 Nacogdoches Rd.

San Antonio TX 78217

(210) 822-5374

Child Neglect or Abuse

Any case of identified or suspected child abuse must be reported as required by law. **Persons required to report.** A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall report in accordance with Section 34.02 of this code.

Departments you may contact in case of Abuse or Neglect:

1) 911

(A) Emergency Medical Services

(B) Law Enforcement

© Fire Department

(2) 1-800-222-1222

(A) Poison Control

(3) 1-800-252-5400

(A) DPRS child abuse hotline

(4) 210-337-3399

3635 SE Military Dr.

San Antonio, TX 78223

(A) Nearest licensing office telephone number and address

(5) 210-490-4419

(A) The Vine Wellness Group Child, Adolescent, Adult and Family Counseling

This organization works closely with MPLS to serve parents and students who have needs for counseling or intervention.

Hours of Operatoin

MacArthur Park Lutheran School's Hours of Operations are 6:30 am till 6:00 pm. The school is opened August through May. Holiday and summer hours vary.

ADMISSION PROCEDURES

MacArthur Park Lutheran School will consider admission of students whose capabilities and attitudes are academically and morally acceptable. The following documents are required for admission consideration along with the first installment of the registration fee.

1. Signed Enrollment Application/Contract
2. Immunization Record
3. Original Birth Certificate
4. Emergency Release Medical Form
5. Signed Doctor's Release

AGE REQUIREMENT

All students entering the 18 Month class must be 18 months old on or before January 01 of the school year.

All students entering the Two Year Old class must turn two on or before September 01 of the school year.

All students entering the Three Year Old class must turn three on or before September 01 of the school year and must be **potty trained**.

All students entering the Pre-Kindergarten class must turn four on or before September 01 of the school year.

All students entering the Kindergarten class must turn five on or before September 01 of the school year.

All students entering the First Grade class must turn six on or before September 01 of the school year.

ATTENDANCE

The State of Texas requires students to be in attendance at least 90% of the scheduled school days in order to be considered for promotion.

Absences: In case of a student's absence, contact the School Office before 9:00 a.m. **Upon return, the school must receive a written excuse that should include: Student's full name, inclusive dates of absence, detailed reason for the absence, and full signature of parent. Students must be in attendance at least 90% of the year.**

Tardies: Students arriving after 8:15 a.m. must report to the School Office for a tardy slip in order to gain admittance to class. For every ten (10) tardies, a student will be assessed one day of absence. Tardiness is a disruption to the school day for all students and the teacher. Students arriving after 9:30 a.m. should bring a doctor's excuse in order that they may attend school and Extended Day Care for the rest of the day.

Excessive tardiness may be referred to the School Board for further action. The school day ends at noon for students in the 18 Month class, Two Year Old class and Three Year Old class. Children must be picked up no later than 12:15 or they will be sent to Extended Day Care and a drop-in fee will be applied. The school day ends at 2:30 for students in the Pre-Kindergarten class, Kindergarten class and First Grade class. Children picked up later than 2:45 will be sent to Extended Day Care and a drop-in fee will be applied.

BIRTHDAYS

A child's birthday may be observed during snack time. **Arrangements must be made with your child's teacher in advance.** No gifts or favors are to be exchanged. **All baked goods must be store-bought.** Due to severe allergic reactions experienced by some students, no snacks or baked goods containing peanut products will be allowed. **For birthday parties outside of school, send invitations through the mail.**

CLASSROOM PETS

Some teachers have small animals such as gerbils, fish and hamsters in the classroom. We do not maintain large animals.

CONFERENCES

An open line of communication between parents, students, and teachers is one of the keys to academic success. Parents desiring to contact their child's teacher may do so by calling the School Office. The teacher will be notified and return the call at the earliest convenience. Conferences cannot be held during instruction time or during the drop-off/pick-up process. All classroom teachers will schedule conferences after the first nine weeks of school. Conference times will also be available to discuss spring assessments.

DISCIPLINE

MacArthur Park Lutheran School aims to provide students with an educational program of excellence. In striving to achieve excellence, the school expects students to conduct themselves in a manner appropriate to a **Christian** learning environment. Students, parents, and guardians will be expected to demonstrate self-discipline, show courtesy and respect to the faculty, staff, administration, and fellow students. **The consequences for failing to comply with the rules of the school will result in review of the child's enrollment status by the School Board.**

The school is committed to those rights of students recognized and protected under state and federal laws. A proper balance between rights and responsibilities is essential for students to develop to their fullest potential.

Parents, Student, and Staff Code of Conduct:

1. I will treat everyone, including myself, with Christian respect.
2. I will be a good steward and respectful of property belonging to myself, others, the school, and the church.
3. I will be present, prepared, and ready to learn.
4. I will act responsibly and accept the consequences for the actions I choose.
5. I will practice safety at all times and in all places.

Your Role as Parents

We expect our school families to exercise good judgment, loyalty, honesty, respect, and integrity in all dealings with the school, its employees, and students, on or off the premises. Any conduct that could be detrimental or harmful to the school, its facility, staff members, or students is unacceptable. Spreading gossip and rumors about the school is not only unbecoming, people may be civilly liable for defamation if they spread rumors about the school, its employees, students, and administrators.

This includes rumors via electronic devices. The Board of Directors reserves the right to dismiss a family from the school at any time during the school year, if it is determined that a child's parents/guardians have repeatedly failed to uphold their responsibilities in supporting the school's policies and mission.

School Rules:

The MacArthur Park Lutheran School student strives to display proper behavior and conduct at all times. The following behavior is expected from all students at all times:

School:

1. Obey teachers
2. Use kind words with soft voices
3. Respect others
4. Conduct honoring Christ
5. Respect for adults and other students
6. Respect for school and personal property
7. Appropriate use of language
8. Each student will obey with a positive attitude and action

Playground:

1. Use playground equipment safely and appropriately
2. Stay within the assigned area
3. Use playground toys in the assigned area

Disciplinary Process:

Minor Infractions: These involve disruptions, distractions, attitude offenses and use of

profanity. The following steps will be taken on a daily basis for failure to comply with school rules.

- First offense: A verbal warning is given.
- Second offense: A written notation to be signed by the parent/guardian and returned and other teacher-directed consequence. (i.e. time-out)
- Third offense: The parent/guardian is called, by the child, with the teacher on hand for further clarification.
- Fourth offense: The student is sent to the Director; the parent is called.
- Fifth offense: The parent is required to remove the student for the remainder of the day; a one-day suspension may be deemed necessary.

Major and Repeated Infractions: A major infraction involves intentional disobedience. These infractions include, but are not limited to, biting, lying, threats, cheating, fighting, disrespect, inappropriate language and physical assault to a student or adult. Also included is the possession of any potentially harmful or dangerous substance or item. Students committing major and repeated infractions will be sent to the Director's Office and the parent/guardian will be contacted.

A conference with the parent/guardian, teacher, and Director may be required. When a student accumulates two or more major infractions or excessive minor infractions, the parent/guardian, teacher, and Director will have a conference concerning the student's behavior. **Suspension or expulsion may be deemed necessary by the school administration. Each case will be handled on an individual basis.**

Suspension:

Suspension is the final step prior to expulsion. If a student is suspended, he/she is automatically placed on probation for the remainder of the school year. If probation is broken, the circumstances will be brought before the School Board for further review.

Discharge Policy:

MacArthur Park Lutheran School reserves the right to drop or terminate service after consultations with parents/guardians, when the welfare of the child or group would make this advisable. Reasons for termination may include but not limited to:

1. Lack of parental cooperation
2. Non-payment of fees
3. Inability of the child to adjust to the school
4. Continual late pick-up
5. Inability to meet the needs of the child without hiring additional staff.

General Considerations for Assessing Discipline Penalties:

1. Discipline will be administered when necessary to protect students, school employees, property or to maintain essential order.
2. Students will be treated fairly and equitably. Discipline shall be based a careful assessment of circumstances in each case.
3. Factors to consider include:

- a. Seriousness of the offense
- b. Student's age
- c. Frequency of misconduct
- d. Student's attitude
- e. Potential effect of the misconduct on the school environment

Items Not Permitted at School:

1. Electronic games
2. Any other inappropriate items (i.e. toys, sports cards, comic books, and magazines)
3. Pets (unless prior permission has been granted and accompanied with a health statement signed by a licensed veterinarian)

DRESS CODE

Students are expected to be attired in a manner consistent with the standards outlined in this section. All students should dress neatly and appropriately for the weather. The Director has the final decision on the appropriateness of the student's attire.

All Students:

1. Coats, jackets, sweaters, caps and other clothing should be clearly marked with the student's name.
2. Tennis or closed-toe shoes are required every day.

UNACCEPTABLE ATTIRE

All Students

1. Any clothing or supplies worn or brought to school with unacceptable logos, gang designs, or depicting violence

CONSEQUENCES OF NOT FOLLOWING THE DRESS CODE

One or more of the following actions may be taken:

1. A shirt will be loaned for the school day
2. A written notice will be sent to the parent/guardian
3. The parent/guardian will be called for a change of clothing
4. Repeated offences may require a student be sent home for the day

EMERGENCY PROCEDURES

Emergency evacuation and relocation plans are posted in each classroom. Fire drills are practiced on a monthly basis, and other emergency procedures are practiced as deemed necessary. In case of an emergency, parents may call the school office at 822-5374 or the church office at 824-7135.

In the event of an emergency, parents will be notified through the "Remind" texting services or by phone. Parents will be informed of any relocations and where to pick up their child if relocation is necessary.

An Emergency preparedness plan can be obtained in the front office. This plan outlines procedures for emergencies.

EXTENDED CARE

Early arrival is from 6:30 a.m. to 7:45 a.m. Afterschool hours are 12:00 p.m. to 6:00 p.m. for school. Parents must provide 24 hour notice for **All Extended Care drop-ins and MUST be approved daily**. Your account will be charged for full time extended care after your child has 10 extended care drop ins. If you are late picking up your child (after 6:00 p.m.), **there will be a \$10.00 charge for the first five minutes and \$5.00 for every minute after that.**

Extended Care: For all students, snack time follows school dismissal. After snack time, the afternoons are spent engaged in a variety of self-directed indoor and outdoor activities in a relaxed atmosphere.

Requirements: Students bring a lunch, a mat and nap bedding. SMALL pillows are optional. Parents are responsible for ensuring that all nap items are taken home each Friday, cleaned, and returned each Monday. Students must attend school from 8:00 a.m. to 12:00 p.m. (18 Months, Two year olds and Three year olds) or 2:30 p.m. (Pre-K, Kinder, and First Grade) in order to attend Extended Care. Special circumstances need to be approved by the School Administration.

Students arriving after 9:30 a.m. should bring a doctor's excuse in order that they may attend school and Extended Day Care for the rest of the day.

Please call the School Office in advance for space availability if your child requires extended care on a drop-in basis.

***PLEASE NOTE: A STAFF MEMBER MUST BE NOTIFIED WHENEVER A CHILD IS TAKEN FROM THE SCHOOL.**

Departure: When picking up your child from extended care, please come into the building to sign **your child's name, your full name (do not indicate "mom" or "dad"), and the time on the sign-out sheet.** Failure to sign out may result in improper billing.

Late Pick-ups: Extended Care supervision is available until 6:00 p.m. each school day. **In the event that a child is left past 6:30 p.m.,** all efforts have been exhausted to contact someone on the emergency pick-up list, and the parent has not notified us of a late pick-up, **Child Protective Services** will be notified and the child will be turned over to them.

Pick-Up Procedure:

1. When you arrive to pick up your child we ask that you take him/her when you arrive at the front door.
2. Please take classroom concerns to the classroom teachers. The extended staff cannot discuss things that don't pertain to them.
3. Please be aware that the staff needs to be watching all the children. Therefore, lengthy conversations prohibit them from doing their job.

FEES AND PAYMENTS

The financial agreement by the parents is very important to the financial stability of the school. Financial support of the enrollment space guaranteed for each student is equally important. The following policies relating to payments of tuition and fees have been set by MPLS Board.

1. Make checks payable to MacArthur Park Lutheran School (MPLS).
2. **All Tuition is due by the 10th of each month, August through May. Extended Day Care payments are due by the 15th. A late fee of \$25.00 will apply afterwards. Summer Program payments are due on the first day of each Summer Session.** Daily drop-in charges are due upon receipt of statement. **Payments after the 10th of the month are considered past due and will automatically be assessed a \$25.00 late charge.**
3. Tuition is divided into ten monthly payments. There are no refunds for absences or holidays.
4. The nonrefundable registration fee is due at the time of registration.
5. **All payments (including CASH) must be given directly to a staff member and a receipt given by us. The school is not responsible for payments sent in backpacks or lunch boxes.**
6. A family with two or more children receives a 10% discount on tuition for the second (youngest) and remaining children. An active member of MacArthur Park Lutheran Church receives a 10% discount on tuition. Only one discount per family. Discounts do not apply to registration fees or Extended Care.
7. All returned checks incur a \$25.00 charge. In such instances, a new payment must be submitted upon receipt of notification. After two returned checks within a school year, all subsequent payments must be made in cash, cashier's check, or money order.
8. If an account is 30 days past due, a student may not attend class and records will not be released, including the report card, until financial obligations are met.
9. After two 30 days past due occurrences take place on an account, that account must remain current on the first of each month in order for the child/children to attend classes, unless payment arrangements have been approved by the Board in advance.
10. If an account is 60 days past due, and at least three attempts have been made to collect the outstanding balance, the account will be sent to Phoenix Recovery Collection Agency.
11. Proration of the monthly rate fee due to medical reasons is permissible under the following conditions: (1) The student is absent due to medical reasons for five or more consecutive school days. (2) A physician's statement is submitted indicating the reason and length of absence.
12. The replacement fee for a lost report card is \$5.00.
13. Upon withdrawal, proration of tuition will be as follows: (1) Prior to the 15th of the month, half the tuition will be refunded. (2) After the 15th of the month, no refunds will be given.
14. Fundraising is extremely important for most schools, and in the case of MPLS it comprises 10% of the annual operating budget. Every family is expected to participate in fund raising or pay a \$150 yearly fundraising fee. Robust fundraising efforts by students and their families allow us to keep increases in tuition and fees in check
15. If you are late picking up your child (after 6:00 p.m.) for Extended Day Care, there will be a \$10.00 charge for the first five minutes and \$5.00 for every minute after that.

WITHDRAWAL PROCEDURES

Children enrolled for the school year/summer program are required to give 2 week notice. Families are responsible for all fees that may occur during the 2 week time frame. (Tuition, Extended Day Care, summer program, etc.)

FIELD TRIPS

Field trips will be planned throughout the year. Any expenses are additional charges. A field trip permission slip will be sent home for the parent to sign in order for the child to participate. **If, for any reason, your child cannot attend a field trip, other arrangements for care must be made by the parent.** Students must follow field trip rules in order to participate in subsequent field trips.

Chaperones for field trips will be selected on a first-come/first-served basis. Any person driving for a field trip must sign an "Acknowledgment of Field Trip Guidelines" and have copies of current proof of insurance and valid driver's license on file with the classroom teacher and the office.

HEALTH

The MacArthur Park Lutheran School staff strives to uphold the highest health standards possible. Desirable health habits, such as adequate and nutritious food and liquid intake, 8-10 hours of sleep, emotional security, and exercise are recommended for the development of each child's maximum potential.

Hearing/Vision Screening

Hearing and vision screening are required by the state for students entering Pre-Kindergarten. These screenings are also required for all first-time entrants, age four. **Screenings need to be performed by your child's attending physician and a copy of these results must be submitted to the School Office.**

Illness and Control of Communicable Diseases and Parasites

Please do not bring your child to school if he/she appears ill. We do not want to unnecessarily expose your child to an illness. Notify a teacher or administrator if your child is affected by a contagious illness, such as (but not limited to):

| | | |
|-----------------|------------------------|--|
| *COVID 19 | *Respiratory Infection | * Strep Throat |
| * Chicken Pox | * Impetigo | * Intestinal Parasites |
| * Ringworm | * Mumps | * Whooping Cough |
| * Hepatitis | * Mononucleosis | * Gastroenteritis (Vomiting and/or diarrhea) |
| * Scabies | * Measles | * Meningitis |
| * Scarlet Fever | * Lice | * German Measles |

Students with a communicable disease will not be allowed to attend class. If a child becomes ill at school, a parent or designated representative will be notified at once. Your immediate response to your child's medical needs is required.

When the student has been ill over the weekend, or has been sent home from school due to illness or fever, please **do not return the student to school until the child is symptom free and has had no fever for 24 hours without the use of Motrin or Tylenol.** An ill child will not be admitted if one or more of the following exists:

1. The illness prevents the child from participating comfortably in school activities.
2. An oral temperature over 100.0 degrees F accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be

included in school activities.

3. Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness, rash with fever, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in the school activities).

4. The child has a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in school activities. ***Some medical conditions may require a doctor's statement for readmission.**

Physical Exam

A physical examination with a doctor's signature, dated within the past year is mandatory for first-time entrants. An emergency release or medical form is available in the School Office for documentation of this exam.

HEAD LICE

1. Any child who exhibits head lice will be immediately removed from the classroom and the parent/guardian will be called to pick up the child.
2. Prior to being allowed back in school
 - a. The school must receive a note from the parent/guardian or physician stating that the student has received treatment for head lice
 - b. Treatment must be administered a second time in 7 days after the initial treatment
 - c. The student will be rechecked on the 8th day
 - d. If visible nits are present on the 8th day the student will be removed from class and a physician's statement that the problem has been corrected will be required for re-admission.

IMMUNIZATIONS

In accordance with the law of the State of Texas, we require that all students and teachers entering school be fully immunized and provide proof of immunization at the time of registration or employment. Verification of a TB test and the following immunizations are required before entrance to school and to maintain attendance:

| | |
|-------------------|---|
| POLIO | 2 doses by age 4 months, 3 rd dosage before 19 months, 4 th dose between ages 4 and 6 years |
| DtaP/DT/Td | 4 doses by age 19 months, 5 th dose between ages 4 and 6 years |
| MEASLES | 1 st dose between ages 12 and 18 months, 2 nd dose between ages 4 and 6 years |
| RUBELLA | 1 st dose between ages 12 and 18 months, 2 nd dose between ages 4 and 6 years |
| MUMPS | 1 st dose between ages 12 and 18 months, 2 nd dose between ages 4 and 6 years |

- HEPATITIS B** 1st dose at birth, 2nd dose by age 2 months, 3rd dose by 18 months
- HEPATITIS A** 2 dose series between ages 12 months and 2 years
- CHICKEN POX (VARICELLA)** 1st dose between ages 12 and 18 months, 2nd dose between ages 4 and 6 yrs.

MEALS AND SNACKS

Children need to bring their own lunch from home. If a parent needs to drop off their child's lunch, **it must be dropped off at the School Office prior to their child's designated lunch time.** You may not bring your child's lunch to the classroom. This disturbs the class and loses education time.

Parents may **occasionally** have lunch with their child. However, in the best interests of the child, **this should not become a habit and should be cleared with your child's teacher in advance.**

MEDICAL EMERGENCIES

In the event of a medical emergency, contact with the parent/guardian will be attempted. If warranted, EMS will be contacted. MacArthur Park Lutheran School does **not** assume any financial responsibility but will provide or arrange for emergency care. The medical release form signed by parents gives school personnel the authority to call EMS, to transport, or to obtain medical care if the parents or alternate adults cannot be reached. Please keep us informed of any changes in your cellular work or home telephone numbers.

MEDICATIONS

An undiagnosed medical condition will not be treated at school. In order for medication to be administered at school, the following conditions must be met:

1. Written permission from the parent/guardian and the physician must be brought to the School Office with the medication. This should include the child's name, grade, the name of the drug, diagnosis, time to be taken, any side effects to watch for, and how long the child will need the medication. You can secure a form from the School Office. This applies to prescription and over-the-counter drugs. Medication will **not** be administered unless this information and permission is provided. **This is a state law.**
2. A new permission form is required from the physician and parent/guardian needed if any of the above information changes.
3. The medication is to be brought to the School Office in the container in which it was dispensed by the doctor or pharmacist.
4. The first dose of medication must be given at home by a parent/guardian.
5. **Students may not carry their own medications.**

6. All medications will be stored in a locked cabinet, except those requiring refrigeration.
7. Injections and dressing changes will not be done at school.
8. A medication record with permission slips attached will be kept and retained by the school in the student's file.
9. Long-term medications must have a **“Plan of Action”** from the physician.
10. Written permission (school medication form) from the parent/guardian must be brought to the School Office with the bug spray or sunscreen. This should include the child's name, grade, and name of student.

NON DISCRIMINATION STATEMENT

MacArthur Park Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities of the school and provides equal opportunity and access to persons without regard to race, color, national, and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

The policy is in compliance with Title VI of the Civil Rights Act of 1964, nondiscrimination of any race, color, national origin, and Title VII of the Civil Rights Act of 1964, nondiscrimination in employment practices.

PARENT'S GRIEVANCE PROCEDURE

Purpose: A “grievance” is a complaint on any alleged violation or inequitable application of policy or a dispute over the meaning, or interpretation of the terms of a contract. The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise. The Grievance procedure is intended to resolve grievances in informal proceedings in a cooperative, Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

Nondiscrimination: No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the Board or school administration against any person because of participation in the grievance procedure.

Processing Grievances:

Process of conciliation through Christian charity:

Before allowing differences to become formalized into grievances, every effort shall be made to resolve disputes by way of a free and open discussion between the parent/guardian and the staff member. Without exception, an information settlement shall be attempted within five days and prior to formal grievance proceedings. If not settled to the parent/guardian's satisfaction, or if the staff member fails to or refuses to discuss the grievance promptly, the parent/guardian shall present the grievance in accordance with the procedures outlined herein.

Grievance Process:

1. The parent/guardian shall reduce the complaint to writing and submit it to the Director within five working days following the occurrence of the event on which the grievance is based. The Director, in turn, will arrange a meeting within five working days following receipt of the written statement of grievance.
2. No grievance shall be accepted for formal consideration in this procedure unless it has first been presented in writing by the parent/guardian to the Director.
3. Nothing herein contained shall be construed as limiting the right of any person having a grievance to discuss the matter informally with an appropriate member of administration.
4. If a satisfactory decision or response to a grievance is not obtained from the appropriate person within the specified time limit set forth in this procedure, the parent/guardian shall proceed to the next level, the School Board. The same procedures as outlined above shall be used. Each succeeding level shall receive all materials and information related to the case, as accumulated from the preceding levels.
5. The Board shall then schedule a conference at a mutually agreed upon time with the parent/guardian, not to exceed three weeks from the date the communication has been received. The decision of the School Board shall be communicated in writing to the parent/guardian no more than five days after the scheduled hearing has been held.
6. If a satisfactory decision or response to a grievance is not obtained at this level, the parent/guardian may appeal to the Church Council following the same procedures as outlined above.

PARTIES

Class parties are allowed. Please check with your child's teacher to schedule a time. A special class party may even be scheduled at the end-of-the-year. Room parents are to consult with the classroom teacher prior to making plans for parties or special events.

PERSONAL INFORMATION CHANGES

Any changes in the information recorded on the enrollment forms need to be given to the School Office in writing, as soon as possible (i.e. home address, home telephone number, work numbers, etc.)

PROBATIONARY PERIOD

All new students enrolled in our school will be on a probationary status for six weeks. If, during that period, the student demonstrates behavioral, emotional, or academic needs beyond the capability of the school program, independent professional guidance shall be recommended to the parent/guardian. The school will work with the parent/guardian and independent professional(s) within a reasonable context to effect change in a specified area. Because of these actions, the probationary period may be extended, as deemed necessary.

If any professional assessments determine a student's requirement for special assistance that is unavailable at the school, the parent/guardian will be required to withdraw the child. A transition time may be allowed in order for the parent/guardian to locate a suitable program.

PROPERTY DAMAGE/LOSS

Restitution for damaged property of the school or property of another student will be the responsibility of the student causing the damage. Students will bear the expense of replacing lost or damaged school property.

RELEASE OF INFORMATION FROM STUDENT RECORDS

The Family Education Rights and Privacy Act (Public Law 93-380) does not allow or permit access to, or release of, educational records or personally identifiable information contained therein, other than directory information of a student, without written consent of parents.

SAFETY PROCEDURES FOR PICKUP

Your full cooperation is requested to maintain a safe environment during pickup times. We do not use the drive-through, except during inclement weather. **ALL PARENTS MUST PARK IN THE PARKING LOT.** Students may not walk to the parking lot or return to the school building unescorted. Parking is only allowed in designated spaces.

SCHOOL BOARD

Authority of School administration is vested in the School Board of MacArthur Park Lutheran School. The policies developed by the Board govern and direct all aspects of school management including the Board and Director, the faculty and staff, the curriculum and programs, students and parents, funding and financial management, and all aspects of school life.

Board oversight provides for efficient management and operation of the school to assure achievement of the school's purpose as described in its Mission and Philosophy Statements. The Board operates under the policies, including the church Constitution and By-Laws, which have been approved by the congregation and which clarify the parameters within the Board operated by the school.

Board meetings are open to all and are held on the second Monday of each month, unless otherwise noted.

SCHOOL CLOSINGS

Our school follows the North East Independent School District schedule for school closings due to inclement environmental conditions. If such conditions exist, listen to any major San Antonio radio or television station for notification of closing according to NEISD schools.

VISITATION

To ensure quality instructional time and to protect the safety of students, all visitors to the school (after school begins at 8:00 a.m.), including volunteers, must be cleared by School Administration. No one is allowed to be on the school campus without permission. The visitor or parent/guardian must sign out and return the visitor pass to the School Office at the completion of the visit. Visitors without a "Visitor Badge" obtained in the School Office, will be escorted to the School Office.

As a professional courtesy, any parent/guardian wishing to observe in their child's classroom must make arrangements with the classroom teacher. To minimize distraction during instructional time, observations are limited to one hour.

This facility will provide a private room with a comfortable chair for any parent that needs to breastfeed

or bottle feed their infant.

VOLUNTEERS

Each family is responsible for a minimum of ten volunteer service hours during the school year, or a one-time fee of \$100.00.

WATER PLAY

Occasionally, the children may play in the sprinkler. We do not engage in other forms of water play.

ADDENDUM: GANG-FREE ZONE

House Bill 2086 designates certain areas around child care centers as “gang-free zones.” Gang-related activity around this area is prohibited and subject to increased penalty under Texas law. The zone is within 1000 feet of our child care program.

*** MPLS reserves the right to amend policies at anytime with written notification to parents.**