

# SALEM LUTHERAN SCHOOL

Family Handbook

2020-2021

A Ministry of  
Salem Lutheran Church  
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# WELCOME TO SALEM LUTHERAN SCHOOL

This Parent/Student Handbook is a useful resource to familiarize you with school policies. Good policies allow for a safe and orderly school day, an efficient school office, and provide pertinent information to parents regarding school practices. Salem makes every effort to comply with state law and accreditation standards to which the school is subject.

*"Speaking the truth in love, we will in all things grow up into Him who is the head, that is, Christ."  
Ephesians 4:15*

## PHILOSOPHY

To grow up into Christ is the goal of a mature walk in the Christian faith. Through the ministry of Salem Lutheran School, we focus on three critical goals:

- A. We encourage academic and spiritual growth for each student. We hold high academic standards for students, so they will be prepared for their careers and life in society. We seek to develop the God-given intellect and talents of each individual to the fullest potential. Most important, however, is the concern for spiritual growth. Every student is valued as a creation of God. Any person's foremost need is to know Jesus Christ as Savior and Lord. Therefore, Salem Lutheran School dedicates itself to strong biblical teaching and intentional mentoring in the faith.
- B. We emphasize and support spiritual growth within the family. Salem affirms that parents are the God-ordained authorities in the home. Parents hold the primary responsibility for providing their children with direction and instruction and to model Godly values and behavior. Salem Lutheran School will promote opportunities to encourage parents in this God-given privilege and responsibility of raising their children according to the full will and purpose of God.
- C. We strive to affect the growth of the church. The common task of our school and church is to share the good news of Jesus Christ. Our students, faculty, staff, and parents are God's ambassadors to a world that needs to hear the hope and salvation found in a personal relationship with Jesus Christ. Salem will also reach out in very tangible ways to show God's love and compassion in providing ministry to those in need. Our sole desire is to be God's unique people empowered by the Holy Spirit to be in service to Christ touching today and eternity to God's honor and glory.

## MISSION

Salem Lutheran School exists to empower new generations of leaders for service to Christ.

## VISION

Salem Lutheran School will become a culture of faculty, staff, students, and parents who are well(g)rounded in Christ and well-rounded for life to serve God boldly in a world that does not.

## CORE VALUES

### FAITH

Sharing the Gospel of Jesus Christ with each other and others through an intentional system of word and action.

## CHRISTIAN ETHICS

We provide quality educational programming through exceptional teachers, researched-based instructional strategies, and a respectful school climate.

## LEADERSHIP

We empower leaders to become models of service to Christ and others. Providing a safe and supportive learning environment is an important part of a successful school program. Because every person is precious to God, student safety is a high priority at our school. Your support of a safe and orderly environment provides a valuable lesson to your children as well as a strong Christian witness to our community.

Parents, the success of our ministry at Salem Lutheran School ultimately rests with YOU. Your participation in the academic and spiritual education of your child is the single most important factor in the entire process of raising Christians, not just children. The example you provide in your speech, attitudes, and behaviors will have a greater impact on the life of your child than anyone or anything else. God has entrusted you with souls precious enough to Him that He sacrificed His Child so yours may have a place in eternity with Him. What a gift our children are!

## PARENT CODE OF ETHICS

- A. Understanding that policies are developed, and procedures are implemented for the welfare and safety of the individual children and the school as a whole, parents will follow the Salem Lutheran School policies and procedures as outlined in this Family Handbook.
- B. In both written and verbal communication, parents will represent Salem Lutheran School, the faculty and staff, and school families in a positive light.
- C. Negative talk by parents, whether written or verbal, is unbecoming to Salem Lutheran School, is a form of gossip, and could jeopardize the enrollment of the student(s), resulting in their removal.
- D. Parents are expected to support Salem Lutheran School through purposeful prayer, financial gifts, and volunteer effort, as God has blessed and as time allows.

*Parents are encouraged to be active participants in the education of their children. Whenever a need arises for clarification of a policy or procedure, or if a concern becomes apparent, parents are always asked to discuss the situation with their child's teacher as soon as possible. In this way, we will establish and maintain a climate of collaboration and trust.*

## SCHOOL GOVERNANCE

- A. Established in 1853, Salem Lutheran School is an outreach ministry of Salem Lutheran Church.
- B. The Director of Educational Ministries is directly responsible for the oversight of Salem Lutheran School and Early Childhood. The Director is accountable to the Senior Pastor and through his office to the Elders and Directors.
- C. The Salem Lutheran School Commission serves as an advisory team to the Director of Educational Ministries.

1. **Goals of the School Commission**
  - Formulating the mission and vision of the school.
  - Setting outcomes in the major areas of Christ-centered values, quality Christian education, and outreach.
  - Recommending tuition and fees.
  
2. **Purpose of the School Commission**
  - Partnering with the school administration to fulfill the school mission and outcomes.
  - Representing Salem Lutheran Church to the community at large.
  
3. **Qualifications for Members of Salem School Commission**
  - Commission members are active members of Salem Lutheran Church.
  - Commission members are approved by the congregational assembly of Salem Lutheran Church after an interview process conducted by a team of Salem Elders and Directors.
  - Commission Members agree to serve a three-year term.
  - Commission Members in leadership roles are parents of Salem Lutheran School or Early Childhood students, if applicable.

## ENROLLMENT

### 2018-2019 FEE SCHEDULE

**A. Tuition**

Per child annually, payable as follows:

- |                               |          |
|-------------------------------|----------|
| ➤ Grades K-8                  | \$11,500 |
| ➤ Second child and subsequent | \$10,350 |

Annual Technology Fee: \$150 per student grades K-3, \$250 per student in grade 4, and \$350 per student in grades 5-8

Students in grades 5-8 are issued a mobile learning device that is taken home with them.

The fee must be paid by August 19. This fee is in conjunction with the Mobile Learning Device Agreement and assists with the use and replacement of costs of our classroom mobile learning devices.

Tuition is non-refundable. The tuition cost is per child per school year. While payments may be made over ten months, or in one or two large payments, the full cost of tuition is binding per the Tuition Agreement through TADS.

There is a monthly fee of \$25 per family if payments are made monthly. One payment in August avoids this monthly fee.

**B. Registration**

Per child annually, payable as follows:

- |                                                                     |       |
|---------------------------------------------------------------------|-------|
| ➤ New students                                                      | \$950 |
| ➤ Returning students                                                | \$450 |
| ➤ Late fee for returning students beyond the re-enrollment deadline | \$600 |

Registration fees are payable when enrollment application is submitted. Registration fees are not refundable. Please pay close attention to registration due dates. All payments are administered through TADS.

As a non-profit enterprise, it is critical for our fiscal stability that all accounts are kept current. Salem Lutheran School reserves the right to withhold report cards and Gradelink access, transcripts, and the privilege of attending classes for non-payment of tuition and other appropriate fees. Transcripts of students transferring out of Salem will not be forwarded until all accounts are paid in full. For your convenience, TADS accept payment by credit card.

#### C. **Tuition Reduction**

- 1) Qualification for tuition reduction is based on financial need as determined by a third-party evaluation of a confidential assessment form and submission of the most recent IRS 1040.
- 2) Applications for tuition reduction should be submitted through TADS at the time of registration. Because funds available for assisting families with tuition costs are limited, deadlines for sending in paperwork are strictly observed. Parents will be notified by email when the amount of assistance is determined. Late registration/application may result in the unavailability of reduction. Parents may contact the school business office for assistance with tuition reduction should the need arise during the school year.
- 3) The total amount distributed for tuition reduction is pre-determined by the annual operating budget. TADS use this budget amount to distribute equitably by need to families applying for reductions.

#### D. **Additional Fees**

- 1) **Field Trips**
- 2) **Hot Lunch** - A hot lunch is available daily in the school cafeteria. The lunch program is subcontracted to Aviators. Milk or water is included in the lunch. Additional beverages are available. Upper grade students may purchase an additional entrée. Students who “forgot” a lunch from home will be provided a meal ticket and the cost of the ticket will be charged to their lunch account. Students are never required to eat anything they choose not to eat. The lunch menu is available online at [www.salemlutheran.com](http://www.salemlutheran.com).
- 3) **After School Care/Kingdom Kids** - Care is offered on the Salem campus. Fees are payable monthly through TADS. All families must pre-register in case of unexpected late pickup.
- 4) **Individual Student and Class Photo Packages** – Individual student photos are taken each fall and spring. Class photos are taken in the spring only. Cost of packages varies.
- 5) **P.E. Uniforms and After School Sports** – PE uniforms are ordered through the school. Additional uniforms may be ordered online through the Spirit Store on the school website. PLEASE PLACE YOUR CHILD’S first initial and last name into each garment.
- 6) **Extracurricular Athletic Programs** are optional opportunities for students. The participation fee offsets many of the operating costs of the program and is not included in regular tuition costs. Athletic fees must be paid, and record of a sports physical exam must be on file before a student may participate in extracurricular athletics.
- 7) **Band** - Salem Lutheran School offers an optional extracurricular program of band for grades 5-8. Instruments and private lessons are a personal expense and instruments may be rented/purchased through the band instructor or other company. All band students are required to take private lessons.
- 8) **Special Services** - Please refer to the Special Services section for information.

- 9) **Enrichment Programs for High Ability and Gifted and Talented Students** - Please refer to the Special Services section online for information.
- 10) **Yearbooks** - Yearbooks are ordered in the fall, produced during the year, and made available to the students, parents, and faculty in May of the current year.
- 11) **Spirit Store** – Items purchases through the Spirit Store, such as mugs, PE clothes, logo sweatshirts and Salem hoodies, etc. will be charged to the TADS account.
- 12) **Work Service Hours** – The full amount of \$576.96 (\$288.48 due to COVID-19) will be applied to the TADS account, and as volunteer work service hours are logged in, the balance will come down.
- 13) **Excessive Tardy Charges** – When nine tardies are reached, a volunteer hour will be added to the TADS account. For every three additional tardies, another volunteer hour will be added to the TADS account. Parents will be notified when a tardy occurs by email through Gradelink so that any surprises that may wait until the first quarter report card can be avoided.

## LEGAL CUSTODY

- A. Families with child custody restrictions in which the school may become involved are required to provide and maintain all pertinent legal documents with the administrative office. Sensitive information and documents are confidential and referenced with discretion on a case basis. It is solely the parents' responsibility to inform the school office about child custody issues.
- B. An administrative fee will be assessed when requests for duplicate records or mailings are submitted.
- C. Involving faculty and staff in personal custody matters outside of school is discouraged due to the absence of teachers from the classroom and the cost incurred.

## LEGAL FEES

An initial fee of \$35 will be assessed for each written or verbal communication requested regarding legal matters including, but not limited to, documentation for court, disability, Child or Protective Services, client assessments, or lawyers' inquiries or requests for information.

Additional fees will be assessed for other paperwork requested, appearance in court or other presentations. Scheduled court appearance fee will be \$750 per day, regardless of requirement to testify. Pre-court preparation fee will be \$150 per hour, 3-hour minimum, paid directly by you or your legal counsel prior to the court appearance.

## NOTICE OF NON-DISCRIMINATION POLICY AS TO STUDENTS

Salem Lutheran School admits students of any race, color, national origin, or ethnic background to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. Salem Lutheran School does not discriminate based on gender, race, color, national origin, or ethnic background in the administration of its educational policies, athletic and/or other school administered programs.

## Policy Statement Regarding Enrollment or Continued Enrollment of Any Student Having Acquired Immune Deficiency Syndrome (AIDS)

- A. Salem Lutheran School will continue its existing enrollment policies as it relates to all pupils including any child testing positive to the Human Immunodeficiency Virus (HIV), testing positive to HIV and evidencing AIDS - related complex (ARC), or testing positive to HIV and evidencing symptoms of classic AIDS.

- B. Salem Lutheran School as it demonstrates its care and concern for all pupils and evaluates its programs as it relates to each child will consider any such case of HIV, ARC, or AIDS infected child individually, establishing procedures, which will protect the confidentiality of the child and family.
- C. Salem Lutheran School recognizes the current information regarding this illness as supplied by the United States Surgeon General, the Red Cross, and the Texas Department of Health. Currently, social contact between children and persons infected with AIDS virus is not dangerous and there are no known or suspected cases where the AIDS virus has been transmitted from one child to another in school or extended day care setting.

# IMMUNIZATION REQUIREMENTS

Students not in compliance with immunization requirements MUST be barred from school attendance until compliance is achieved. Access to Gradelink will be blocked until the requirements are met.

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility, public, or private elementary or secondary school in Texas. The school does not have the right or authority to waive or ignore immunization requirements for any student for any reason. Salem Lutheran School values the health and well-being of all our students and their families. It is for this reason that we comply with the State Department of Health regulations and the Texas Administrative Code Title 25, Rule 97.63, which states that every child in the state shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the following immunization schedule.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level			
	K – 3	4 – 6	7	8
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap) <sup>1</sup>	5 doses or 4 doses	5 doses or 4 doses	3 dose primary series and 1 Tdap/Td booster within last 5 years	3 dose primary series and 1 Tdap/Td booster within last 10 years
<b>NOTE:</b> 5 doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the fourth birthday. However, 4 doses meet the requirement if the 4 <sup>th</sup> dose was received on or after the 4 <sup>th</sup> birthday. For students aged 7 years and older, 3 doses meet the requirement if one dose was received on or after the 4 <sup>th</sup> birthday. For Grade 7, 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. For Grade 8, 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.				
Polio <sup>1</sup>	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses
<b>NOTE:</b> 4 doses of polio; one dose must be received on or after the 4 <sup>th</sup> birthday. However, 3 doses meet the requirement if the 3 <sup>rd</sup> dose was received on or after the 4 <sup>th</sup> birthday.				
Measles, Mumps, and Rubella <sup>1,2</sup> (MMR)	2 doses	2 doses	2 doses	2 doses
<b>NOTE:</b> The first dose of MMR must be received on or after the 1 <sup>st</sup> birthday. For Grades K-3, 2 doses of MMR are required. For Grades 4-8, 2 doses of a measles-containing vaccine and one dose, each of rubella and mumps vaccine is required.				
Hepatitis B <sup>2</sup>	3 doses	3 doses	3 doses	3 doses
<b>NOTE:</b> For students aged 11-15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Dosage and type of vaccine must be clearly documented. (Two 10 mcg/1.0 ml of Recombivax.)				
Varicella <sup>1,2,3</sup>	2 doses	1 dose	2 doses	1 dose
<b>NOTE:</b> The first dose of Varicella must be received on or after the first birthday For Grades K-3 and 7, 2 doses are required. One dose is required for all other grade levels. For any student who receives the first dose on or after 13 years of age, 2 doses are required.				
Meningococcal			1 dose	1 dose
Hepatitis A <sup>1,2</sup>	2 doses			
<b>NOTE:</b> The first dose of hepatitis A must be received on or after the first birthday.				

<sup>1</sup>Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup>Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

<sup>3</sup>Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

**A. Exclusions from Compliance**

- 1) The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.
- 2) Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reason of conscience, including a religious belief, can be found at <http://www.dshs.texas.gov/immunize/school/exemption-faq.aspx?terms=request%20for%20exemption> Original Exemption Affidavit must be completed and submitted to the school or child-care facility.
- 3) For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility.

**B. Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly, as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school may exclude the student from school attendance until the required dose is administered.

**C. Grace Period**

- 1) The law requires that students be fully immunized against specific diseases.
- 2) Registering students will be admitted provisionally for no more than 30 days while awaiting the transfer of immunization records from the previous school.

**D. Documentation**

Since many types of personal immunization records are in use, any documents will be acceptable provided some physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

# REQUIRED USE POLICY - MOBILE LEARNING DEVICES

## Required Use Policy – Mobile Learning Devices 2020-2021 (in accordance with Children’s Internet Protection Act [CIPA] and Texas Public Law HB 3171, Section 38.023)

To protect our students at Salem Lutheran School, parents and students must sign this agreement before a student is permitted to use a mobile learning device.

A computer account at Salem Lutheran School gives the computer user access to the school’s academic software as well as access to the Internet. A computer account is a privilege that requires responsible behavior on the part of the account holder.

All electronic devices are to be used exclusively for school activities or academic assignments during the school day. Any activity deemed inappropriate by the school is prohibited, although not expressed specifically within this agreement.

### A. RESPONSIBILITIES

1. As Salem Lutheran School account holders, students are owners of their data, and it is their responsibility to ensure that it is adequately protected against unauthorized access. To this end, students should keep their account password confidential.
2. Students are required to transport the mobile learning device assigned to them within the case provided by the school or school administrators or staff may implement disciplinary action.
3. Parents are responsible to ensure the appropriate guidelines contained herein are adhered to during non-school hours:
  - Use of school provided bags are required always.
  - Do not loan your mobile device or charger and cords.
  - Do not leave the mobile device in a vehicle.
  - Do not leave your mobile device unattended.
  - Do not eat or drink while using the mobile device or have food or drinks near the mobile device at any time. No exceptions.
  - Do not allow pets near your mobile device.
  - Do not place the mobile device on a floor or in a sitting area such as couches or chairs.
  - Do not leave the mobile device near table or desk edges.
  - Do not stack objects on top of your mobile device.
  - Do not leave the mobile device outside or use near water such as a pool.
  - Do not check the mobile device as luggage at the airport.
  - Do not erase your internet history on your device.

*The list above is not exhaustive. Other situations may arise where parents and students need to use their best judgment.*

### B. UNAUTHORIZED ACCESS TO FILES AND DIRECTORIES

Students must not engage in any activity that is intended to circumvent computer security controls. This means they must not attempt to crack passwords, to discover unprotected files, or to decode encrypted files. This also includes creating, modifying, or executing programs that are designed to hack computers.

**C. UNAUTHORIZED USE OF SOFTWARE**

1. Students are prohibited from loading, downloading, or copying any software on any computer system without approval from the Network Administrator.
2. Students are prohibited from downloading, possessing, or using access to the computer system to disrupt the computing processes in any way. Using viruses or any other invasive software is expressly forbidden.

**D. USE FOR-PROFIT ACTIVITIES**

The school's computer systems are for the sole use of the school. Students are prohibited from using the school's computer systems for personal financial gain.

**E. ELECTRONIC MAIL (EMAIL/INTERNET USE)**

1. The Salem Lutheran School faculty/staff reserve the right to intercept, detain and read both incoming and outgoing email and Internet traffic. There is no guarantee of privacy with email/Internet, as all email/Internet traffic is subject to public disclosure and scrutiny.
2. Students are prohibited from transmitting or forwarding fraudulent, harassing, or obscene messages and files. Accessing sites regarding weaponry/bomb making, sexual content, gambling, unapproved gaming, or any other site(s) deemed inappropriate by Salem Lutheran School staff is prohibited.
3. Students are prohibited from transmitting or forwarding chain letters, mass mailings, or SPAMMING mail systems of individual users. Use of any email program or Internet accessibility program without permissions by Salem Lutheran School staff/faculty by a student is prohibited. Use of any electronic mail or Internet access must be intended for Salem Lutheran School educational/ministry purposes only. Specifically, the student will adhere to these guidelines each time the mobile device is used at home and school.

**F. NETWORK COMMUNICATIONS**

Playing digital music, computer games, recreational computing and chatting are not considered appropriate for educational/ministry purposes and take up bandwidth on our network and therefore are not allowed. Deliberately running programs that "hog" bandwidth is not permissible.

**G. WEB PAGES**

The school's computer system may be used to create, revise and house home pages for the school, departments, and school organizations/clubs. No other home page can be housed on the school's computer system without specific permission from the Network Administrator.

**H. WASTE AND ABUSE**

Eating and/or drinking are not allowed at any computer workstation, in the computer labs, or while using a mobile learning device. Network printers should be used responsibly to prevent waste and abuse. Faculty/staff reserve the right to determine when printing is permissible.

**I. HARDWARE/SOFTWARE**

All hardware and software are the property of Salem Lutheran School and should not be moved or altered without consent from the Network Administrator.

**J. PENALTIES/CONSEQUENCES**

1. Minimum (1st Offense) - disciplinary action including demerit system and/or possible suspension of technology use.
2. Minimum (2nd Offense and succeeding offenses) - suspension from use of technology for increasingly longer periods, up to the remainder of the semester or the school year (with the possibility of permanent loss of privilege.
3. Maximum – expulsion
4. A student is, in addition, subject to consequences for violation of ANY school policy using the mobile learning device.

**K. TECHNOLOGY FEE/WARRANTY/PURCHASE PERSONAL COVERAGE**

1. An annual technology fee is charged to every student. \$150 for students in grades kindergarten through third, \$250 for grade four, and \$350 for students in grades five through eight. Students in grades five through eight are issued an individual mobile learning device that they may take home. The fee includes and is not limited to online access, educational applications, regular maintenance, and insurance.
2. General warranty provided by Apple protects the mobile learning device from hardware and software malfunction. Insurance is included in the cost of the technology fee. If insurance denies the claim, the cost will be paid by the parent through TADS.

**L. EXCLUSIONS**

Accidental or physical damage is not covered under warranty for power cords. If it determined that the damage to the power cord was done by the user, the replacement of power cords will be charged to the user at the current rate.

**M. DISCLAIMER**

1. Salem Lutheran School specifically denies any responsibility for the accuracy or quality of information obtained using the computer.
2. Any violation will be reported to the school administration and/or other authorities as deemed necessary. Upon reasonable notice, the school provisions are subject to change for the protection of students, faculty, and staff.

*\*Words in italics are specifically for those students in grades 5-8 with mobile devices.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
HR Teacher

\_\_\_\_\_  
Date

## GENERAL INFORMATION

Parents are permitted by appointment only during COVID-19.

### BUILDING VISITORS

Parents are encouraged to visit our school to sit in on classes, or to share a special lunch with their children. However, ALL visitors entering building after 8:00 AM will be asked to sign in at the front office. Parents dropping off a forgotten lunch or team uniform are asked to leave the article at the front office. Faculty and staff have been instructed to direct unfamiliar visitors to the school office for proper registration. Likewise, students arriving late to school, or leaving early for appointments, must be signed in/out at the office before going to class or leaving the building. All parents and visitors must enter the building through the front entrances.

### CLASS PARTIES

- A. Christmas party is held in the classrooms each year. Homeroom teachers arrange these parties. Parents are welcomed guests at these parties and are encouraged to add to the spirit of celebration by cooperating with the room helper. Please remember class parties are for the children in the class and make appropriate arrangements for the care of younger siblings.
- B. End of year parties are not school sponsored events, but rather hospitality displayed by gracious individuals. The school assumes absolutely no responsibility for organizing, hosting, or supervising such events.
- C. Birthdays may be celebrated with special treats for the class. Parents are asked to speak with their child's teacher as to convenient times and snacks for such events. Unless a blanket invitation is being distributed to the entire class, private party invitations may not be distributed on school premises.

### CLINIC - HEALTH OFFICE

The school nurse provides first aid and nursing care to students and employees who become ill or injured at school. The goal of the nurse is to ensure every student a healthy and productive lifestyle during their time in school. We strive to keep each student healthy and, in the classroom, learning while maintaining a level of health that enables the student to work at their potential.

Texas State law requires immunization for all students. The school nurse interprets records and works with parents and school administration to ensure compliance with current state laws.

Vision, hearing, and scoliosis screenings and an assessment for Type II diabetes are done on certain grade levels according to current state laws. Each fall, the school nurse will plan to have these tests given to the above students as well as any new students. Appropriate referrals for possible abnormalities in these areas are made based on responses of the students during screenings.

As per the Texas Department of State Health Services "Communicable Disease Chart and Notes for Schools and Child-Care Centers" reportable communicable disease and conditions will be reported to state or local health departments.

A child should be kept home from school when presenting the following complaints/symptoms:

- A temperature of 100.4 within 24 hours of school. Students must be fever free without medications for a full 24-hour period before returning to the classroom.
- A diagnosis of “strep throat” by a physician. Students may not return to school until receiving 24 hours of antibiotic treatment. Please inform the nurse of this diagnosis.
- No live lice. A child will be sent home and may return after a lice treatment is given. There may be no live lice, must be rescreened by nurse upon arrival to school.
- Vomiting and/or diarrhea. Students must be symptom free for 24 hours before returning to school.

Requested forms to be filled annually related to student with a medically diagnosed health issues to provide while at school are listed below. It is important for families to share illnesses and injuries with the nurse throughout the school year. Medical illnesses should be updated each year through TADS.

- Asthma Action Plan
- Seizure Action Plan
- FARE (Allergy) Action Plan

<http://salemlutheran.com/current-families/resources/nurse-medical/>

## COMMUNICATION METHODS

### A. General School Communications

- 1) All families must complete individual registration in Gradelink. Training in the use of Gradelink are provided on Final Registration Day in August. Gradelink is a convenient tool to access assignments, classroom information, and student grades. Gradelink is accessed by going to [www.Gradelink.com](http://www.Gradelink.com) or through the school website [www.salemlutheran.com](http://www.salemlutheran.com).
- 2) The school website [www.salemlutheran.com](http://www.salemlutheran.com) is the chief center for information. Great care goes into making information current and accessible for your needs. Please check it often.
- 3) Should the Salem email server become inoperable (power, virus, etc.) a message will be sent to parents as soon as possible through Gradelink. Please be certain all your information is up-to-date, and alerts are “on” in your Gradelink account.

### B. Classroom Communication

- 1) Tell the Teacher More Day occurs by appointment before school starts. Our research tells us that it is the single most important day for establishing positive communication with your child’s homeroom teacher, for the entire school year. Equipped with a form completed ahead of time, you will have the opportunity to share all about your child with his or her teacher(s). As the professional partner in your child’s formal education, we desire to keep you informed as to your child’s progress or lack of progress in a timely manner. Please refer to “Way to Go” by Dr. Gaertner.
- 2) Classroom communication is specific to each teacher. Each teacher has an email address and a teacher website through Gradelink, where specific class information can be obtained. When teachers email parents, they will likely include the administrator in the “cc” line of the email message. This serves us well as a means of accountability and transparency. Our goal is to answer messages in a timely manner. Please remember that teachers are teaching your children and cannot always have access to their email.

- 3) Online surveys are invaluable to us as a school. Occasionally throughout the year, and often at the end of the school year, families are asked to complete short surveys. We take the feedback seriously and will do our professional best to make improvements in those areas needing to be addressed. Parents are asked to evaluate classroom teachers annually. Students evaluate their teachers.

C. **Proper Communication Methods**

- 1) When a concern arises, whether it is with a classroom teacher or an administrator, please contact that person directly as soon as possible. Scripture instructs us in Matthew 18:15-20 that we should go to that person ourselves. Do not permit assumptions or miscommunications to get a foothold.
- 2) The most productive way to resolve concerns is to talk directly with the person involved. If the concern is then not alleviated, involve the administrator. Issues that remain unresolved will be shared with the School Commission, acting under the church's authority. The parties will be invited to conference or be informed by mail regarding the decision.
- 3) In all discussions, place the Word of God, the welfare of the school, and the most productive results for the student at the forefront. As a professional faculty, we uphold a strong commitment to keep parents informed about all aspects of student performance. We will not harbor resentment or negative feelings toward a student because a parent expressed a concern. We are, above all, partners in this formal educational experience.

## DAMAGED AND LOST PROPERTY

- A. At all times students should regard school property with respect. Individuals willfully damaging property or neglecting to demonstrate proper care of textbooks, mobile learning devices, furniture, lockers, fixtures, etc. will be responsible for the full cost of repair or replacement.
- B. The cost of damaged equipment, lost textbooks/library books/workbooks will be charged to the student's tuition account. Salem Lutheran School reserves the right to hold the release of report cards and/or school records until accounts are cleared.
- C. **"Lost and Found"** is located at the kiosk in the Community Center and occasionally near the school front office. PLEASE LABEL ALL ITEMS with the child's first initial and last name. We are glad to return the lost articles to them when their name is in them. Items without names will be taken to *Resale with a Purpose* after a reasonable length of time.

## ELECTRONIC MEDIA / CELL PHONES/ SMARTWATCHES

Cell phones and any personal electronic communication devices are prohibited from use unless given permission by the classroom teacher. Items being used without permission will be confiscated and the parent will need to pick up the device from the school administrator. If a second infraction occurs, there will be a \$35 fee assessed when the parent picks up the device from the administration.

Apple Watches and Samsung Gear watches are not permitted to be worn during the school day. Fitbits/Garmin/Polar etc. can be worn to track steps during the school day.

## EXTENDED DAY CARE – KINGDOM KIDS

- A. Salem Lutheran School offers extended care to our students. Salem School students attending on a regular basis meet in the Community Center immediately upon dismissal from the classroom. Faculty members will be on "after school duty" until 3:15 PM. Students not picked up by 3:30 PM will be sent to extended care automatically. Students cannot be permitted to wait for rides unattended. In addition, siblings of athletic team members may not attend practice or games to avoid going to extended care. Coaches cannot be expected to watch siblings and conduct practices simultaneously. Likewise, team athletes not picked up within fifteen minutes after practice will be sent to extended care for supervision. Parents are urged to be prompt in picking up students after school and team practices.
- B. Coaches are not permitted to provide rides home for student athletes. Students attending after school games and not in the direct care of an adult will be registered in the extended care program at parents' expense. Payment for extended care can be paid monthly through TADS or annually or bi-annually by checks or credit card. Questions regarding extended care can be directed to Sheri Losoya at extension 1551 or by email at [slosoya@saalem4u.com](mailto:slosoya@saalem4u.com).

## FIELD TRIPS

- A. Throughout the year, classes take field trips that enrich the classroom experience and provide opportunities for students to learn outside the school classroom. Field trips often involve costs for admission tickets, etc., that are not a part of regular school fees.
- B. Permission slips providing details of the field trip will be sent home with students and must be signed and returned to school for a student to accompany their class on the excursion. An attempt will be made to contact parents of students that forget a permission slip. If a parent cannot be reached, the student will not be permitted to accompany the class but will instead visit another classroom for the day.
- C. When a single class plans a field trip, parent drivers are encouraged to provide transportation. Drivers must present a valid Texas driver's license and a valid proof of insurance card to the front office the day of the trip. Proof of insurance cards and a valid driver's license must be presented each time a driver provides transportation. Copies of license and insurance are not kept on file. It is the responsibility of each driver to provide the requested information. Parents are also advised of their assumption of risk and liability when they drive their vehicle on a field trip. The school accident insurance covering students will serve as a secondary carrier to the insurance of the owner/driver of a vehicle.
- D. Buses are chartered for field trips when deemed efficient. The cost will be factored into the trip fee.
- E. FIELD TRIP CHAPERONE GUIDELINES (see Page 21)

## HEALTH PHYSICALS REQUIRED FOR ATHLETICS

- A. An annual health physical is required for students in grades five through eight before participation in extracurricular sports activities and anyone performing as the school mascot. Physicals are also required for the Little Saints in grades three through four. An MD, NP, or PA must perform a physical, before participation will be permitted.
- B. **There is no exception to this rule. It is the parents' responsibility to obtain the form from the school office and bring it back completed before participation in the sport will be permitted. Sports Physicals may ONLY be turned in the front office.**

## INCLEMENT WEATHER / EMERGENCY SCHOOL CLOSING

- A. The covered entrances on the south and east sides of the church will be open for student drop-off and pick-up when rainfall is heavy.
- B. In the event classes are cancelled due to weather conditions (hurricane, freezing rain, snow, etc.) families should check the school website for the most current information. If Tomball Independent School District cancels classes, Salem will likely follow suit. If it is hazardous for you to be on the road, stay safe at home, regardless of whether the school will be closed.

## LOCKER USE

Classroom lockers are used for storage of schoolbooks, clothing, etc. used for normal school activity. The school reserves the right of access to any locker at any time. Grades 5-8 will use the P.E. lockers to store their clothing during P.E. class. Students are responsible for the care and keeping of their clothing. Any clothing that has accumulated and not been identified will be taken to Resale with a Purpose. Please clearly label all clothing with first initial and last name.

## MEDICATIONS

- A. Please provide the clinic with information about students who suffer from severe allergic reactions. A F.A.R.E. action plan must be on file, to be signed by parent and physician each school year.
- B. All medications must be dispensed through the school nurse or a designee. Teachers are prohibited from dispensing medicine of any kind to the children unless off site on a school sponsored trip and then only with authorization. All medication must be brought to the nurse's office physically by a parent/ a guardian. All medications must be picked up at the end of the school year. Medication is to be supplied by the student's parent/guardian. Medication purchased in a foreign country will not be given. A medication permission slip of parental/ guardian consent (either prescription or over the counter) must be completed by the parent and turned in along with the medication before it can be dispensed. New forms must be filled out each school year. These forms are available at Final Registration Night, in the Nurse's office, and on the school's website. Please note that the following medications require a signed order from a Health Provider with Prescribing Authority in Texas include:
  - 1. All prescription medication
  - 2. Non-prescription medication given more than 10 consecutive days
  - 3. Non-prescription medication when dosage is more than dosage on container
  - 4. These procedures have been implemented with the safety and protection of the students in mind. Parents are encouraged to work with the school Nurse to minimize any inconvenience.
- C. Prescription medication must be labeled by a U.S. pharmacy with the child's name, name of the medication, clear directions for administration and name of prescribing physician. A Prescription Medication Release Form must also be completed by the parent and SIGNED by the prescribing physician. The school nurse will not administer medication without this form. This form is required to be submitted by parents each school year or if dosage change occurs at any point of time for daily medications.
- D. **NON- PRESCRIPTION MEDICATION**  
Non-prescription medication may be given if a signed Over-the-Counter Medication Form with dosage instructions written specifically for your child has been received from a parent/guardian. All over-the counter medications must be FDA-approved and must be in the original container. Only the dosage indicated on the container will be given. If there is not an age-appropriate dosage on the container, then

you must have a physician complete a Prescription Medication Form with dosage instructions for the medication to be given.

<http://salemlutheran.com/current-families/resources/nurse-medical/>

## PARENT EDUCATION COURSES AND MATERIALS AND CONNECT GROUP PARTICIPATION

Salem Lutheran Church and School offer support to its families and community through counseling on an as needed basis, Bible studies, Connect Groups, and training sessions. The courses are specifically designed to help families improve communication skills, establish fair boundaries, discover giftedness and nurture and respect that families have for one another. Information regarding the class offerings can be found on the school and church websites and will be shared with families through email communication systems.

## PHONE USE

Office personnel will call parents if children become ill at school or if parents need to be notified for any reason. The school office will not notify parents of forgotten lunches, homework, uniforms, etc. The courtesy phone located at the front office is not intended for general student use. Teacher permission is necessary for a student to use the office phone.

## SECURITY

### A. **Safety Drills**

Students practice fire, weather, disaster, and lock down drills on a regular basis. Salem School complies with all safety codes issued by the Harris County Fire Marshal.

### B. **Entering/Exiting the Building**

All persons entering or still in the building after 8:00 AM and before 3:15 PM, must sign in at the front desk so nametags may be issued. ALL visitors to the building must wear a nametag. (Procedures will be shared with parents entering after school hours to pick up their child at extended care.) Please use only the front school entry. All perimeter doors are locked and used for exiting only. The school office must be notified in advance if anyone other than the listed individuals authorized on the enrollment form are picking up students.

### C. **Unknown or Unauthorized Persons**

The faculty and staff are required to question anyone in the building without a nametag or whom they do not recognize. Please do not be offended if you or a relative is approached or asked to show identification. This is for the safety of the children.

### D. **Personal Background Checks**

Like our faculty and staff, anyone having direct contact with our students must submit to a background check annually. This process can be done online. All volunteers are subject to this guideline. Volunteers will be trained in maintaining confidentiality as it relates to student privacy issues and in the appropriate instruction and classroom management of our students.

### E. **Personal Safety**

Should information regarding the safety and well-being of our students be shared with us via electronic sources, the sheriff's department or otherwise, the information will be validated and disseminated to the

families directly involved. Families are asked to be straightforward with the administration if the potential for a dangerous situation exists.

**F. Chaperoning Events**

In the case of driving for off-campus activities during the school day, drivers will be required to submit copies of their driver's license and valid insurance certificate each time they drive. In the case of chaperoning after school activities, chaperones are required to serve as Christian role models always, refraining from alcohol, smoking, and inappropriate language.

**G. Field Trip Chaperone Guidelines**

We are thankful for all who chaperone field trips. These enriching experiences are what make our classroom learning become relevant to our students.

**To ensure the best possible experience for our students, we ask that chaperones adhere to the following guidelines:**

- Chaperones will be assigned a small group of children to supervise. These students must remain with you the entire duration of the field trip. Please do count heads often.
- Please arrive early, prepared, and ready to go so that we can depart promptly.
- The way we look, talk, and act reflect what we expect of our children. This is also a reflection of us as a school and of our Savior. Students are expected to follow our school and classroom rules on a field trip. It is essential that the teachers and chaperones be the role models for the children.
- Salem teachers will assign and/or reassign students to groups.
- While we love siblings, please make other arrangements for them on the day of the field trip.
- The students in your assigned group will need your full attention.
- Please avoid conversations with other teachers or other chaperones during instructions, presentations, or activities, unless asking for guidance.
- Be helpful. Guide students to discover and experience for themselves.
- Please refrain from purchasing food/gifts for adults or students, unless doing so is part of the scheduled trip.
- Please use your cell phone for emergencies only.
- Please no smoking and avoid consuming alcoholic beverages, prescription or non-prescription drugs that could cause side effects during the time you are with the children and serving as a chaperone.
- If you are driving your vehicle on the field trip, provide your TDL and insurance information to the school front office to make copies.
- Please follow all safety laws, follow the designated route, avoid talking and texting, and making unscheduled stops. All students must be securely fastened into their seatbelts while in a vehicle.
- Please make sure that all games and movies shown in the car are appropriate and minimally rated "G." Music played should be God-pleasing.
- Please do not administer any medications, prescription, or non-prescriptions to students.

## SPECIAL WORSHIP EVENTS

Because of our association and role within Salem Lutheran Church, the students are asked, on occasion, to lead in Sunday worship activities. We totally understand the commitment of Salem Lutheran School families to their own places of worship. If your family does not have a church home, we invite you to Salem. Worship services are at 9:00 AM and 10:45 AM with children, youth, and adult Bible Study at 10:45 AM.

## STUDENT ACCIDENT INSURANCE

Salem Lutheran Church provides student accident insurance coverage as part of the overall church insurance program. This is limited coverage, only designed to pay medical expenses incurred within 12 months on an accidental injury. It is meant to be secondary coverage to your family's medical insurance plan.

## THE SCHOOL DAY

- A. **The school day begins at 7:55 AM and ends at 3:15 PM for all grades.** Students are strongly encouraged to be at school in their homerooms no later than 7:45 AM. Students may be dropped off at the Community Center as early as 7:30 AM.
- B. Classrooms in the educational center will be open to students at 7:35 AM.
- C. **Minutes matter! Students need to be in the classroom at 7:55. Students arriving after 7:55 AM are considered tardy. Morning Prayer and announcements take place at 7:55 AM. Students arriving between 7:55 and 8:00 AM will wait in the school entry until the announcements are complete and go directly to their homerooms. Students arriving after announcements will need to sign in and receive a late pass.**
- D. Students leaving school during the day must be signed out and signed back in upon return. So, to avoid disrupting classes, please send a note with your child to the teacher so the child can pack up and be ready for pickup in the school front office. **Students missing more than two hours will be considered a half-day absent.** Unless it is an emergency, requests for early release beyond 2:30 PM cannot be honored due to the activities at that time and way in which the students are spread throughout the campus.
- E. **Early morning arrival is an important time. Homerooms use the time for math review and writing practice. Time spent on these "bell ringer" activities leaves more time in class for instruction and independent practice. Being on time sets the stage for organization and planning, all designed to provide executive functioning activities for a successful day.**
- F. Students not picked up by 3:30 PM will be checked into extended care. All students must be registered even if only for emergencies. Parents will be assessed day care charges after 3:45 PM. For the safety of the students, your cooperation with this policy is appreciated. If you are present in the building after school for a conference, meeting, game, etc., please keep your children under your close and personal supervision.
- G. Children roaming the halls or outside areas after school will be checked into extended care and parents charged accordingly. Under no circumstances are faculty or staff members permitted to provide childcare services or favors to avoid attendance in the extended care program.
- H. For reasons of safety and lack of appropriate supervision, the playground is off limits to students outside of school hours. Only students registered for extended care and under the direct supervision of extended care employees are allowed on the playground. Parents attending after school meetings, conferences, games, etc. are asked to keep their children with them or sign them in to extended care while they attend to business. For safety and liability reasons, only extended care patrons will be allowed the use of the playground during after school hours.
- I. Student athletes should report to their supervising coach after school in the designated location on game or practice days. Athletes must attend four complete periods of the school day to participate on game day.

- J. Younger siblings of athletes whose parents are not accompanying them may not travel with teams to practices or games. Under no circumstance may coaches be asked to supervise non-team members.
- K. Parking lot traffic before and after school needs to flow quickly and smoothly. Please do not block traffic lanes while waiting. If you need to leave your car, for any reason or length of time, please park in a designated parking space. The school assumes no responsibility for the actions of drivers dispensing "street justice" to drivers parked or blocking the free flow of traffic in any discourteous fashion. Parking along any red curb is prohibited at any time. Obey school zone speed limits. It is illegal to use cell phones while driving in school zones.
- L. Grades K-4 will be released to parents at their classroom door at 3:25 PM. Grades 5-8 will walk to the south campus exit and be picked up in a car line along the drive on the south side of the school. A safe and efficient manner for dismissal is our goal for the students. All parents must enter the school through the front doors only. Perimeter doors will be locked and used for Exit purposes only. Students may not exit the school front lobby unaccompanied by a parent.
- M. A few other suggestions:
- 1) If your child gets in the car and suddenly wants to re-enter the building to use the restroom, retrieve a forgotten assignment, or give her teacher one more goodbye hug, don't hold up all the traffic behind you. Instead, enjoy a quick driving tour of the parking lot and allow someone else to pick up their passengers.
  - 2) Realize that everybody's day has probably been as hectic or exciting as yours has, and therefore you are not entitled to throw courtesy and civil behavior to the wind. Instead, display an extra measure of Christian grace by your behavior.
  - 3) If you would like to pick up all your children in one location, you must speak with your children's teachers to create a safe and convenient plan.
  - 4) If you would like to gather with other parents after school or after morning drop-off, please use the space in the Community Center atrium or the conversation area upstairs.

## DISCIPLINE

### SCHOOL BEHAVIOR STANDARDS

The Christian student, out of love for Christ and with the understanding that God places them under authority for protection and nurture and blessing, will:

- Respect and obey teachers and campus staff.
  - *Children obey your parents in all things, for this pleases the Lord. - Col. 3:20*
- Respect the rights and feelings of others.
  - *Do to others what you would like them to do to you. - Matt. 7:12*
- Respect the property of the school and others.
  - *So, encourage each other to build each other up, just as you are already doing - 1 Thess. 5:11*
- Respect the learning environment of the classroom.
  - *Commit your work to the Lord, and then it will succeed. - Proverbs 16:3*

Salem Lutheran School supplies the book, “Essential 55” by Ron Clark to all families. A rule a week is highlighted, and parents can follow the schedule published on the school website [www.salemlutheran.com](http://www.salemlutheran.com). When parents and teachers partner to teach, model, and hold the children accountable to respectable behavior, the classroom and school become safe havens for both academic and social growth.

## BEHAVIOR MANAGEMENT SYSTEM

The classroom teacher is the authority of discipline management in the classroom. Behavioral expectations will be clearly stated at the beginning of the school year. When necessary, the school administration will become involved in the discipline process. The Assistant Director of Educational Ministries is the school administrator directly responsible for the Discipline Management Plan.

### A. Anti-Bullying Policy

- 1) According to the National Center for Education Statistics, school bullying refers to all types of bullying done on school property, whether it is peer to peer bullying, or the bullying of young children by older children, or a group of children bullying one individual.
- 2) While occasional mean-spirited name, calling and teasing occur, bullying is the consistent emotional, verbal, or physical abuse of another individual. Either is unacceptable. Teachers and other school officials will address the behavior when they become knowledgeable it is occurring.
- 3) Students are instructed to tell the teacher or another adult immediately if they are recipients of this type of behavior. Students who witness bullying should also tell an adult immediately so that intervention can take place. The fear of retaliation or embarrassment for telling on the bully is real for children and their parents. However, the expectation that bullying behaviors will be addressed cannot occur if the teachers and other school personnel are not aware it is happening.
- 4) Pack bullying is bullying undertaken by a group. It may be delivered in person or in cyberspace. In person, it can take place in classrooms, lunchrooms, gymnasiums, restrooms, school yards, and hallways.
- 5) Individual bullying is one-on-one bullying that may take place either in person or online. This type of bullying occurs mostly in elementary schools.
- 6) Physical bullying is bullying that takes the form of physical abuse, such as pushing, shoving, hitting, spitting, and tripping. Threats of physical harm attempt to force people to act in ways they would prefer not to.
- 7) Emotional bullying involves factors other than physical interaction such as insults, derogatory remarks, name calling, and teasing. Also included are attempts to ostracize the victim, such as being left out or ignored. Emotional bullying can also include the purposely misplacing or hiding of someone’s belongings.
- 8) Face to face bullying is bullying in which students confront each other in person. Cyber bullying takes place online, through email, chat rooms, social media networks, text messages, instant messages, website posting, blogs, or a combination. Cyber bullies may conceal their identity, so the victim experiences an anonymous attack. Unwanted contact is another form of cyber bullying.

- 9) Consider these facts by NCES compare with Salem's statistics:
- 1 in 4 teachers see there is nothing wrong with bullying and will only intervene four percent of the time. 86% of Salem students responded that their teachers do care about them.
  - 9 out of 10 elementary students have been bullied and nearly 6 out of every 10 have participated in bullying of some kind say that it is not bad.
  - Over two-thirds of students believe schools respond poorly to bullying, with a high percentage of students believing help is infrequent and ineffective. 72% of Salem students feel other students care about them and 89% of students feel Salem Lutheran School is a safe place.
  - As we learn and understand about what characteristics motivate a bully and those characteristics that draw attention to a would-be victim of a bully, we find many of them are the same. What is the difference being the way in which the child responds to these motivating factors? These similar characteristics are:
    - Low self-esteem and self confidence
    - Difficulty in trusting others
    - Lack of skills to express themselves acceptably
    - Difficulty controlling emotions
    - Isolation

**B. Grades Kindergarten-3**

- 1) Employ a system of behavior modification. In such a system, an object such as a marble, cube, coin, or color-coded card, or a chart, serves as a visual cue of current behavior.
- 2) Most of the time, the reward, or removal of a token, or the visual reminder (red, yellow, or green card) will help a student monitor his or her own behavior. When negative behavior persists or escalates to involve other students (e.g. rude behavior, dishonesty, etc.), students may be denied a privilege or awarded some "time out" for regaining control or be allowed to experience a logical or natural consequence of their behavior.
- 3) When the visual reminders, the removal of tokens, or the use of time out fails to achieve the desired result, the parents will be contacted to determine the next course of action. In cases where the classroom teacher feels the course of action is not working, the administrator will become involved in the discipline process.
- 4) Experience has demonstrated that timely parent/teacher contacts promote positive behavior in children. While it is not feasible to contact parents for every minor behavior incident, parents are encouraged to visit with their child's teacher(s) frequently to monitor both academic and social progress.

**C. Grades 4-8**

- 1) Implement a discipline management system, designed to encourage students toward responsible, productive behavior and work habits, while allowing them to take ownership for their choices. Parents are given the opportunity to monitor their student's behavior through email alerts in Gradelink and talking with the teachers frequently.
- 2) A detention system is used to help deter repeated misbehavior.
- 3) Parental involvement is a major factor. Informed parents are involved parents, and parental involvement and cooperation are key factors in providing a learning environment that is positive and affirming. Parents are urged to learn and understand the school's system of discipline.

- 4) HOMEROOM REMINDERS are used to remind students of homeroom procedures that are not being followed. These oversights include not having adult signatures on Wednesday folders, being tardy to the homeroom, allowing the hair length to become too long (boys), and ignoring uniform guidelines for regular school days and spirit days. Homeroom reminders have a demerit value of zero, yet a second reminder of the same infraction during may result in a discipline notification and a demerit. Home reminders will be issued by email via Gradelink.
- 5) One demerit discipline notification is used to encourage responsible work/study habits and to stress the importance of punctuality and the need to be properly equipped and ready for schoolwork and class activities. Students are given one demerit for those behaviors that generally are of a non-malicious nature but do affect the learning environment and a student's ability to function responsibly and efficiently in a class or group setting. One demerit will be issued via email by Gradelink for the following:
  - Student does not have homework completed thoroughly or on time. Incomplete homework may result in a working lunch.
  - Student is not prepared for class.
  - Student does not return the Wednesday folder.
  - Student does not follow the guidelines concerning cell phones, iPods, etc.
  - Student does not follow the classroom guidelines regarding gum/candy/food.
  - Student does not promptly arrive to class on time.
  - Student continues talking or is out of his/her seat without permission.
- 6) A 2-demerit discipline notification is issued when a student behavior is negatively affecting the classroom/school environment. 2 demerits will be issued for, but not limited to, the following:
  - Student's lunchroom behavior is inappropriate.
  - Student's comments are inappropriate.
  - Student is involved in inappropriate horseplay.
  - Student is out of a permitted area of the school building.
  - Student's classroom behavior is disruptive.
- 7) A 3-demerit discipline notification is issued when student behavior is disrespectful of other individuals. Students are issued 3 demerits for, but not limited to, the following behaviors:
  - Verbal or physical bullying takes place.
  - Student uses inappropriate language (oral, written, or symbolic).
  - Student's anger or disrespect results in an inappropriate physical act.
  - Student dishonestly copies from another's work or allows another student to copy homework.
  - Student cheats on tests or quizzes.
- 8) There will be times in which the administrator, based upon the situation, will change a 3-demerit notification to a suspension.
- 9) Every attempt will be made to contact the parent by phone concerning the issuing of a 3-demerit notification the same day the slip is issued, and the behavior occurred.

D. Demerits can be issued for inappropriate behavior that occurs after school or at athletic events.

E. When a student's behavior is flagrantly insubordinate, physically or verbally abusive or threatening, profane, or vulgar, lewd, malicious and/or consists of illegal or immoral activity, students are subject to

immediate suspension from school for up to three entire school days. Parents will be contacted as soon as possible to involve them in this most serious procedure. Any one-day suspension will be considered the same as two detentions. Suspensions involving more than one day will count as three detentions. If expulsion does not take place, the student will be placed on a written behavioral contract. There will be situations when the suspension will be an in-school suspension, which is held in the office of the Assistant Director.

- F. Detentions are assigned to train the student to accept responsibility for his/her behavior, for their work, and for their punctuality. We encourage parents to take appropriate action at home to reinforce a detention notice. Detentions will be served when the following occurs:
- 1) First detention will occur when the total demerits from in a nine-week grading period equals six in grades 7-8 and equals eight in grades 4-6. Grades 7-8 will automatically lose the opportunity to apply for National Junior Society membership. Present NJHS members will be placed on probation or removed from membership if a detention occurs.
  - 2) Second detention will occur when three additional demerits from all discipline notifications have been recorded. A behavioral contract will be written by the Assistant Director.
  - 3) Third detention will occur when the conditions of the behavioral contract are not met and three additional demerits from all discipline notifications are recorded. This will result in a one-game suspension from any athletic team. A behavioral contract will be referred to as a guideline.
  - 4) Any fourth and following detention will occur when the conditions of the behavioral contract are not met, and two additional points are recorded. Any fourth detention will result in removal from an athletic team and a half-day in-school suspension. The behavioral contract will continue to be used to encourage a change in behavior.
  - 5) To ensure that students are trying to improve their behavior and to ensure that an open line of communication occurs, the following hierarchy of discipline measures is structured:
    - **Two detentions**  
Conference with the administrator and a behavioral contract is written.
    - **Three detentions**  
Conference with the administrator and a behavioral contract is re-written. There will be a one-game suspension from any athletic team.
    - **Four detentions**  
Conference with the administrator and a behavioral contract is re-written. Removal from athletic team and a half-day in-school suspension.
    - **Five detentions**  
Conference with the administrator and a behavioral contract is re-written. (One- day suspension) plus removal from next field trip.
  - 6) If five or more detentions are assigned over the entire school year, the administrator will schedule a conference with the student and the student's parents to determine a course of action for future enrollment status.
  - 7) When a student has reached a point in which detention needs to be served:
    - The administrator will contact the parent by phone or email.
    - A parent may not serve detention for his/her child.
    - A student may be asked to do physical work.

- A \$20 detention fee will be assessed to the TADS account.
  - The detention will usually be served outside the school day.
- 8) If responsible behavior occurs over a nine-week grading period, the student’s past record will be expunged.
  - 9) If a detention occurs, the point total will carry over into the next grading period and throughout the remainder of the school year.

**G. Suspension and Expulsion**

- 1) A student may be suspended from school for a period of up to three days upon the discretion of the administrator. While suspended, a student may not participate in any extracurricular activities until they have returned to school for one day. This means that if a student/athlete is suspended from attending school on Friday or sent home from school on a Friday due to a suspension the following Monday, he/she cannot participate in any of the Friday, Saturday, or Sunday games of a tournament. All homework and quizzes that would have been turned in or taken that day will be recorded as zeros. The Assistant Director will determine whether tests or classroom presentations will be allowed to be made up. The administrator, in conjunction with the school commission, will determine if further disciplinary action is necessary. In-school suspensions will also be determined by the Assistant Director.
- 2) Suspension from school is an extremely serious issue. An appropriate school suspension policy serves to emphasize the privilege a student is extended within a Christian educational setting, and to assist a student in taking responsibility for his/her behavior.
- 3) A student may be expelled from Salem Lutheran School or parents asked to withdraw their student from Salem Lutheran School for any reason the administrator or the commission deems appropriate e.g. possession of drugs, firearms, or other weapons; when a student’s presence or behavior poses a threat to the safety of others or the integrity of the learning environment; immoral sexual conduct; any conduct tending to reflect serious discredit to Salem Lutheran School; failure to maintain passing grades; parents’ failure to meet expenses, provide up-to-date immunization record, student’s and or parents’ lack of cooperation in classroom or disciplinary matters, etc. In cases of expulsion, the commission reviews the facts of the situation with the administrator, reaching a decision focused on preserving the best interests of the greater learning environment necessary for students to learn.

COLOR	PURPOSE	COMMUNICATION	POINT ACCUMULATION	CONSEQUENCE
HOMEROOM REMINDERS	Reminder that routine procedures need to be followed	Parent email via Gradelink	0 Demerits	May turn into a demerit if not improved
1 DEMERIT	Inform that responsible work and/or respectful behavior needs to be improved	Parent email via Gradelink	1 Demerit	Demerits add up to detentions, contracts, etc.
2 DEMERITS	Inform that behavior is negatively affecting classroom environment	Parent email via Gradelink	2 Demerits	Demerits add up to detentions, contracts, etc.
3 DEMERITS	Inform that behavior is blatantly disrespectful to another individual or to the school environment	Parent email via Gradelink and phone call	3 Demerits	Demerits add up to detentions, contracts, etc.



Grades 4 through 6			Grades 7 and 8		
Detentions	Demerits	Consequences	Detentions	Demerits	Consequences
1st	8	\$20 1-hour detention	1st	6	\$20 1-hour detention
2nd	+3	\$20 1-hour detention Contract written	2nd	+3	\$20 1-hour detention Contract written
3rd	+3 Contract not met	\$20 1-hour detention Miss one athletic game -5,6	3rd	+3 Contract not met	\$20 1-hour detention Miss one athletic game
4th	+2 Contract not met	Off athletic team – 5,6 ½ day ISS	4th	+2 Contract not met	Off athletic team ½ day ISS
5th	2 Contract not met	Miss next field trip 1 full day ISS	5th	2 Contract not met	Miss next field trip 1 full day ISS

## DRESS CODE

Salem Lutheran School believes that a student standardized dress code reflects the mission of being a caring community of Christian leaders, empowered to serve, and united as one, set apart.

*Isaiah 61:10*

*I delight greatly in the Lord; my soul rejoices in my God. For He has clothed me with the garments of salvation and arrayed me in a robe of righteousness.*

### The dress code that follows reflects our mission of leadership by:

- Emphasizing that school is a place of work and people dress differently for work than they do for other aspects of life.
  - Promoting a sense of unity and belonging within a student body that reflects the unity we have in Christ.
  - Defining and providing guidance for modest and non-distracting student appearance within the school.
  - Reducing clothing-related conflict and stress within the homes of our students, at school and among peers.
  - Promoting a positive self-image to our school and church communities, to the community at large, and to potential students and their parents.
  - Allow students and parents to work together to make good decisions regarding student dress.
  - Promote a school climate and atmosphere conducive to the educational process.
  - Enhance discipline, concentration, school spirit, reduce peer pressure, and increase unity and student safety.
- A. Tommy Hilfiger Uniforms and Land’s End are the Official uniform providers for Salem Lutheran School. Parents are asked to purchase uniform items from Tommy Hilfiger Uniforms and Land’s End to maintain consistency in implementing the dress code policy. The wearing of items other than these providers may result in a call from a teacher or the front office asking you to bring the appropriate clothing. Please help us to maintain consistency and to keep uniform related issues to a minimum by following the uniform policy.

- B. Students may wear any item on the list of approved clothing for their grade level. Tommy Hilfiger Uniforms and Land's End have these items listed online. The Chapel uniform is to be worn when the whole student body gathers on Wednesday for Chapel together.
- C. In addition to the approved uniform clothing items, parents are asked to observe the following standards in providing appropriate school wear for their children:
- 1) **Shoes** - Students may wear any appropriate athletic or dress shoe, or boots, if conservative and modest in nature. Dress shoes are encouraged on chapel days. Sling sandals, crocks, and "flip-flops" are not permitted. All shoes must have a back and be closed toe. A separate athletic shoe must be changed into for P.E. and athletic participation in the Community Center gymnasium.
  - 2) **Socks** – Predominate colors of black, blue, white, gray, and dark green should be worn daily. Avoid solid neon colors and patterns that are distracting. Patterns and brightly colored socks can be worn on thematic days only.
  - 3) **Shirts** – Polos may be worn on the outside of pants/shorts. If a T-shirt or long-sleeved Under Armour garment is worn under a polo shirt, it must be white or the same color as the polo.
  - 4) **Sweaters** - Any appropriate, solid colored sweater in Salem School athletic colors (forest green, blue, white, or navy blue) may be worn as part of the school uniform.
  - 5) **Sweatshirts/Jackets** - Only the Salem logo sweatshirts and long fleece jackets may be worn during the school day. Please try to refrain from wearing these items on chapel days.
  - 6) **Dress-uniform skirt** - The length of the dress-uniform skirt should not exceed 5" above the knees (when kneeling on the floor). The waistband of skirts and shorts may not be rolled up to shorten the length of the garment. The dress-uniform skirt for girls may be worn on other school days. It can also be combined attractively with a school polo shirt. All undergarments such as T-shirts and camisoles must be tucked in. An appropriate short must be worn under the dress-uniform skirt for girls in grades K-4. Uniform shorts and shirts shall not exceed 5" above the knees.
  - 7) **Leggings** – Solid color (black, white, dark green, or navy blue) leggings may be worn beneath garments only and not alone. Both boys and girls may wear leggings beneath regular uniform clothing. They must conform to the leg and be tight to the ankle.
  - 8) **Jewelry** - Appropriate, modest jewelry may be worn as part of school dress. Earrings or studs are not appropriate jewelry for boys. Students may not wear any jewelry or trinkets that are obscene, or promote drugs, alcohol, tobacco, or disrespect for the American flag. Body pierce rings or studs are prohibited except for earrings for girls.
  - 9) **Hair** - Boys' hair should be neatly groomed in an appropriate, modest style and fashion. When combed downward, boys' hair should not extend beyond the top of a dress shirt collar or prevent clear vision by hanging in front of the eyes. Girls' hair should not cover the eyes or be done in any extreme style which might be distracting or unduly conspicuous.
  - 10) **Makeup** - Girls in the grades 5-8 are permitted to wear makeup sparingly.

- 11) **P.E. Uniforms and Shoes** - P.E. uniforms are required for P.E. in the grades 5-8 only. Athletic shoes should be worn for P.E. at all grade levels. A separate athletic shoe must be changed into for P.E. and athletic participation in the Community Center gymnasium.
- 12) **Spirit Days** - Every Friday is "Salem Spirit Day." This day is to remind us that we are one in Christ. Just as a sports team wears the same type of uniform, we wear a "spirit" shirt to share the heart of being "one team" for Jesus.

**Appropriate attire for Grades 5-8 is as follows:**

- Students may wear their Salem "Spirit" T-shirt.
- Jeans and jean shorts of appropriate length or regular uniform bottoms
- Salem-issued or Concordia Lutheran High Spirit T-shirts
- Salem activity shirts such as state tournament or Salem athletic shirts
- Regular uniform clothing.

**Inappropriate attire**

- Low rise, baggy jeans, jeans that have holes, frays, ragged edges, or distracting features
- Jersey shorts, PE shorts, athletic shorts
- T-shirts other than those issued/sold by Salem or Concordia

- 13) **Thematic Dress Days** - On designated days, students have the opportunity to dress according to a theme (Veterans Day, Patriot Day, Hero Day, Christmas, Valentine's Day, Go Texan Day, All Sports Day, Lutheran Schools Week Crazy Dress, etc.)

**Appropriate attire**

- Polo shirts, collared shirts, and t-shirts in thematic colors
- Regular uniform shirts
- Slacks, jeans, dresses, skirts, and shorts of appropriate length and in thematic colors
- Regular school uniform bottoms

**Inappropriate attire**

- Low rise, baggy pants, cargo pants, yoga pants, pants with holes, frays, or ragged edges, leggings worn by themselves
- Jersey shorts, PE shorts, athletic shorts, short shorts
- Miniskirts, spaghetti straps, tank tops, low cut tops, see-through tops, tops that expose the midriff
- Camouflage items
- Clothing that is tight or extremely tight fitting
- Under Armour and leggings worn as outerwear

- 14) Students and parents are expected to choose Salem Lutheran School appropriate clothing. While the privilege is granted for thematic or spirit dress, appropriate choices are still necessary to maintain a suitable learning environment.
- 15) **School Pictures** - Student pictures for the yearbook are regularly taken in chapel uniform in the fall of the year. Class photos are scheduled in the spring of the year. Regular school uniforms are to be worn for the occasion. Detailed information will be sent home with students approximately one to two weeks before "picture days."

- 16) Salem athletes also have the opportunity for purchasing individual and team photos. Detailed information is sent home with the athlete prior to scheduled picture dates.
- 17) Conservative judgment shall always take precedence. When in doubt, please do not wear it.

## ATTENDANCE

### SCHOOL ATTENDANCE

- A. Students absent more than five days per semester (10 days all year) may be subject to automatic failure, especially if the student is at risk and struggling academically. Reasonable absences include illness, family emergencies or deaths, or any absence pre-approved by an administrator. Parents are asked to submit a written note to the office via the homeroom teacher stating the reason for an extended absence from school. This helps the school maintain accountability.
- B. If your child must be absent for any reason other than illness or family emergency, please speak with the school office prior to the absence, and email a written request for absences on the date(s) in question. Extended vacation or travel outside the school calendar of listed vacations can be excused by the administration, yet the following protocol must be followed:
  - 1) Before traveling, the student and family should meet with each teacher to obtain all work that is anticipated to be missed that can be worked on outside of school.
  - 2) All missed assignments, including tests must be completed within the progress report period upon returning to school.
  - 3) Students absent from school without a reasonable excuse, will not receive credit for any missed work or exams.
- C. The School has the authority to require documentation for absences.
- D. The school day begins at 7:55 AM, in the homeroom setting. Late students will be marked tardy. Three tardies constitute an absence. If the tardies amount to five absences per semester, the student may be subject to an automatic failure for the semester, especially if the student is struggling academically. All absences are recorded on the quarterly report cards. Once a student receives nine tardies (three absences), one family volunteer work service hour will be added (to be completed) to the TADS account. After each additional three tardies, a volunteer hour will be added.

### VETERANS DAY PROGRAM, CHRISTMAS PROGRAM, AND SPRING ACADEMIC AND FINE ARTS FAIR

Because of our commitment to the fine arts, all students participate. The Christmas Program, Veterans Day Program, Grandparents Day and the Spring Academic and Fine Arts Fair are required activities. It is a time for performance and celebration. Attendance is required, and participation is part of the grade. Families are expected to attend. Dates are listed on the school calendar located on the school website.

## CHURCH ATTENDANCE

- A. Regular attendance in weekly worship services is an expectation Salem School places upon its families. The blessings of gathering for regular and consistent worship of God are innumerable. From personal spiritual enrichment and growth to the public support of other Christians through corporate worship, weekly attendance in worship is a cornerstone value our Christian Day School seeks to profess.
- B. Families not having a church home are warmly and strongly invited to be a “regular” at any of Salem's weekend services. Salem's worship services are held at 9 AM and 10:45 AM on Sunday. Children’s education hour takes place in the Community Center at 10:45 AM. Children are dismissed for a children’s message during the 9 AM service. Parents may take their children to the Community Center to the Children’s check-in before going to the worship service. Salem School families are encouraged to feel a part of the greater family of Christian believers at Salem Lutheran Church.

## FIELD DAY

- A. The students of Salem Lutheran School regularly participate in an annual track and field day in the late spring. Students in grades 1-4 travel to Our Savior Lutheran School in Houston to compete for ribbons in races, relays, etc. Students in grades 5-8 compete in the quest for ribbons at Concordia Lutheran High School.
- B. Field Day is considered a regular school day. Attendance is required. Parents are invited and encouraged to plan for a day of vacation and participate in this BIG EVENT. We depend on parent drivers for transportation, school spirit, and supervision on this day. Field Day is a wonderful chance to visit with other parents and support your student through your presence. It is planned that grades 1-4 Field Day and the grades 5-8 Field Day are on different days.
- C. Kindergarten students do not participate in Field Day. Instead, our youngest learners experience a special day of activities on our school campus.
- D. Field Day shirts are worn with appropriate shorts for field day events for grades 1-4. Shirts can be purchased at a nominal price through our online Salem Spirit Store. Fifth through eighth grade students are required to wear the PE uniform.

## CHAPEL AND MISSION OFFERINGS

Each Wednesday morning, the students of Salem gather in the Worship Center for corporate worship and praise. Parents are invited to worship with us weekly. Chapel offerings collected in our weekly services are designated for various mission projects on local, national, and international levels. We continue to partner with Salem Lutheran Church in support of these mission projects. Parents are encouraged to help their children learn to be generous in support of these mission projects. It is never too soon to teach the spiritual disciplines and blessings of tithing and first fruits giving.

# ACADEMICS

## HOMework

- A. Homework is a legitimate exercise in reinforcing concepts presented in the classroom through review, practice, or enrichment and extension activities. Teachers regularly assign homework for these purposes. In addition, homework provides the perfect avenue for parents to stay informed as to the subject matter students are learning and to be an active participant in a student's academic growth. Parents are encouraged to become familiar with teachers' homework procedures and policies.
- B. There has been much discussion about appropriate amounts of homework. The actual amount of homework that is finished during the school day will likely vary from student to student. The work habits of the student, the study environment of the home, and the after-school commitments of a family all contribute to the time spent on homework. If your student spends a seemingly inordinate time on homework or conversely, never seems to bring anything home, schedule a personal appointment with your child's teacher to discuss this issue.

## PARENT/TEACHER CONFERENCES

Prior to school starting, you will be asked to schedule an appointment with your child's homeroom teacher. The purpose is to share the uniqueness of your child with him or her, and to develop a relationship between you and the teacher as partners in the education of the student. *Way to Go*, a book written by Dr. Mary Beth Gaertner, details the value of building a positive relationship.

A formal parent/teacher conference is scheduled for Election Day following the first quarter. However, the teachers and parents often find it necessary to visit more frequently regarding students. This is both desired and encouraged, and when student growth and improvement are the topics of discussion, they are invaluable.

Parents desiring to conference are asked to please email the teacher for an appointment. This assures that both parties are prepared to adequately discuss student progress.

## REPORT CARDS

- A. Report cards may be viewed through Gradelink following each nine-week grading period. Training on how to use Gradelink takes place at orientation and by accessing the school website. Access to Gradelink will be blocked if tuition balances are not current, fees are unpaid, library books or damaged textbooks are not returned, IMMUNIZATIONS NOT UP TO DATE, etc. Please make sure you are checking your TADS account regularly.
- B. For your convenience, Gradelink will send you notice that grades have been posted, if you elect to turn that option on under "email settings" in the Manage Account screen when your login to Gradelink. Individual parent conferences will be scheduled after the first term. Wednesday folders are sent home in grades 2-8 for monitoring a student's quality of work and grades.
- C. The parent assumes the responsibility of checking Gradelink, examining Wednesday folders, and contacting the child's teacher with questions. Parents are encouraged to maintain close contact with the teacher regarding their child's progress.

- D. Students in grades 5-8 earning a term average of 94% or better will be recognized for their exceptional academic performance by being named to the Merit Roll. Students in grades 5-8 earning a term average of 89% through 93% will be recognized for their commendable achievement by being named to the Honor Roll. Students in grades 5-8 maintaining a yearly average of 94% or better will be honored with the Merit Scholar Certificate. All subjects in grades 5-8 will receive a percentage grade. Recognition for Merit Roll or Honor Roll will not be extended when a D or F is given on a quarterly or year-end grade report. This includes art, computer, P.E., Spanish, and the elective. Each grade will be multiplied by the number of times that that class meets per week in the process of determining overall average. Summer school will be required for any student whose average for the year in a core subject falls below 70%.

## ELIGIBILITY STANDARDS FOR PARTICIPATING IN EXTRACURRICULAR ACTIVITIES IN GRADES 5-8

- A. Salem students are encouraged to participate in appropriate extracurricular activities. Salem provides the opportunity for students to promote school spirit and pride by representing the school on one or more of its athletic teams. Girls in grades 5-8 may participate in volleyball, soccer, cross-country, cheerleading, basketball, softball, track, and golf. Boys in grades 5-8 may participate in football, soccer, cross-country, cheerleading, basketball, baseball, track, and golf. Participation in extracurricular activities is voluntary, but student participants must abide by the maximum/minimum age standards as established by the Houston Lutheran Athletic Conference and Salem's academic eligibility standards.
- B. No student may compete in extracurricular athletics that was fifteen years of age on or before the first day of September of the current school year. (A student must have reached a minimum age of ten years on or before the first day of September of the current school year, or officially in grade 5, to play sports.)
- C. In Christian education, there are many opportunities to develop God-given talents and use them to His glory. One of these opportunities is in organized athletics. However, when a student's involvement in activities and practice sessions interfere with academic progress, extracurricular involvement must be limited.
- D. The Assistant Director will review athletic eligibility three times every grading period. A student will be considered ineligible for athletic involvement if he/she receives two or more failing grades on a progress report, or one or more failing grades on a nine-week report card. There will be a minimum period of ineligibility of one week on the first progress report of a nine-week period, two weeks on the second progress report of a nine-week period, and three weeks on the quarterly report card. If the student's grades show necessary improvement by the end of the set period of ineligibility, he/she may again participate on the team or attend practices and meetings. Once a failing grade appears on a report card, that grade must be above 70% on the next progress report. Otherwise, that student will remain ineligible even if there is only one failing grade on the progress report. The parent will be contacted if the student becomes ineligible.
- E. Eligibility is based on all subjects. Ineligible students are not permitted to attend practice or participate in any games or meetings. Ineligible students are not permitted to attend away games.

## NATIONAL JUNIOR HONOR SOCIETY

### SELECTION PROCEDURE FOR THE SALEM LUTHERAN SCHOOL CHAPTER OF THE NATIONAL JUNIOR HONOR SOCIETY

- A. The National Junior Honor Society Chapter of Salem Lutheran School is a duly chartered and affiliated chapter of the prestigious national organization. Membership is open to those students who meet the required standards in six areas: scholarship, leadership, service, citizenship, character, and Christian leadership. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the Director of Educational Ministries, which bestows this honor upon qualified students on behalf of Salem Lutheran School each spring.
- B. Students may not apply for membership in the National Junior Honor Society. Membership is granted only to those students selected by the Faculty Council of the school. The selection process is as follows:
- 1) Membership is open to both seventh and eighth graders who have attended Salem Lutheran School at least one semester.
  - 2) The academic records of these students are reviewed to identify those students at grade level and those with a cumulative scholastic average of 90% or higher. NJHS does not recognize rounding. These students will never have achieved a detention prior to or during the selection process.
  - 3) The middle school faculty will evaluate a candidate's character/attitude. Members of the middle school faculty will be solicited for input regarding their professional reflections on the candidates.
  - 4) The NJHS faculty advisor will inform the candidates who have successfully completed the faculty evaluation that they are eligible. Students and their parents will attend a mandatory meeting. To be further considered for selection to the NJHS chapter, these students must then complete the Student Activity Information Form in a timely manner and sign up for the interview. The faculty council members will conduct the interview.
  - 5) Following the interview, the total accumulation of points will determine those students selected to be inducted into NJHS. To maintain anonymity, names are removed from the final tally sheets. A minimum of 85% of the total possible points is necessary to achieve final selection. Students are then informed of their selection or non-selection in writing.

## SPECIAL SERVICES

- A. Special Services oversees the tri-annual schoolwide benchmarking process (AimsWeb), the administrative assessment of the national standardized test (ITBS or Iowa Test of Basic Skills), and the cognitive abilities test (COGAT). The data from these tests are used to track individual progress, grade level progress, and total school progress in terms of curriculum and instruction.

Special Services oversees the testing process, and the screening processes necessary for admission, placement, and remediation of identified diagnosed students requiring intervention. Using the above-mentioned testing, students are also identified as high ability learners and are referred to our school enrichment program and pullouts.

Special Services disseminates professional materials and other appropriate information to teachers to help at all levels. Our department has a vast network of collaboration with area school districts and statewide agencies in terms of medical and psychological partnerships. Please refer to RTI written by Mrs. Becky Ward on our school website.

- B. Students at Salem Lutheran School diagnosed with a disability that qualifies under PL 940-142 are eligible for IEP's (Individualized Educational Plans). These plans are professionally formulated using professional diagnoses, recommendations for classroom accommodations, and teacher facilitation at annual ARD (Admission, Review, and Dismissal) meetings consisting of parents, teachers, professionals, and administrators. Plans can be implemented or changed only at an ARD meeting. SLS reserves the right to limit enrollment to a student if the needs of that student cannot be adequately met by Special Services. All students must comply with the policies set forth in the Family Handbook. Licensed and registered educational therapists, a diagnostician, a dyslexia specialist, and a speech and language pathologist are on campus regularly to provide diagnoses, therapeutic remediation for learning disabilities, and assistance to teachers. The cost of these programs is not part of regular tuition fees. Additional costs and fees are available from Special Services.
- C. For students who occasionally struggle with classroom work beyond what the classroom teacher is available to help with, a full-time faculty tutor is available. Teachers will recommend that students, who, after the use of classroom intervention strategies, do not meet the quarterly benchmarks in terms of academic progress, meet with the tutor. This service is available at a nominal monthly charge to parents.
- D. For those students who desire an academic challenge, SLS offers an annual spelling bee, geography bee, and after school academic teams who are coached for competitions. Last year we celebrated having the area private school spelling champion and a national qualifier for the geography bee.
- E. Feel free to contact Mrs. Becky Ward at [bward@saalem4u.com](mailto:bward@saalem4u.com) regarding Special Services and visit our school website for more detailed information.
- F. We are pleased to offer the assistance of a behavioral and counseling service, Jeremiah Center. Mrs. Lauren Bortnem is the administrator of this service. Her mail is [laurenbortnem@gmail.com](mailto:laurenbortnem@gmail.com).

## PARENT VOLUNTEERING AND WORK SERVICE

The Family Work Service Hours Program encourages all families to follow the example of our Lord to have a "servant's heart." The program also recognizes the vast amount of research acknowledging that parent participation is a distinct indicator of a child's success at school. Salem Lutheran School believes that parent participation provides an example to the students of the love, support, and interest we have in their lives and in Christian education. Thirdly, by utilizing the many talents of our volunteers, tuition costs can be reduced enabling all to be good stewards of time and treasure. Finally, this program promotes fellowship within and among the school and the "body of Christ."

*"The body is a unit, though it is made of many parts...now the body is not made up of one part but of many...if one part suffers, every part suffers with it; if one part is honored, every part rejoices with it."  
1 Corinthians 12:12-26.*

## FAMILY WORK SERVICE PROGRAM

*“Whatever you do, work at it with all your heart, as working for the Lord, not men.” Colossians 3:23*

- A. All parents are urged to become involved in one or more of the many opportunities for involvement. Some examples, but certainly not limited by these are examples are: athletics, room mothers, classroom assistants for art, reading, recess, Wednesday folder helpers, the annual dinner auction, The Blast, Family Fest, Teacher Appreciation Week, Golf Scramble, carpentry, painting, landscaping, front office coverage, substitute teaching, cooking, or baking. Dads (grandpas, uncles, big brothers) are encouraged to become part of the WATCH D.O.G.S. campus program. Mrs. Heidi Schatte serves as the Volunteer Coordinator and can be reached at [hschatte@salem4u.com](mailto:hschatte@salem4u.com).

Volunteers are trained annually, shortly after school begins. All volunteers working with the children are required to submit information for a background check annually.

- B. It is our heartfelt desire that you will look upon this program as a blessing. The support of all families is vital to the continued excellence of our school. Over the past few school years, we have averaged almost 13,000 volunteer hours or the equivalent of \$313,820! (The Internal Revenue Service values a professional volunteer hour at \$24.14).
- C. Salem Lutheran School recognizes our parent volunteers during National Volunteer Week with a celebration brunch. At that time, we also seek valuable input from our most engaged parents as to areas within our school we need to lift or ignite. It is an honor to partner with our parents in their areas of expertise and passion to take our school to the next level of excellence.
- D. A family’s commitment can be met in three ways:
- 1) 24-hours of service by June 1 of the current school year (summer hours are accepted).
  - 2) One payment of \$576.96 (\$288.48 due to COVID-19) in lieu of volunteer service to be paid by the last day of school.
  - 3) A combination of volunteer hours and a payment.

Please refer to the Parent Volunteering/Work Service Hours Program Contract. Please complete and sign electronically.

- E. It is the parent’s responsibility to report volunteer hours, by logging them in Gradelink. If you have questions, contact Nat Soultz at [nsoultz@salem4u.com](mailto:nsoultz@salem4u.com). All family members may work to receive credit.

Hours will be recorded into the family TADS account and the balance will reflect being reduced with each hour. Volunteers working over 100 hours will be celebrated with a special gift in May.

Those working over the required 24 hours, may donate them unencumbered to a “volunteer hour bank” to be used for those families unable to meet their 24-hour commitment due to illness, care giving, or a family emergency. Volunteer hours cannot be sold or traded.

Mrs. Heidi Schatte is the Volunteer Coordinator and would welcome the opportunity to “plug you in” to where your gifts and talents lie. Her email address is [hschatte@salem4u.com](mailto:hschatte@salem4u.com).

# FAMILY WORK SERVICE HOURS PROGRAM CONTRACT

Complete as part of enrollment process. A completed tuition agreement acknowledges this contract.

STUDENT NAME	GRADE

I (we) commit to:

\_\_\_\_\_ 24 hours of volunteer service to Salem Lutheran School before June 1 of the current school year. If unable to complete hours, I (we) will pay for the balance of the remaining hours at \$24.14 per hour.

\_\_\_\_\_ \$576.96 (\$288.48 due to COVID-19) payment in lieu of work service to be paid to Salem Lutheran School by June 1 of the current school year.

\_\_\_\_\_ Combination of Volunteer Service and payment to Salem Lutheran School before May of the current school year. If unable to complete the hours, I (we) agree to pay the balance at \$24.14 per hour.

Volunteer hours are recorded into the TADS account and the balance will reduce with each hour logged.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## DEVELOPMENT AND FUND RAISING

Giving to Salem Lutheran School should be from your heart and never coerced through gimmicks or clever disguises. We value your trust and we believe in our vision for the future of our students. To God be the glory!

*May God bless all of you as we grow together with the hope of  
God's blessings for our 165<sup>th</sup> academic year!*

- A. Some things are never meant to change, like the Truth of God's Word and following His guidance as we raise our children to fulfill the Great Commandment and the Great Commission to serve Him lifelong. Some things need to change, like understanding what children need to learn and the instructional strategies we use to motivate and teach them to be successful and productive citizens in the 21<sup>st</sup> century. It is where the two come together successfully that we find Salem Lutheran School and our vision: becoming a culture of faculty, staff, students and parents well (g)rounded in Christ and well-rounded for life to serve God boldly in a world that does not.
- B. As a family enrolled at Salem Lutheran School, your active support of this vision is critical to our success. Your trust in school leadership to make informed decisions regarding student learning paves the way for our students' futures. We work diligently to make our families "raving fans" of Salem Lutheran School, and depend upon your prayerful support, verbal praise in the community, and your generosity to Salem Lutheran School in pursuit of our vision.
- C. Skills such as creativity, collaboration, critical thinking, and communication will propel and prepare our students to be leaders in their communities. The use of technology as an integral tool is critical. Technology is as important as the classroom space. Aside from personnel costs, technology is the single costliest budgeted item. That said, our school parents have been overly generous in providing the funds necessary to implement our one to one program in grades 5-8 as well as providing an abundance of mobile learning devices for grades K-4. These funds were raised outside of tuition dollars through our annual fundraiser. The annual technology fee covers administrative costs on these devices and as we move forward, we will be evaluating the costs carefully. Very soon, we hope to be able to use at least a portion of the dollars to fund our school endowment. The interest from the endowment can be used for our general budget and keep tuition costs affordable. When students are excited about learning and feel safe in their surroundings, they thrive! Test scores prove that students have been achieving over and above their predicted levels for almost two decades. Our parents and student surveys reflect the same.
- D. Every year, Salem Lutheran School's annual dinner auction and dance. This event is the welcomed alternative to asking families to sell magazines, cookie dough, and wrapping paper. We enthusiastically encourage and ask all families to help make this gala event a smashing success! Your assistance may include donating items for the online and live auctions, asking your favorite business to donate a service, gathering auction items in the community, making phone calls, helping to input, sort, and distribute online auction items, sponsoring a table, buying tickets to the event, and setting up and decorating for the event are all ways our school families help to achieve success. Funds raised go toward the advancement of the vision for Salem Lutheran School.
- E. In June, Salem athletics hosted another very successful golf tournament at High Meadow Ranch. A beautiful course, only two rainy downpours, and the staff there as well as our Salem staff and volunteers did a fantastic job hosting this event. The funds raised will go toward maintaining our athletic fields and needs within our athletic program.

Going forward as the dream for new ball fields and a second gym become a need, we would welcome your input and generosity to make these plans a reality. Salem is an established nonprofit 501(c)3, and as such, can be the recipient of cash gifts and corporate gifts as well.

- F. We encourage you to ask if a matching gifts program for schools is offered through your employer. Salem Lutheran School is an accredited school, non-profit 501c3 organization, and gifts are tax deductible. We have accepted matching gifts from Honeywell, Anadarko, Exxon Mobil, ConocoPhillips, and Chevron, etc.
- G. With a growing surrounding community and school, comes the need for upgrading facilities. The fast-paced growth of the middle school since 2013 caused the remodeling of the two educational wings that now complete the goal for three homeroom classes per grade level through grade 8. This \$2.5 million project has been completely paid for through good stewardship. Refurbishing wall coverings and renewing classroom cabinetry is on our list for improvements. Salem Lutheran Church has always supported the growth of the school and provided for the funding of the \$2 million classroom additions. These funds are not included in tuition. Instead, through the generosity of school families, \$750,000 was raised to help with this effort.

Going forward, as the plan for the ballfields and the possibility of a second gym become a reality, we would welcome your generosity in making these plans a reality. Salem is a 501(c)3 organization. As such, your cash contribution is tax deductible. Please see Brett Bortnem for helping fund advancement opportunities at [bbortnem@salem4u.com](mailto:bbortnem@salem4u.com).

- H. Family Fest and Lutheran School Heritage Week is in March. Because we are an outreach arm of Salem Lutheran Church for 167 years, we take a week to celebrate our roots and thank Salem Lutheran Church for their support and encouragement. The week begins with worship on Sunday and a family celebration of food, fun, and fellowship. This year our profit for this event will go toward community efforts determined by the 7<sup>th</sup> grade students in their Leadership class.
- I. The purpose of Salem Lutheran School’s endowment is “funding the future!” The Buescher family birthed the endowment with the hope of helping to support tuition reduction into the future for school families and children of staff members who find it financially difficult to pay full tuition.

15% of the school budget is budgeted for tuition reduction annually. With a healthy enrollment, budgeting needs become easier to fund, and development opportunities can help the endowment, making tuition more affordable for everyone. Major gifts and charitable giving designations are always welcomed. Please contact Brett Bortnem for more information about the School Endowment at [bbortnem@salem4u.com](mailto:bbortnem@salem4u.com).

### **Development Opportunities**

Friday, November 12, 2020

**Raise ‘em Up** – Online auction, and a live dinner auction event to raise dollars for our current needs such as integrated technology tools and security enhancements.

Sunday, March 7, 2020

**Family Fest** – Celebrating our heritage and our ongoing commitment to our community with worship and old-fashioned fun to benefit a local non-profit, pre-determined by our 7<sup>th</sup> grade Leadership class.

Tuesday, June 15, 2020

**Salem Annual Golf Tournament** – Making the future a reality to begin the process of growing our athletic facilities and offerings.

# VISION AND GOALS

## **Mission of Salem Lutheran School**

Empowering new generations of leaders for service to Christ. Est. 1853.

## **Vision of Salem Lutheran School**

Salem Lutheran School will become a culture of faculty, staff, students, and parents who are well(g)rounded in Christ and well-rounded for life to serve God boldly in a world that does not.

## **Values of Salem Lutheran School - Faith, Ethics and Leadership Faith**

Sharing the gospel of Jesus Christ with each other and others through an intentional system of word and action.

### **Ethics**

Providing quality educational programming through exceptional teachers, research-based instructional strategies and a respectful school climate.

### **Leadership**

Developing, mentoring, and empowering leaders who become models of service to Christ and others in the world.

## GOALS OF THE STRATEGIC PLAN FOR THE NEXT FIVE YEARS

- Nurture the strengths and abilities of our faculty, staff, students, and parents so that the diverse needs of our student population can be addressed in excellent ways.
- Empower our students with the skills they need to make Godly decisions as to character and become successful, enthusiastic, and active participants in their learning.
- Develop innovative strategies to engage our students in making a difference in their world for the sake of Jesus Christ.