



SALEM LUTHERAN
CHURCH AND SCHOOL

Parent/Student Handbook

2018-2019 School Year

Salem Lutheran School

"Bringing God glory by striving for academic excellence
and developing servant leaders in a family of believers."

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Bound Together in Christ's Love

Colossians 3:12-14

INTRODUCTION

The purpose of this handbook is to provide regulations governing the behavior of students, to prevent actions or activities interfering with the school program and/or prohibited by law, and to acquaint students with their rights and responsibilities.

OUR PHILOSOPHY OF CHRISTIAN EDUCATION

It is God's Holy Word that convinces us that it is "God our Savior, who wants all men to be saved and come to the knowledge of the truth." 1 Timothy 2:3-4

OBJECTIVES OF CHRISTIAN EDUCATION

With God's help, Salem Lutheran Church and School strives to meet the philosophy of our Christian Education through these objectives: Knowing, Trusting, and Growing in Christ.

Education is an adventure in cooperation and trust. Parents, guardians, children, teachers and pastors all contribute to the achievement of these goals.

Knowing Christ

- God creates, preserves and rules over all
- Realization that all fall short of the glory of God
- Conviction that Jesus Christ is the only means of salvation
- Conviction that all students will come to know Christ as their personal Savior

Trusting Christ

- Dependence on Jesus Christ for the total and endless forgiveness we need and desire
- God's Spirit will empower us to lead a God-pleasing life
- God has put into place parents, teachers and staff to guide and direct the lives of children

Growing in Christ

- Spiritual growth
- Excellence in education
 - development of thinking skills
 - development of social skills
 - development of physical skills
 - development of emotional well-being
 - maturation in respect for authority and acceptance of responsibility
- Appreciation of God's gifts and wise use of them

Parents, guardians, students, teachers and staff are encouraged to pray constantly (1 Thess. 5:17) about the fulfillment of these objectives. In this way, they become a living extension of Christ and His will and mission in our world.

MANAGEMENT

Salem Lutheran School is a parochial school established as an educational mission of Salem Lutheran Church and is at all times under the control of this congregation, which is responsible for its management and maintenance. The school is under the supervision of the Board for the Christian Day School (School Board) which acts by authority and in accordance with the constitution and by-laws of Salem Lutheran Church. The principal serves as the School's Spiritual Leader; the Manager and Chief Administrator for the School; and the Executive Administrator of the School Board.

School Board Meetings are held monthly. Parents wishing to address the School Board with an idea or concern may send a letter or email to the office addressed to the School Board.

ADMISSION

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

ENTRANCE REQUIREMENTS

To be eligible for enrollment in Salem Lutheran School Kindergarten, a child must have reached their fifth birthday **before August 1**. Children desiring to enter grade one must be six years old **before August 1**. A screening test will be done in order to best meet the needs of the child. The principal, often after input is provided from the prospective student's teacher, with the Board's approval, determines applications and placement.

When a child enters school for the first time, an **official birth certificate** issued by the Bureau of Vital Statistics must be presented. Baptismal and hospital certificates will **not** be accepted. Divorced parents must provide a copy of the dissolution decree that states custody rights. When a child transfers from another school, a form must be signed by the parents to release records from the previous school attended. An enrollment form providing information for the permanent record, including health records, shall be filled out for each child enrolled. Enrollment is not considered complete until all paperwork and fees are received. Students with incomplete enrollment may not attend classes until enrollment is complete, or acceptable arrangements are made.

STUDENT REGISTRATION

Enrollment will be available in the spring of each year for eligible students. Classroom limits have been established and each room is generally not to exceed 25 students. *Enrollment beyond 25 per classroom is carefully considered at the discretion of the principal and teachers.* Preschool and Pre-Kindergarten classes have separate class size limits. The families who are currently enrolled in the school will have an early registration period before other students will be allowed to enroll. Once that time period is over, the registration will be on a first come, first served basis.

ENROLLMENT INFORMATION

- Salem Lutheran School tuition is monthly. Students who are accepted to Salem Lutheran School and added during a month will have the first month pro-rated. Registration fees and the first month's tuition are required to start.
- Withdrawals are not considered completed until a withdrawal form is filled out and turned in to the office.
- There are NO REFUNDS for partial months of attendance. Families will be billed for any portion of a month that their student(s) have attended.
- Yearly registration fees for school may be pro-rated after the end of the first semester.
- Summer Camp Registration fees may be pro-rated after the 4th of July.
- **Rates and Fees are available on the Summary of Financial Policies and Procedures sheet.**

Tuition payments for Salem Lutheran School are collected through TADS. Families who choose to make 10 or 12 monthly payments must register through TADS. They (TADS) assess a processing fee for the school year. Families who cannot use TADS tuition collection will be charged an administrative fee of \$10 per payment brought to or dropped off at the office with a yearly maximum of \$100. This arrangement must be approved by the principal and a signed agreement must be on file.

Wildcat Club (before and after school) is billed per hour (to the next ½ hour). Wildcat Club is billed twice a month on the 10th and 25th. Payments will be automatically drafted from your designated TADS account on these days.

ARRIVAL AND DISMISSAL PROCEDURES

If a child is to be dismissed to someone other than his/her legal guardian, a written permission should be presented. If a child needs to be picked up during the school day, please come to the school office to sign the dismissal sheet and then the child will be released to you. Parents should stay at the office until the child is brought to the office. If possible, a note should be given to the teacher in the morning, notifying him/her of the early dismissal. Parents need to sign students out in the school office.

Before and after school parents are asked not to wait outside the classroom doors. Please wait outside the building or in your car. This will help the children to keep their attention focused on the classroom activities. Arrival and dismissal times are busy times for the school. The teachers main focus is on all the children (students). Therefore, please do not use arrival or dismissal times for lengthy conversations with teachers. If you desire to speak with a teacher it is best to make an appointment or wait until all students have been dismissed.

STUDENT PICK UP PLAN

General Guidelines for All Parents

- There will be no parking or pick up on either side of Lakewood Avenue.
- ALL students will be picked up at the Front Lot.
- For children's safety, please wait for teachers to dismiss cars from the parking lot.
- Any student not picked up by 3:25 P.M. will be taken to the Wildcat Club in the lower level.
- If you have after-school business matters at Salem, park in the lower front lot, meet your children at the pick-up location, take the children with you, and come into the school.

I. Parents With Children in Preschool and/or Kindergarten

- A. Park on the paved lot on Frankfort (lower front lot) next to Preschool/Extended Care.
- B. Enter the school through the North doors at Preschool/Extended Care.
- C. Parents of children in Kindergarten, pick up your child in the cafeteria.
- D. Older siblings will be sent to the cafeteria to meet families.
- E. If you wish to go right (west) on Gravois, follow Frankfort to Gravois and turn right.
- F. If you wish to go left (east) on Gravois, turn left at the alley by the U.S. Bank parking lot; turn right on Heege; then turn left on Gravois.

II. Grades 1 - 8 All Students

- A. Parents park on upper lot between the church and school. Use lower lot if necessary.
- B. Meet your older children at the designated pick up area. If you arrive late for pick-up, you will need to wait for students to be safely dismissed from the waiting area in front of school.
- C. If you wish to go right (West) on Gravois, turn left on Lakewood as you exit the parking lot. Then turn right on Gravois.
- D. If you wish to go left (East) on Gravois, turn right on Lakewood and go to Acorn. Turn right on Acorn to Heege. Turn right on Heege to Gravois. Then turn left on Gravois.

This plan works when **EVERYONE** cooperates. Salem is concerned about the safety of each of our students. For that reason, your cooperation is not only encouraged, but it is also expected.

CHILD CARE SERVICES

The Salem Lutheran School's Wildcat Club program is designed to assist parents who must drop off children to school prior to 8:00 A.M. or leave their children at school after 3:30 P.M. Complete information regarding this program is available by contacting the school office. Program Hours are mornings 6:30 A.M. - 8:00 A.M. and after school 3:15 P.M. - 6:00 P.M.

All students who arrive at school prior to 8:00 A.M. or who remain at school after 3:25 P.M. will automatically be assigned to the Wildcat Club program and assessed the appropriate fee, unless arrangements have been made or there is an emergency.

ANY student who arrives before 8:00 A.M. needs to remain in their cars, or be signed in to the Wildcat Club.

MUSIC ACTIVITIES

Salem Lutheran School provides a wide range of music activities for the children. Our school provides a music and choir program with opportunities to praise the Lord in song during the regular church services. Because all students attend Salem Lutheran School by choice, attendance will be a consideration in the assigning of grades for some performance-based activities. This includes participation in Salem Lutheran Church worship services when required, generally once or twice per quarter. Each director/leader will set their own policies. The Lutheran High School Association provides a band program for grades 5-8 for an additional fee (see Summary of Financial Policies and Procedures sheet for details).

COMMUNICATION

Clear and consistent communication is critical to the success of any organization and family. This is also true at Salem. Please take time each week to review notes, newsletters, emails, Fast Direct messages from your teachers and the school office, as well as the school's website. **If you have any questions, concerns, or just a great idea, please do not hesitate to contact your teacher or the principal.** We are here to partner with you in excellent Christian education. Let's be sure we are walking together as we lead our children along God's path.

INCLEMENT WEATHER POLICY

Every attempt will be made to keep school in operation despite bad weather. If school will be closed for some reason, this information will be announced on local radio and television stations. **We are listed as Salem Lutheran-Affton or Salem Lutheran School-Affton** on channels KMOV 4, KSDK News Channel 5, KTVI Fox 2 and KPLR News 11. We are in close communication with our local school districts during inclement weather events and will try to get information on any closings to families as soon as possible. Generally decisions to close will be made the evening before the school day or before 6:00 A.M. on the day of the closing. Salem Lutheran School will rarely close early due to inclement weather.

DELAYED START/SNOW SCHEDULE

In the event we have a day with snow or ice and it would be to our advantage to start later, then we will communicate via the local TV stations that we will have a DELAYED START/SNOW SCHEDULE of 1 ½ hours.

On a **Delayed Start Day**, the school doors will open for students beginning at 9:30 A.M. and school will start at 9:45 A.M.

On a **Delayed Start Day**, Wildcat Club will open at 8:00 A.M.

If it was scheduled to be a regular school day or 1:00 P.M. early dismissal day, then lunch will be served. In the event of a day which was previously scheduled as an 11:30 A.M. dismissal day, then we will likely not have a delayed start.

WEEKLY NEWSLETTER

Our school newsletter, *The Principal's Pad*, provides essential current news regarding Salem Lutheran Church and School and is the official source of information. *The Principal's Pad* will be emailed to parents each week via Fast Direct, and can also be viewed at www.slcas.org. The teachers will send home a weekly newsletter highlighting the activities of their class.

WEBSITE

Salem Lutheran Church and School hosts a website at www.slcas.org. Announcements, a calendar of events, gym and sports calendar, class pages, PATS activities, school and church e-mail addresses, church worship schedule, sermon podcasts and other information can be found there.

CURRICULUM AND INSTRUCTION

ACADEMIC STANDARDS

The grades from all subjects will be used in determining middle school Grade Point Average and eligibility for all extracurricular activities, including sports, clubs, etc...

BOOKS AND SUPPLIES

Registration Fees are collected at the time of registration. Students are responsible for maintaining the textbooks during the school year. A fee will be assessed for excessive wear and tear on the textbooks. There may be rare circumstances where a minimal additional fee may need to be collected. **All hardcover books must be covered with paper covers.**

A class supply list will be mailed out prior to the start of the school year for the students to purchase the items they will need for the school year. The students are expected to have the supplies needed at the beginning of the school year and replenish supplies as needed throughout the year.

CURRICULUM GUIDES

Subject area curriculum guides are available for review in the school office. Salem reviews its curriculum on a regular basis and updates it as part of our School Action Plan for National Lutheran School Accreditation.

HOMEWORK

Students are given opportunities in school to complete many of their assignments. If a child seems to bring home large amounts of homework, parents should arrange to discuss their concerns with the child's teacher(s). Parents should frequently check and discuss homework with their child, and if necessary communicate with the child's teacher. Children are expected to prepare their work neatly and accurately and submit their assignments on time.

LEARNING CENTER / RESOURCE ROOM

Salem Lutheran School provides a Resource Room (Learning Center), where a child with a diagnosed learning disability (IEP, 504, etc.) can receive individualized help and/or instruction in a small group setting, as well as specific remediation. These students are also mainstreamed into the regular classrooms. Teachers, with permission from parents, may recommend a student to be screened for learning difficulties.

Salem Lutheran is highly invested in our students. Students who use the resource room on a regular basis and who have grades assigned by the resource teacher are assessed an additional fee to help offset some of the costs associated with providing a resource room. Students receiving speech services through the Learning Center will be assessed a minimal fee for the year. These fees will be established by the Board, communicated to the parents, and reviewed each year.

MIDDLE SCHOOL HONOR ROLL

Any student in grades 6-8, who achieves the following grade standards for any quarter will be named to the High Honor Roll: Overall Grade Point Average: 3.67 or above.

Any student in grades 6-8, who achieves the following grade standards for any quarter will be named to the Honor Roll: Overall Grade Point Average: 3.33-3.66.

Grade Point Average is computed through a formula using quarter grades and the number of hours per week a class meets.

GRADING SCALE

Below is the grading scale used at Salem Lutheran School:

96 – 100	A	75 – 78	C
93 – 95	A-	71 – 74	C-
90 – 92	B+	67 – 70	D+
87 – 89	B	63 – 66	D
83 – 86	B-	60 – 62	D-
79 – 82	C+	0 – 59	F

PROMOTION GUIDELINES

Research has identified that the setting of high expectations for school performance is an important ingredient in a quality education. It is felt that any student enrolled at Salem Lutheran School should be able to successfully pass the subjects taught at the specific grade levels. The following guidelines serve as examples of a course of action. Each situation is unique, as each child is unique; therefore, the action taken by the teacher and administration may vary from one situation to another.

KINDERGARTEN

While academics and basics are important at this level, we also concern ourselves with the child's growth socially, physically, and emotionally. If a child is not developing at a satisfactory rate in one or more of these areas, the teacher may recommend that a student be retained at the present level to permit time for the child's balanced development in all areas.

Teachers, through progress reports/conferences, will keep the family informed about the child's progress. The teacher will generally notify the parents by the end of the third quarter if retention at the kindergarten level should be considered.

GRADES 1-4

A primary concern at these levels is the child's development in math, reading, spelling, and English. These subjects serve as a foundation from one grade level to the next. If a child is experiencing difficulty during the first semester in any of these subjects (D's or F's), actions should be taken at the beginning of the second semester to correct the weakness. The parent and teacher should draw up a specific action plan. If the child fails one of these subjects at the end of the second semester, it may be required that the child enrolls in a summer program or receives tutoring to improve the deficiency. A child's participation and performance in such programs must be reported to Salem Lutheran School upon completion. The child will be retained if the summer school/tutoring program is not completed satisfactorily. If a child fails two or more of the listed subjects at the end of the second semester, the child may be retained.

GRADES 5-8

Students at the 5th – 8th grade levels are expected to pass all subjects. If a student fails any subject at the end of the quarter, specific remedial/corrective measures may be taken to improve the deficiencies at the beginning of the following quarter. If such measures do not result in a passing grade at the end of the fourth quarter, the student has until August 1st to clear the grade in either of two ways: a summer school class successfully completed, or a minimum of 18 hours of documented private tutoring. The student may also be expected to pass a test in that subject area. Failure to do so may result in a child being retained.

A student at the 5th – 8th grade level may be passed to the next grade level on a social promotion basis if the student has been retained at a previous grade level. If the student does not achieve the standards stated in the previous paragraph and is promoted on a social/age basis, the student's report card and cumulative record shall have these words recorded - "Promoted with Deficiencies."

SEX EDUCATION POLICY

Sex education is taught as a part of the regular curriculum of Salem Lutheran School. Age appropriate materials are presented and discussed in conjunction with religion and science classes. The topic is discussed openly giving the children honest, accurate information using correct terminology. The subject is approached from the Christian point of view. Videos, speakers, and written materials may be used as a part of the instruction.

TESTING AND REPORTING

It is the endeavor of Salem Lutheran School to understand and to help each child as an individual. In addition to the regular subject matter testing, standardized achievement tests are administered in grades 1 – 8 yearly. School Ability Tests are also administered. Other tests are administered when the teachers or principal feel that these are needed. Such testing assists the teacher in giving direction and encouragement to the child. In grades K - 8 report cards are issued quarterly. Mid-quarter reports are issued to all students in grades 1 - 8. At the end of the first and third quarters, parents are asked to come to the school at a scheduled time to

discuss their child's progress with the teacher. These parent teacher conferences are generally limited to 15 minutes in length. Matters of serious concern that require more detailed attention should be discussed at another mutually agreed-upon time.

SALEM LUTHERAN SCHOOL ADVANCED MATHEMATICS

In an effort to provide another way for students to excel at Salem Lutheran School, students who qualify may participate in an advanced Math Program. This involves students attending other classes with other teachers, as well as the advanced instruction provided by the homeroom teacher during the same time period as the rest of the class. This type of advanced math placement is more of an independent study which requires that students are self-sufficient, motivated and mature enough at their age to complete work with their own investigative skills. The student's daily schedule may need to be modified to accommodate this placement.

In an effort to clarify what we are offering, we are setting the following guidelines when considering promotion of students in math classes:

WHO: students in grades 2nd-8th grades

WHEN: Ideally, students will be able to move to another classroom which means that the math period for their homeroom would be meeting at the same time. Depending on student numbers and teacher availability, students may be working a grade ahead in their homeroom classroom as an alternate.

GUIDELINES FOR PLACEMENT: The student's best interest will always be taken into consideration and parents will be contacted to agree to the advanced math placement. A student's schedule, maturity, self-motivation, and parent commitment may all be factors considered prior to placement. These are considered to be our best math students, whom math "comes easy to" and are expected to be able to earn "A's" and "B's" while participating in advanced math.

Other factors which will be used to determine eligibility (generally 3 out of 4 must be met to be considered):

1. Previous grade math scores at least 3 out of 4 quarters with "A's"
2. Achievement Test Scores of the 90th percentile total mathematics or higher
3. Teacher recommendation
4. Performance on a placement test administered the first week of school

As a general rule, after a student is placed in advanced math, they will continue with the next level of progression each year. Any changes in class shall generally take place on or before the first quarter of the school year. Students who participate in advanced math shall be expected to earn "A's" and "B's" each quarter. Students who fail to earn "A's" and "B's" in advanced math may be placed back in their grade level class at the beginning of the next school year.

EXTRA-CURRICULAR ACTIVITIES

Students participating in any organized extra-curricular activity at Salem Lutheran School are assessed a yearly fee to help offset some of the costs associated with the sport or activity. This is payable prior to participation in the activity and separate from volunteer expectations (See the Athletic Handbook section at the end of this handbook). Salem Lutheran School plays in the St. Louis Lutheran Schools Athletic League.

This league operates under the direction of the Lutheran Elementary School Association. Competitive offerings are as follows:

-Cross Country	Boys and Girls grades 1-8
-Volleyball	Girls in grades 5-8; Boys in grades 7&8
-Basketball	Boys and Girls grades 5-8
-Track and Field	Boys and Girls grades 5-8
-Academic Team	Boys and Girls grades 6-8

FIELD TRIPS

Classroom teachers will schedule field trips during the school year. **Parents will be asked to cover the cost of field trips.** Parents may be asked to provide transportation via car or van. Parents who drive for field trips will need to have adequate insurance and have proper safety equipment. Parents will be asked to provide current proof of insurance from their insurance carrier. Those who attend the trip must wear appropriate clothing. Parent chaperones will follow all the same rules as students: Profanity, dressed in proper attire, no smoking, staying with the group, follow directions of teacher in charge, etc.

Transportation of students on field trips will follow the State of Missouri Law.

Salem Lutheran School requires all children participating in a school field trip to follow the Missouri law (RSMo 307.183) as described below.

In accordance with State of Missouri Law, Salem Lutheran School requires adherence to the following guidelines:

Child Safety Seats:

Children under the age of four must be secured in a child passenger restraint system bearing a label indicating the restraint meets Federal Motor Vehicle Safety Standards of the USDOT.

Booster Seats:

Children must be transported in a booster seat if they:

- Weigh at least forty pounds, regardless of their age; or
- Are at least four years of age but less than eight years; or
- Weigh at least forty pounds but less than eighty pounds; or
- Are less than 4 feet 9 inches tall.

Safety Belts:

Children at least 80 pounds or more than 4 feet 9 inches tall shall be secured in a safety belt or booster seat appropriate for that child. Children under 12 years of age must ride in the back seat.

Parents, siblings, guardians who intend to drive on field trips are required to have a copy of their driver's license and proof of insurance on file with the school office.

FIELD TRIP GUIDELINES FOR PARENTS AND VOLUNTEERS

Our policy requires that we have a ~~certain~~ minimum number of adults supervising children on a field trip. Your role during the field trip is to be responsible for supervising a group of children. The teacher will assign the children to your group. You will be responsible for attending to these children at all times.

We take the children's safety very seriously; consequently, we have established some guidelines for participating adults to help ensure field trips run as smoothly as possible. Whenever a group of children leaves the school, it is very important that ALL accompanying adults adhere to the following safety measures:

- **YOU ARE A SUPERVISOR:** Parents accompanying a class field trip are needed to perform a supervisory role; therefore, participation by siblings (including infants) cannot be permitted. We feel a parent carrying an infant or toddler cannot adequately supervise other children in the group.
- **PROVIDE COPIES:** Please provide a copy of your driver's license and insurance card to the office before you leave the school.
- **PROMPTNESS:** It is very important that parent drivers be on time. Many field trips have time constraints and accidents are more likely to happen when we are rushed.
- **CHILD SEATING AND RESTRAINTS:** Missouri car seat safety laws require children under age 4 and less than 40 pounds to ride in a federally approved child car seat that is appropriate for the child's age and size. Children ages 4 through 7 who weigh more than 40 pounds but less than 80 pounds or are not at least 4'9" tall, must ride in an appropriate child car seat or booster seat. Children ages 8-18 must wear a seat belt. No student under 12 years old is to ride in the front seat. Make sure each student is buckled securely. Please observe all posted speed limits.
- **CELL PHONES AND TV'S:** Please do not use your cell phone while driving, and we ask that you do not use your phone during the trip at all unless there is a real emergency (the school phone number is 314-353-9242). Any adult who is talking on the phone may not be able to adequately supervise children. Also, please do not use a television in your car on the way to or from the field trip with students in the car.
- **STOPPING:** Your vehicle cannot make any stops between the school and the field trip venue, either coming or going. Please make sure you have enough gas for the trip.
- **STAY WITH THE GROUP:** All children and parents/volunteers must remain with the group at all times. Please be aware of, and engaged with, ALL the children in your assigned group.
- **SMOKING:** Please refrain from smoking at all times to, from, and during the field trip.
- **PURCHASES:** Please do not purchase anything on a field trip without first consulting the teacher. If you purchase a drink or gift shop item for your child, it may cause problems with the other students.
- **HANDS-FREE:** Please leave personal belongings (e.g. purses) at home or in the trunk of the car so you have two hands free for the children. An alternative is to put all leaders' personal belongings in a backpack carried by one of the supervising adults.

- Failure to follow these guidelines will result in your ineligibility to participate in future chaperoning opportunities.

Thank you for volunteering your time and talents to make a field trip an educational and exciting event for the children! We thank you in advance for your cooperation!

FINANCIAL ASSISTANCE

Tuition rates can be found on the Tuition and Fees Sheet available in the office. Please note the **deadlines for Financial Assistance are generally by April 1** for all current families. New families and families who have experienced significant events which may warrant assistance need to contact the office as soon as possible before filing electronically.

FINANCIAL SUPPORT

The support of Christian Education is the responsibility of the entire membership of Salem through their regular contributions. In order to assist the congregation in their financial responsibility, parents who are members of Salem Lutheran Church are assessed a non-tax deductible tuition. All tuition payments, member or non-member, may be made monthly, by semester or yearly and must always be paid in advance. The monthly payments begin in August and end in May. Tuition Payments are handled through TADS. Families must be registered through TADS and pay a yearly fee to have monthly tuition taken from their bank account. Families who cannot use TADS tuition collection will be charged an administrative fee. This arrangement must be approved by the principal and a signed agreement must be on file. Families whose student accounts fall behind more than 2 months may not be able to continue attendance until payments are brought current. If a family is falling behind with payments they need to contact the office and make acceptable arrangements approved by the Principal and School Board. A fee will be assessed on all returned checks. Two returned checks will require future payments by money order or cash only. Please **make checks and money orders payable to Salem Lutheran School.**

Tuition can be reduced through participation by purchasing Together We're Better certificates. For more information, please contact the school office.

SALEM GRANT-IN-AID PROGRAM

Grant-In-Aid is available to assist Salem Lutheran School families who cannot afford the full tuition. Grants are available to families who faithfully and regularly attend worship and who are in financial need. Forms are available in the school office. Families who apply for Salem Lutheran Aid or Grant-in-Aid are expected to first apply for other assistance through the LESA Building Blocks Program. **Applications for financial assistance are generally due no later than April 1.** Information is available from the school office. It is the desire of Salem that children of parents that are members of Salem Lutheran Church in good standing will not be denied enrollment because of finances.

TOGETHER WE'RE BETTER FOR TUITION

When purchasing Together We're Better (TWB) certificates, parents may designate that 50% of the profit be used for tuition. Parents of 8th grade students may funds/profits for their child's class trip. Church members can also designate that their TWB profits go toward a school family of their choice, or have it continue to help fund PATS ministry here at Salem.

TUITION ASSISTANCE FOR MEMBERS OF AFFILIATED CONGREGATIONS

There are several affiliated congregations who assist with tuition and make payments on behalf of children who are their members who attend Salem. Members of other congregations are encouraged to ask their church if this is an option for them.

HEALTH POLICIES

ENFORCEMENT OF IMMUNIZATION LAW

State health officials have announced that laws calling for vaccinations for communicable diseases will be strictly enforced during this coming school year. We must have the COMPLETE DATES (month, day & year) the child was immunized. Simply stating "up to date" on the form will not comply with the law. ***State law requires that all children either be immunized or exempted from the immunization against the diseases of measles, German measles, poliomyelitis and diphtheria ON THE FIRST DAY OF SCHOOL.***

Those not immunized will not be allowed to attend until they have complied with the law. The school is required by law to submit a report on the immunization status of students. Therefore, current and new students enrolled in Salem are required by Missouri State Law to have an updated immunization record on file in order for the student to start school.

If you wish your child to be exempted from the immunization requirements as stated by law because the immunization would endanger the child's health or life, please contact the school office for a PHYSICIAN'S MEDICAL EXEMPTION FORM. This form will require your doctor's signature to be exempted from compliance with the immunization law.

HEALTH REQUIREMENTS

All students, Pre-school through Grade 8 must meet the State of Missouri requirements for immunizations appropriate to their age by the first day of school. STATE LAW REQUIRES EVERY CHILD ATTENDING SCHOOL TO BE IMMUNIZED PROPERLY, and health form must be updated for all enrolling or re-enrolling applicants each year. ALL new students MUST have a physical as well as all students entering Kindergarten, grades 3, 5, and 7. Students participating in athletics will need an updated physical EVERY year clearing them for sports activities on file. All immunization requirements MUST be met by the first day of school or there will be NO admittance. For further information, contact the school nurse or principal.

HEALTH INFORMATION

Physical forms are available in the school office. For children beginning Kindergarten during the school year, required immunizations should be administered according to the current AIP Schedule (www.cdc.gov/vaccines).

1. All children Kindergarten-8th grade must have 2 doses of measles vaccine.
2. All children Pre-K-8th grade must have 3 doses of Hepatitis B vaccines.

3. All children Pre-K-8th grade must have a dose of varicella vaccine or a history of chicken pox.

ILLNESS

If children become ill during the day, parents will be called to make arrangements to pick up their child. We have no infirmary facilities in the school. In case of serious injury, every attempt will be made to contact the parents. If they cannot be reached the school reserves the right to use its own good judgment and/or will follow the information given on the Application for Admission form. **It is required that emergency contact information is kept current.**

Please help to reduce or prevent the spread of infectious disease by keeping sick children at home until they are well. Keeping your child home while they are ill will protect them from further health risks. If your child is returning from an illness that requires medication to be given at school, please refer to the “Medication Authorization Form” included in this handbook. Observe for signs of illness, such as tiredness, irritability, coughing, stomachache and fever. When these signs or others occur, use the following information when caring for your children:

- FEVER is a warning sign that something is not right. If your child has a temperature over **99.6** degrees keep the child at home so you can observe closely. If symptoms persist, consult with your doctor.

Children must be free of fever for 24 hours without medication before returning to school.

1. STREP THROAT may require antibiotics, prescribed by a doctor. Child must be fever-free for 24 hours after medication is started.
2. VOMITING OR DIARRHEA requires that your child stays home for 24 hours after it has stopped. If symptoms persist, consult your doctor.
3. CHICKEN POX is occurring even with vaccination. If your child has been exposed to chicken pox, be sure to watch him or her for early symptoms of the disease for 13-17 days from exposure. Symptoms include slight fever, crops of red, raised eruptions that change to vesicles and then form scabs. Your child should be kept out of school and away from other children. He/she may return to school 5 to 7 days following the last onset of eruptions. Scabs need not be all gone, but they must be very dry.
4. SYMPTOMS OF PINK EYE (CONJUNCTIVITIS) are itching, redness and swelling of the eye lid, sensitivity to light, watering and discharge from the eye. Check with your doctor for proper medication. Your child may return to school after 24 hours on medication.
5. SALEM LUTHERAN SCHOOL MAINTAINS A NO NIT/NO HEADLICE POLICY. Children determined to have either nits (eggs) or lice will be sent home for the day. The student should be checked again after 10 days. In the event that a case of active lice are found in a classroom, the entire class will be checked on that day, and parents of affected classes appropriately notified.
- 6.

If your child is ill and will be absent from school, please call the school office by 8:30 a.m. to let us know, and to make pick-up arrangements for schoolwork. Our school phone number is (314) 353-9242.

MEDICATION ADMINISTRATION POLICY

The State of Missouri has issued regulations for dispensing medications at school. The following guidelines apply to prescription medicine as well as over the counter medications.

- It is the policy of Salem Lutheran School that giving medicine to students during school hours should be discouraged and restricted to necessary medication that cannot be given on an alternate dose schedule.
- A doctor's written order must accompany any medication to be dispensed. The order must indicate the student's name, dosage and time the medication should be dispensed.
- Written permission from the parent or guardian must be on file at school.
- Drugs must be in the prescription bottle and must be delivered to the office by the parent or guardian. In case of refills, the bottles must be changed at each refill.
- The parent or guardian must administer the initial dose of any medication.
- All medications must be turned in to the school office. Exceptions are made for inhalers, which may be kept in the classroom.

Although Salem Lutheran School understands the inconvenience this may cause, we nevertheless are required to enforce these guidelines.

We are happy to assist you in the administration of medication for your child in accordance with your doctor's instructions.

Since this is a service which the school is not legally obligated to perform, we ask that you fill out a form that lists dosage, time of dosage, and dates for which the medication shall be given. Please have your doctor complete the form and sign. We cannot assist you without this form on file.

All medications must be in their original containers. Under no conditions will we give aspirin or other pain medications to students without a written consent form from the parents. It is illegal for us to do so.

Students are not allowed to have any medication in their pockets, purses, backpacks, lockers, lunch bags, etc. All medication (including cough drops and lotions) must be kept in the office.

If your child uses an inhaler, he/she may keep the inhaler in the classroom.

MEDICATION AUTHORIZATION FORM

Students needing medication to be given during school hours must have a medication authorization form on file in the student health record. *These forms must be completed and signed by the physician and parent and returned to the school office before any medication may be given. All medications including over-the-counter medications must have an authorization form completed.*

Parents must supply the medication in a container with the original label, appropriately labeled for administration during school hours. Medicine to be given at school is to remain at school for the period of time it is to be given. Please have your pharmacist label two containers for prescription medications, one for school and one for home.

I hereby request school personnel to supervise the administration of the medication for my child, named below. It is understood that the school is administering medication to my child and/or supervising the administration thereof gratuitously and in reliance on my request and the accompanying physician request. Accordingly I assume all responsibility regarding this matter and hereby release the school, its personnel and governing administrative bodies from any and all liability as to injuries or ill effects of any kinds which may be caused thereby, including those ill effects caused by school personnel failure to remind students to take the prescribed medication and to monitor its dosage.

Child's Name _____ Grade _____ D.O.B. _____

Medication _____

Dosage/Time to be given _____ Total Daily Dosage _____

Starting Date for Medication _____ Discontinue Medication on _____

Reason for taking medication _____

Possible side effects _____

Student allergies to past medications _____

Physician Name _____ Physician Office Number _____

Physician Signature _____ Date _____

Parent Signature _____ Date _____

REQUEST FOR CHILD TO SELF-ADMINISTER MEDICATION

I have trained child named above and consider the child to be capable of self-administering an inhaled medication, an epi-pen, or insulin. *Only a rescue inhaled medication for asthma or an epi-pen for severe allergic reactions may be carried by the student.*

Physician Signature _____ Date _____

In accordance with the physician's request, we want our child to self-administer the above named medication. I realize there are additional responsibilities in doing so and assume responsibility for those liabilities.

Parent Signature _____ Date _____

PARENT/GUARDIAN RESPONSIBILITIES AND RIGHTS

The primary responsibility of a child's total spiritual and educational development belongs to the parents/guardians. Therefore a parent/guardian should:

1. Bring his/her child up in the nurture and admonition of the Lord. Ephesians 4:6.
2. Recognize that the main purpose for Salem Lutheran School is to teach children about Jesus as their Savior.
3. Set an example for proper spiritual growth by attending church with his/her child and by participating in Bible class, family devotions, family prayer, etc.
4. Be responsible for Christian moral development by monitoring and supervising television, movies, music, books, magazines, etc. in accordance with the directives given in God's Word.
5. Agree to uphold the philosophy and policies of Salem Lutheran School.
6. Recognize that the teacher is taking the role of the parent while the child is under his/her care.
7. Assume responsibility for his/her child's prompt and regular school attendance.
8. Instill in the child respect for the law, for authority, for the rights of others, and for private and public property.
9. Talk with his/her child about school activities and show an active interest in report cards and school progress.
10. Safeguard the physical and mental health of his/her child.
11. Attend individual and group conferences.
12. Attend school functions whenever possible.
13. Plan the time and place for homework assignments and provide necessary supervision.
14. Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of his/her child.

A parent/guardian has the right to:

1. Know that the teachers will support parents' efforts in teaching and demonstrating Christian values.
2. Know that disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.
3. Be granted reasonable access to all school records pertaining to his/her child.
4. Receive periodic official reports of his/her child's academic progress.
5. Be given the opportunity to confer with the teacher and/or principal regarding academic placement, progress, and social adjustment.
6. Share in the activities of the school, Parents & Teachers for Salem or other parent committees as they occur.
7. Be notified of their child's violation of school rules and regulations (*see Student Conduct Discipline*).
8. Share in the right to due process procedures in matters of disciplinary actions.

PARENT AND VOLUNTEER INVOLVEMENT

PARENTS AND TEACHERS FOR SALEM (PATS)

Parents and Teachers for Salem is an auxiliary organization that supports the mission of Salem Lutheran Church and School. Its primary purpose is to unite parents and teachers in spiritual, educational, cultural, social and financial activities for the welfare of the school, congregation and community. All parents, grandparents, and guardians of children enrolled in Salem are members of this organization. Contact our current President, if you are interested in taking a leadership role or assisting in an activity or program

VOLUNTEER GUIDELINES

Volunteers are a vital part of the program of Salem Lutheran School. The dedicated assistance provided by these persons enhances the entire program of Salem and expands the normal classroom activities of the students. We are most grateful for all of the aid our volunteers provide.

In order to encourage participation and recognize volunteers, the following guidelines are presented:

1. All volunteers shall check with the classroom teacher regarding appropriate times and activities.
2. Upon arrival in the building volunteers shall check-in at the office.
3. Disciplining of the students shall be the responsibility of the classroom teacher.
4. Volunteers shall model Christian behavior for the students at all times.
5. **SMOKING IS PROHIBITED IN THE BUILDING AND AT ALL SCHOOL RELATED FUNCTIONS** (including field trips).
6. Confidentiality for student conduct shall be maintained. The classroom teacher will be responsible for reporting any necessary situations to the parents.
7. Situations deemed undesirable will be reported to the principal.
8. Volunteers shall dress in an appropriate manner.
9. Volunteers may be asked to submit to a background check for insurance purposes.

We sincerely hope these guidelines will be received in a spirit of cooperation, and that our program at Salem Lutheran School can continue to benefit our children.

STANDARDIZED DRESS CODE (Kindergarten - 8th Grade)

"You will be my witnesses..." (Acts 1:8) This passage tells us that we, as Christians, have a task that we are to carry out. We fulfill this task in the way we work, play, talk, **and in the way we dress**. Salem students are to dress in a way that promotes an effective Christian witness to others. The following policy strives to establish a positive dress code that maximizes each student's witness and learning potential while attending Salem Lutheran School.

Salem Lutheran School has a standardized dress code...

- To train students to dress in a conservative, traditional fashion.
- To create a positive disciplined environment in the school.
- To assist students in concentrating on academic achievement rather than on clothing competition.
- To eliminate offensive fashions.
- To help reduce peer pressure.
- To help parents and students with financial stewardship.
- To create a positive image in the community.

We expect that all students and parents would adhere to this policy without difficulty. If and when the occasion arises that a student's dress is obviously in violation of the spirit of the policy it is expected that observing teachers will counsel with the students. Homeroom teachers should regard this as their particular responsibility. The student may be referred to the principal whenever the teacher thinks it is necessary.

Within the context of the principles of Salem Lutheran School and the prevailing fashions of dress, the following specific judgments are given as guidelines to students, teachers, and parents. They are subject to revision as the need arises, such revision to be carried out by the faculty and the principal. The principal must approve ALL revisions.

General Guidelines - Students of Salem Lutheran School are to be well groomed and dressed modestly in clean clothes while on campus during school hours and during all school sponsored activities. The items below may be worn any day of the week:

Shirts/blouses

Polo type golf shirt - **loose fitting type**. - OR - *Oxford* type, button down dress shirts.

All shirts must be of one solid color, have collars and be without contrasting logos, including regular turtlenecks, long or short sleeves. School authorized *Salem logo* polo shirts (not t-shirts) may be worn on any school day. **All shirts must be tucked in.**

Length of shorts & skirts:

As a general guideline, shorts and skirts are to be mid-thigh.

Dress Pants

Dress pants, casual dress (*docker style*), or corduroy in solid colors of **khaki, blue, brown, grey, or black**. Pants should be hemmed in such a manner they do not drag on the floor. No extremely wide legs. **No frays. No holes.** Cargos with pockets up high on thigh, not below the knee are acceptable. PLEASE NOTE THAT "LEGGINGS" ARE NOT CONSIDERED PANTS, AND MAY NOT BE WORN ALONE.

Dress Shorts/Skorts

Docker style shorts, skorts, or capris may be worn that meet the standards of good taste and modesty in solid colors of khaki, blue, brown, grey, or black.

Belts

Belts are required (of all students in grades 2-8) to be worn through the loops on any pants or shorts where loops are present. Belt loops may not be cut off of pants.

Shoes & Socks

Modest shoes such as tennis shoes are recommended. **Backless shoes, sandals, or flip-flops are not acceptable.** High-heeled shoes, platform shoes, and any footwear deemed unsafe by the teachers or principal are not permitted. Students must wear socks/stockings with their shoes.

Sweaters

Sweatshirts and sweaters including pullovers, V-necks, vests, and cardigans in solid colors may be worn but must be worn with a collared shirt/turtleneck underneath. Solid colored hooded sweatshirts are allowed as long as they comply with other dress code guidelines. School authorized Salem logo sweatshirts are acceptable.

Hats

Hats and caps are not to be worn in class or inside the school building during the school day. They may be included on a dress down day at the discretion of the principal.

Jackets

Outdoor wear, such as, but not limited to, jackets, coats, and zippered sweatshirts, is not appropriate for wear in the classroom. Students who are concerned about being cold while in the building should wear shirts, sweaters, and sweatshirts as allowed in the dress code.

Questionable Clothing

Oversized clothing may not be worn at school or at school functions. If a student has any doubt about what clothing is acceptable, he/she should contact the principal prior to wearing the apparel in question. Judgments of interpretation are always a part of any dress code implementation. As popular styles change, which may not be specifically mentioned in these guidelines, teachers and the principal will evaluate the appropriateness of these styles to be worn at Salem Lutheran School. These guidelines are subject to revision as the need arises and will be carried out by the faculty and principal. All revisions must be approved by the principal.

Spirit Days

Spirit Days may occur throughout the year as deemed appropriate by the teachers and approved by the principal. These special dress down days may include but are not limited to black and gold day, Blues, or Cardinal Fever. **School spirit wear (t-shirts) may be worn only on these designated days.** **School SPORTS Team Apparel may only be worn on Spirit Days.**

Dress Down Day Attire

The following may be worn:

- Jeans with no holes
- T-shirts with appropriate mottos (non-offensive), no secular music groups
- Any shorts of school appropriate length
- Sweats/shorts appropriately sized
- No yoga or pajama pants (except pajama day)
- No writing on the backside of any shorts, pants, sweats
- No leggings worn as pants

Boys

Hair

Hair should be clean and modestly groomed in natural colors. Hair should be styled in such a way that it looks neat, clean, and in good taste. Hair may not extend over the eyebrows, shirt collar or below the earlobes. Boys are to have their hair cut and styled in conservative, traditional cuts.

Jewelry

Earrings, body piercing, tattoos or other body ornamentation for boys are not acceptable at school and school functions. Jewelry must be modest and not be a distraction.

Girls

Dresses

Dresses must be modest with long or short sleeves and of a solid color. The length of the dresses may range from the mid-thigh to the floor but are not allowed to drag on the floor.

Jumpers/Skirts

Jumpers/skirts may be worn in solid colors of khaki, blue, brown, grey, or black. The length of jumpers/skirts may range from mid-thigh to the floor but are not allowed to drag on the floor. Stockings/tights/leggings can be worn underneath dresses, skirts, and jumpers.

Hair

Hair should be clean and neatly groomed in natural colors so that it is not a distraction. Hair should be styled in such a way that it looks neat, clean, and in good taste. Girls may wear hair ornamentation (bows, ribbons, barrettes, etc.) that is modest and not a distraction.

Makeup

Only girls in 7th and 8th grade may wear makeup in moderation.

Jewelry

Jewelry must be modest and not be a distraction. One set of earrings can be worn on the ear lobe. Body piercing, tattoos or other body ornamentation are not acceptable at school and school functions.

DRESS CODE FOR PHYSICAL EDUCATION - HEALTH

In order for students in Pre-school through grade 8 to participate in Physical Education activities, it is necessary that they have gym shoes for gym activities. All children in the class must participate in the activities unless a written excuse is received from the parents. **All students in 4th – 8th grade must have an approved physical education uniform.** These uniforms may be purchased in the school office.

STUDENT ATTENDANCE, ABSENCE & TARDIES

SCHOOL DAYS

The school doors open at 8:00 A.M. daily. Students that need to arrive at school prior to 8:00 A.M. or stay beyond 3:30 P.M. must be signed in to Latchkey. ANY student who arrives before 8:00 A.M. should remain in their cars, or be signed in to latchkey. There is no supervision of students who stand in front of the school before school hours.

We have three preschool classroom levels - preschool 2's, 3's and Pre-Kindergarten 4's. Our core preschool hours are 8:15 A.M. – 11:15 A.M. Our *Preschool Plus* Program (extended care) runs from 11:15 A.M.– 3:15 P.M. and will incorporate additional lessons, activities and projects in connection to our current curriculum. Our goal is to continue to offer our present program as well as an opportunity for families to have their child in an education based setting for any additional hours that they need.

Our Kindergarten and Grades 1-8 meet from 8:15 A.M. to 3:15 P.M. daily. Children are to remain at school during the entire time unless permission has been given by the parent and teacher to be excused. Students will not be permitted on the playground prior to school opening.

SCHOOL ATTENDANCE POLICY

It is essential that the child attends school regularly in order to provide continuity in the learning program and to enhance the probability of success in school. Absences for reasons other than illness or emergency situations are to be avoided. The student is responsible for missed assignments. Doctor's appointments, dentist's appointments, and vacations should be scheduled for times when school is not in session. Parents must telephone the school office to excuse any child who will be absent from school. **If a child must be absent from school, we request that you call our office (314-353-9242) by 8:30 A.M. to inform us about the reason for absences.**

When a child accumulates the number of days absent equal to 10% of a quarter, future absences will require a doctor's excuse.

Excessive absences due to serious illness can happen. Families are expected to maintain contact with the school office about student's condition.

Children are expected to be in school at all times. Unexcused or questionable absences will be treated as disciplinary problems. In these cases, an educational neglect report may be made to the Division of Family Services. Special cases may be appealed to the Board for the Christian Day School.

Students who are absent are not to attend any school-sponsored after-school activity on that day.

ABSENCES

Half-Day Absences - if a student misses more than 2 hours but less than 4 hours

Full-Day Absences - if a student misses more than 4 hours on a given school day

When a child is absent from school, it shall be the child's responsibility to make up the necessary homework. The teacher will alert the child of the necessary work to be completed. However, it shall not be the teacher's responsibility to daily remind the student about the work that is still to be completed.

The practice of taking children out of school for extended family vacations/travel and for other personal reasons during the school year is highly discouraged. Missed tests/quizzes are to be completed at the teacher(s) earliest convenience.

For a student to receive credit in any grade/class, the student's total yearly absences may not exceed 18 days (10% of the school year). The parent must consult with the principal to request a waiver if there are circumstances/causes that warrant special consideration. In some instances it may be necessary for a student to take additional classes in summer school.

TARDINESS

Salem Lutheran School requires all students to be prompt at the beginning of the school day. We believe that consistent tardiness not only disrupts classroom procedures but also can create a negative impact on the student's general welfare and development. The school tardiness policy is to establish a uniform code for student punctuality in attendance during a normal school day for students in grades Kindergarten through 8th grade.

Students are to arrive to school and be in their classrooms by the 8:15 am bell.

Students who are late to school (after 8:15 am) are considered tardy.

Teachers are responsible for all attendance records and record them daily and on the report cards.

Each student is allowed to be tardy to school up to three times (3) per quarter, without penalty.

On the third tardy, parents will be notified via note.

On the fourth (and each subsequent) tardy during each quarter a fine will be assessed. (See Summary of Financial Policies and Procedures sheet for details).

Fines will be assessed through TADS within one week of mid-quarter and at the end of each quarter.

All school records will be held and participation in extracurricular activities will be not allowed until assessed fines have been paid at mid-quarter and report card times.

Excused Tardies - Doctor appointments and dentist appointments are considered excused tardies. Students must bring in the excuse note to be included in their file as an excused tardy.

The principal, in his sole discretion, has the ability to not count tardies for any school day due to weather, traffic situations, and family emergencies.

Students who are late in arriving at school are to report to the school office.

- Parents/guardians are expected to **sign in** students who are tardy to school.
- Students arriving late should report to the office to obtain a tardy slip and arrange for a hot lunch.
- The school office is responsible for all attendance records. Records are kept in each students file and reported on their report cards.
- Prearranged circumstances, between the classroom teacher and the parent, that result in school tardiness will be considered an excused tardy.

SALEM LUTHERAN CHURCH ATTENDANCE POLICY

The worship life of your family is a vital part of Christian education and development. God's love for us is real in His Son, Jesus Christ. By God's own design He comes to us through hearing the Word and receiving the Sacrament of the Lord's Supper.

Understanding the unique aspects of one's spiritual walk we set these guidelines to serve as initial steps in encouraging attendance, knowing the Holy Spirit will continue to work in the hearts of His people.

At the beginning of each school year Salem parents/guardians who are members of the church will fill out a commitment letter pledging to be faithful and active members in the life of Salem Lutheran Church. Please refer to this form to review your commitment.

1. At the end of each quarter the church attendance of the family will be noted. The records of the families who are not in attendance 50% will be checked in the church office by the principal. Students in grades 3rd – 8th must also be present at church services and/or Sunday School. If it is confirmed that their attendance was less than 50%, contact with the parents/guardians by the principal will be made in written form.
2. The next quarter (not necessarily consecutive) the family worships less than 50% of the time, contact will be made by the appropriate elder expressing concern over the inactive worship attendance. A letter from the school office will be mailed to the family informing the family they will be paying nonmember tuition after the next grading period they are not in attendance at least 50% of the time.
3. The next quarter (not necessarily consecutive) families will be placed on inactive member status and will pay non-member tuition rates if they are not in attendance at least 50% of the time.

Families who worship regularly (50% or more) for a period of four quarters will no longer be considered inactive members and therefore receive full member benefits.

Records will be validated through the attendance cards filled out at each worship service.

*Please note that the above percentages are all 75% for families who are receiving Salem's Grant in Aid.

STUDENT RESPONSIBILITIES AND RIGHTS

It is the responsibility of all students and their parents/guardians to become familiar with the Student Handbook. *"Train up a child in the way he should go and when he is old, he will not depart from it." Proverbs 22:6.*

1. Participation

*"Even a child is known by his doings, whether his work be pure, and whether it be right."
Proverbs 20:11.*

Students will

- report to school and to all scheduled classes regularly and on time.
- remain in class until excused.
- pay attention to instruction and complete assignments to the best of their ability.
- be prepared for class.

2. Behavior

"Be kind one to another, tenderhearted and forgiving one another as God in Christ forgave you." Ephesians 4:32.

Students will

- treat others with love and respect as fellow children of God.
- respect the right of other students to learn.
- obey school rules.
- respect and take care of all church and school property.
- dress appropriately and practice habits of personal hygiene.
- cooperate in maintaining reasonable orderliness in the classroom as well as other areas of the school
- take care of books and other instructional materials.

3. Respect for those in authority.

"Obey your leaders and follow their orders. They watch over your souls without resting, since they must give an account of their service to God." Hebrews 13:17.

Students will

- respect the knowledge and authority of their teachers.
- demonstrate courtesy and cooperation to all adults and others in authority.
- follow directions.
- use only acceptable and courteous language.
- avoid actions that show contempt.
- appeal decisions only through appropriate channels.

4. Respect for other students.

"Therefore encourage one another and build one another up." 1 Thessalonians 5:11.

Students will

- show concern for and encourage achievement in others.
- recognize the rights and human dignity of fellow students.
- refrain from name calling, harassment, and belittling.
- refrain from engaging in deliberate attempts to embarrass.
- refrain from fighting or harming another student.

Students have the following rights:

1. Education

No student shall be denied the opportunity to participate in any program offered by Salem Lutheran School as a result of his/her race, color, national or ethnic origin.

2. Freedom of Expression

Written expressions on school issues must be signed, and all expressions must be done in a respectful manner.

3. Due Process in Disciplinary Proceedings

Due process safeguards must apply in any instance where behavior or rights of students are being evaluated. The student will always be treated with Christian fairness in light of total circumstances.

- a) The student has the right to be fully informed about his/her breach of behavior.
- b) The student must be given the opportunity to respond to such charges.
- c) Any permanent record that results from the student's actions or consequences should clearly state whether the charges were or were not substantiated.
- d) The student shall be disciplined without intentional embarrassment.

4. Expression of Concern

The student should be encouraged to follow the steps set forth in Matthew 18:15-17. The student should follow these steps in order when concerned with another student or faculty member :

- a) Speak directly and privately to the individual whom the student feels treated him/her unfairly.
- b) Speak to the individual accompanied by a witness, who could be another student, parent, or teacher.
- c) Speak to the individual accompanied by the principal and witness.
- d) Request a conference with the Board of Christian Education, principal, witness, and the individual.

5. Protection from physical, verbal and emotional abuse.

This is to include ALL forms of bullying. Any form of cyber bullying whether committed at school or home will be dealt with at school if it becomes a noticeable disturbance at school.

GENERAL EXPECTATIONS

- 1. Be in your seat and prepared for class by 8:15 am.**
- 2. Respect the property of others and of the church and school.**
- 3. Leave the room only with the teacher's permission.**

PROHIBITED BEHAVIOR

Violations of the following will result in automatic detentions or suspensions.

- **Insubordination** - Refusal to respond to or to carry out reasonable and lawful directions of authorized personnel.
- **Physical Abuse** - Pushing, shoving, hitting, biting, etc..
- **Inappropriate language** - Cursing, swearing (using God's name in vain), and gross, vulgar, unsociable language.
- **Disruptive Actions or Other Misconduct** - Other misconduct, not previously listed, that disrupts or interferes with the educational process. There are times when these misbehaviors are of such a nature that they would require more severe actions.
- **Truancy** - Unexcused absences from classes, lunchroom, study hall, etc..
- **Throwing objects** such as rocks, snowballs, sticks, etc..., regardless of intent.
- **Leaving school** campus without permission.
- **Cheating** on schoolwork and overall dishonesty.
- **Verbal Abuse (Written or Oral)** - Name calling, racial slurs or derogatory statements addressed to others.
- **Fraudulent signatures.**
- **Nuisance Items** - Items that disrupt or interfere with the educational process or are otherwise misused may be confiscated either during school, at Latchkey or Extended Care. They will be returned at the end of the school year unless picked up by a parent. Items not picked up at the end of the year will be considered a donation. Latchkey may have alternative guidelines for items being brought to school, however, the Principal has final say over whether items can be brought to school.
- **Inappropriate displays of affection.**
- **Plagiarism**
 - All students should always present their own work when completing assignments. This is especially true for students using the internet for their research.
 - If a section of written work is used, then proper credit should be given to the author.
 - Students who are found to be plagiarizing their work will receive an automatic zero for that assignment.
- **Cyber-bullying**

Any form of cyber bullying whether committed at school or home will be dealt with at school if it becomes a noticeable disturbance at school

General prohibited behavior applies whenever students are on the premises. Parents are expected to enforce these rules with all children at all times.

ILLEGAL BEHAVIOR

Illegal behavior is not tolerated in a Christian environment. This behavior is directly contrary to the commandments of our Lord. These include assault, battery, and involvement with weapons or items that could be construed as weapons, involvement with alcohol or drugs, burglary, theft, robbery, arson, extortion, vandalism or other felonious conduct. This type of behavior may be reported to the proper legal authorities.

DISCIPLINE

The goal of discipline in Salem Lutheran School is that of self-discipline motivated by the love of Christ. Discipline should not be considered as punishment, but as understanding and nurturing. The first objective of discipline is to have the child understand his actions and the possible consequences. Discipline begins with appropriate use of God's Law, which shows us our sin; but assures the erring sinner of God's love and forgiveness to the repentant sinner.

As education is an extension of the home, we hope that parents will become involved with this area of education and a mutual support of ideas and goals can be worked on together. The teacher is to be regarded as a God-appointed guardian while the child is in his or her care. This means that the pupil is to obey and respect all teachers and all people in authority (4th Commandment). In the absence of such attitudes, reasonable consequences will result. Our first objective, however, is to have the student understand his actions and also the possible reactions. Each classroom teacher develops a set of classroom rules and regulations with the students in class.

Possible consequences of misconduct include, but are not limited to the following:

1. Counsel and verbal reprimands from school authorities.
2. Loss of privileges for students, including recess, extracurricular activities and class trips.
3. Lunch Detention – loss of lunch privileges, students eat silent lunch by themselves.
4. After School Detention - A detention involves being in school outside of regularly scheduled class times. Detentions may be served on any day of the week, according to the teacher's assigned time. **Detentions are generally served in the classroom of the teacher who assigned the detention or the after school study hall room.** If a student is assigned a detention and does not attend or is tardy, an additional detention will be required. Detentions take precedence over all other school activities.
A third detention for the same offense will earn a half-day, in-school suspension.
5. **Intervention plan** (Student Contract) worked out with student, teachers, parents and Principal.
6. **In-school suspension.** (details set up by the principal)
7. **Short-term suspension** of 1-3 days (may be administered by the principal).
8. **Long-term suspension*** of 4 or more days (acted upon by the Board for the Christian Day School).
9. **Expulsion from Salem Lutheran School*** (acted upon by the Board for the Christian Day School).

Any student causing intentional injury to another child, who damages property, or is openly defiant toward authority, may be sent home. Re-admission to school may take place after student and parents meet with the principal and teacher.

GENERAL GUIDELINES

1. Lunchroom/Recess

When class is dismissed from the lunchroom, students are to go immediately to the assigned area.

2. Telephone Use

Cell phones may not be used during school hours. Students will not be permitted to make or receive phone calls during class time. If a cell phone is heard or seen during the school day for a non-educational reason, (i.e. prop for a skit), the phone will be confiscated and a parent or guardian will be required to come and pick up the phone. If a student has an emergency, the office phone may be used.

Forgotten homework and social plans are not emergencies.

DAMAGES

The child will be required to reimburse the school for the loss of as well as for any willful or careless damage to rental textbooks, workbooks, and classroom books, supplies, and equipment. Pupils also will be held responsible for school furniture, facilities and equipment that is deliberately or carelessly defaced, damaged, or marred. The damaged item(s) will be examined and cost determined by the Principal.

PROBATION: ACADEMIC AND BEHAVIORAL

New Student Admissions: Students new to the school will be accepted on a nine week probationary basis. The student's academic and behavioral record will be reviewed at the end of the nine week probationary period.

Academic Probation: Students who have exhibited serious academic problems may be placed on nine week probationary enrollment status. Students may be placed on academic probation at any time during the school year.

Behavioral Probation: Students exhibiting severe behavioral problems during the school year will be placed on behavioral probationary enrollment status. This includes failure to comply with school policies.

Following the nine week probation, one of three steps will then be taken: The student will be (1) removed from the probation list, (2) have probation extended for another nine weeks, or (3) be removed from school. If, after a second nine weeks of probation, satisfactory progress has not been made, the student will be suspended pending Board of Education review.

SEXUAL HARASSMENT POLICY

It is the policy of Salem Lutheran School to provide an educational environment in which all students are treated with respect and dignity. The school prohibits any form of sexual harassment of students whether verbal, physical, or environmental. It is a violation of this policy for any employee or agent of the school to harass a student or for a student to harass another student in a sexual manner. Federal and state law also prohibits sexual harassment of a student by a school employee. It is never a defense to a claim of sexual harassment that the alleged harasser did not intend to harass. The school has adopted administrative procedures

for filing sexual harassment complaints. Complaints should be reported to a school

SALEM'S TECHNOLOGY NETWORK ACCEPTABLE USE POLICY

Computer, iPad, and Software Use:

- All Users must respect all computer equipment.
- All Users must use computers, software, and network resources only when they have permission.
- All Users must use computers, software, and network resources for designated purposes only.
- All Users should not damage or mistreat computer equipment under any circumstances.
- Administrative staff should be contacted in order to fix plugs, cables, or other parts of the equipment.
- General Users must not seek information on, modify files, other data, or passwords belonging to other users. All Users must not misrepresent other users on any system, or attempt to gain unauthorized access to any system.
- All Users must not use any software or engage in behavior that may harm the school's computer equipment, networks, or another user's data.
- All Users must not write, send, download, or display obscene, threatening, harassing, or otherwise harmful messages or pictures.
- All Users may not employ the computer for commercial purposes.
- All Users should keep their files secure by not sharing their passwords with others.
- General Users may not download or install any program from the Internet.

Internet Use:

- All Users must be polite and kind when using the Internet.
- All Users must use the Internet for designated activities only.
- All Users may only use the Internet when they have been given permission.
- All Users must not share information about other people either - including friends, fellow users, or staff.
- All Users must treat information created by others as the private property of the creator. Respect copyrights.
- All Users should be aware that their internet use may be monitored and therefore is not private.
- Wrongful use of the Internet will result in disciplinary action.

The Salem Staff reserves the right to:

- Revoke a user's computer and/or Internet privileges.
- Monitor a user's computer and Internet activities without notice.
- View a user's files without notice.
- Delete a user's files without notice.

STUDENT SERVICES

FAMILY ORIENTATION

Before school starts, teachers in Pre-school – Grade 5 will visit with the family of each student in their class. At these visits (which may take place at the home of the student or be arranged at school) more detailed information will be distributed regarding the new school term, and the opportunity will be provided to answer any questions about Salem. The primary purpose of the visit is to establish a strong working relationship between parent and teacher in the education of each child. In addition, Pre-school and Kindergarten will host an Orientation Night at school.

Families in Middle School (Grades 6-7-8) will be invited to an “Orientation Night” where they will have an opportunity to meet all the teachers, learn more about their classes and schedule and begin to develop a strong working relationship.

Families will be invited to participate in several open house opportunities to meet the teacher, bring supplies to the classroom, and learn more about the year ahead.

LUNCH PROGRAM

The school operates a hot lunch program that is financed in part by the government. Our lunch program operates on a pre-paid basis. Parents are expected to monitor their account to ensure adequate funds are available for lunch. Parents may view and pay for lunch electronically through their account. Manually payments made by cash or check can also be accepted. Payments may be brought to the school office or put in one of our two wildcat mailboxes. These mailboxes are located on the school office door and on the wall in the Early Childhood entrance. Payments dropped in the mailbox must be put in an envelope and clearly marked with the student’s name. Envelopes are provided.

A carton of milk is included with each hot lunch when purchased. A menu of lunches that will be served each week will be published at the beginning of each month, published weekly in the Principal’s Pad, and available online.

Students who order lunch in the morning will be provided a lunch and charged appropriately for it. If a student leaves school for the day or during the lunch hour (i.e. for an appointment) they will not be charged for the lunch order. Students arriving late to school after 9:30 am may be provided the alternate (sandwich) option for lunch for the day.

Outside food / fast food – Parents are strongly encouraged not to bring in outside “fast food” for lunch. Parents and other family members/significant others are welcome to join their student for lunch during the day if arrangements have been made with the teacher.

LOST AND DONATED

Items that are lost or are found on campus are generally turned in to the office and kept by the school office. Children are accountable for their valuables at school and parents should teach their child/children to be responsible for these items. Losses should be reported to the teacher

immediately. Any items not claimed at the end of the year will be given to charity. Salem Lutheran School will not be held responsible for lost money or items. Valuable items found will be turned in to the office and kept by the office Administrative Assistants.

NURSE

Salem Lutheran School does not staff a full-time nurse; however, children who require basic medical care while at school will be treated by the teacher(s) and/or the office staff. Salem consults with a school nurse through LASE (Lutheran Association of Special Education) who will be on site periodically to do state reports and answer health questions.

TEACHER RESPONSIBILITIES AND RIGHTS

A teacher will:

1. Be actively involved in his/her own spiritual growth.
2. Set an example for proper spiritual growth by regular church attendance, participation in Bible Class, devotions, prayer, etc.
3. Be guided by professional Christian ethics in his/her relationships.
4. Develop and enforce a Classroom Management Plan. Approved classroom management plans are on file in the Principal's office.
5. Inform parents about academic progress and conduct of students.
6. Show concern and respect for each student as a redeemed child of God.
7. Plan and conduct an effective and motivating instructional program.
8. Manage classroom routines that contribute to instruction and a well-ordered classroom.
9. Be sensitive to the behavior of students and alert to changes that require additional assistance for the student.
10. Know and enforce the rules courteously, consistently and fairly.
11. Deal with misconduct quickly, firmly and impartially.
12. Report undesirable school situations to the Principal promptly.
13. Take advantage of opportunities for academic growth at all levels.

A teacher has the right to:

1. Require a reasonable standard of orderly behavior in the classroom.
2. Have the respect of parents, students, fellow staff members and the school administration.
3. Have protection against any loss of, damage to, or destruction of personal property.
4. Have support and assistance in the maintenance of control and discipline in the classroom.
5. Initiate a conference with all parties involved when a student behavioral problem has not been satisfactorily resolved.
6. Appeal to a higher administrative level if a disciplinary/behavioral conference is unsuccessful.

Salem Lutheran School Wellness Policy

The Gospel Motivates

As leaders of Lutheran schools, we believe that God created us and gives us all things, including our health. Therefore, we thank God for the gift of life and health He has given us—imperfect as

it may be with problems of illness and diseases as a result of sin. But knowing what God has done for us through Jesus Christ—the forgiveness of sins, life and salvation—our response is to care for the body that is on loan to us as a way of thanking and praising God. If we view our bodies as His temple, we can begin to see the importance of daily maintenance in order to keep it usable for his service.

By keeping our bodies well-maintained and filled with the right kinds of fuel (foods) needed to sustain us, we will be ready at a moment's notice for the demands and tasks He is calling us to do.

(*Adapted from “Fill’er Up-With good Food,” by Steve Grunewald, writer/editor of Better Health, a quarterly wellness letter published by Concordia Plan Services of the Lutheran Church-Missouri Synod and published in Shaping the Future, a publication of the Lutheran Education Association, Winter, 2005.)

The Policy

The following pages will give general language that Salem Lutheran School is invited and encouraged to use as part of the Wellness Policy.

- Nutrition Education Goals
- Physical Activity Goals
- Nutrition Guidelines For All Foods and Beverages Available at School
- Goals For Other School-Based Activities
- Implementation and Evaluation

Nutrition Education Goals

- Salem Lutheran School has a curriculum that promotes Christian standards and values as written in the Holy Scriptures.
- Salem Lutheran School is aligned with State Standards.
- Students in all grades, Pre-K through 8 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- The message of making healthy choices will be consistent throughout the school, classrooms, lunchroom, and other areas where the message can be presented.
- The curriculum for health education will include both nutrition and physical education.
- Health education and making healthy decisions will be infused as appropriate throughout the other curricula areas.
- The school will seek additional ways to present the message of healthy choices in other events sponsored by the school.
- The staff that provides nutrition education will be offered appropriate training opportunities.
- The school will seek ways to involve the parents, students, and community in nutrition education activities.

Physical Activity Goals

- Students will be given opportunities for physical activity during the school day through physical education classes, recess periods, and the integration of physical activity into academic curriculum.
- Physical Education classes will be provided at least twice a week.
- Teachers will be encouraged to use other alternatives to canceling recess as a disciplinary tool.
- Students of all abilities will be given opportunities for physical activity through before and/or after school activities such as intramurals and athletic programs.
- The school will work with the community and parents to help provide safety for students walking, riding bikes, or otherwise using physical activities to get to and from school.
- The school will encourage parents and guardians to support their child's participation in physical activities and will work to offer physical activities in family events.
- The school will provide training for the staff to promote physical activity in enjoyable, lifelong activities.

Nutrition Guidelines For All Foods and Beverages Available At School

- Foods and beverages in the food service program will provide a balanced and nutritional diet.
- The school does not allow vending machines, snack bars, and school stores. During school sponsored activities, healthy alternatives will be offered in the concession stands, so that parents and students can make choices.
- Healthy choices and nutritional food value will be a consideration in selecting school-sponsored fundraising activities. Physical activity fundraising alternatives will be considered when planning the yearly fundraising events.
- When school parties and classroom activities include food, efforts will be made to limit the number of high calorie, low-nutritional snacks, and instead, provide children with nutritional alternatives.

Goals For Other School-Based Activities

- The school will maintain the lunch area to insure that it is a clean, safe, and enjoyable meal environment.
- The school will arrange a lunch schedule that provides adequate time for serving meals for students to eat, and for clean-up following the meal.
- Drinking fountains will be available in the school buildings and students will be given opportunities to have water throughout the school day.
- Students will be encouraged to participate in the meal program.
- The staff will monitor lunches brought from home and encourage families to provide nutritional meals.

- The identity of students who receive free or reduced lunches will be protected.
- Lunch periods will be scheduled near the middle of the school day with adequate time for the students to eat before needing to leave the lunch area.
- Food will not be used as a punishment in the school. Healthy alternatives will be considered when rewarding students with food. Children who have been removed from the classroom for disciplinary reasons will be provided with lunch.
- Teachers will be encouraged to provide all students with physical activities at recess and other times when physical education or activity is scheduled.
- Foodservice staff and teachers will receive proper training in nutrition and physical education.
- The school will make efforts to provide students and families the opportunity to participate in wellness activities.
- The staff will strive to be role models in practicing healthy eating habits.
- The school will provide information and outreach materials about other FNS programs such as Food Stamps, and Women, Infants, and Children (WIC) to families.

Implementation and Evaluation

- The Wellness Policy will be implemented at Salem Lutheran School by the school staff.
- Teachers and staff are responsible for operating the policy and reporting any problems to the principal.
- Through observation and reports from the teachers and staff, the principal will report any difficulties with the implementation of the Wellness Policy of Salem Lutheran to the Board of Education.

WILDCATS ATHLETIC HANDBOOK

MISSION STATEMENT

Salem Lutheran School's athletic program exists to provide students with wholesome competition on an extramural level. Our purpose is also the development of dedication and responsibility and the establishment of high standards of Christian attitude and conduct in our student athletes.

GOALS AND OBJECTIVES

Proverbs 11:2

When pride comes, then comes disgrace, but with humility comes wisdom.

The Salem Lutheran School Athletic Program will:

1. Encourage fans, coaches, and players to experience and exhibit the love of Christ in their attitude toward and in their relationships with fellow fans, coaches, players and officials.
2. Encourage fans, coaches, and players to be modest in victory and gracious in defeat.
3. Promote personal development in student-athletes by
 - a. teaching character traits including self control, positive self-esteem, discipline, cooperation, fairness and honesty
 - b. developing valuable life skills including leadership, communication, teamwork, work ethic and sportsmanship
4. Determine the success of its program not by won-lost records, but by the effort, determination, growth in character traits and life skills, and the learning experience provided.
5. Provide and develop quality instruction through quality coaches to ensure an effective athletic program and a positive learning experience.

PHILOSOPHY OF ATHLETIC PARTICIPATION

Salem Lutheran School athletics exists to provide a way for student-athletes to make use of their God-given athletic ability. It is the hope of the athletic department that those who come out for sports are in the competitive spirit. Student/athletes are taught how to win modestly and lose graciously.

There are two levels of play here at Salem. The first level is the fifth and sixth grade teams. Next are the seventh and eighth grade teams. Salem adheres to a no-cut policy.

SCHEDULING SPORTS

In the spring the athletic department will take a count of the number of players interested in playing basketball and volleyball the following school year. All the scheduling for these two sports is done in April. We will schedule either one or two teams per sport based on the numbers taken in the spring.

PRACTICE REQUIREMENTS

Practice is a vital part to any sport. At practices, coaches work on skills, plays, and team cohesion. Therefore, practices are mandatory. (Please communicate with coaches about scheduling conflicts.) Missed practices may result in not starting and/or reduced play time to the coaches discretion.

PLAYING SPORTS AT THE 5/6TH GRADE LEVEL

The priority of sports at the 5/6th level is teaching and instruction. Understanding competitive situations is secondary. The policy of the Lutheran Schools Athletic League is that all children should have equal playing time during each activity. This is not on a per game basis. Tournaments or other situations may dictate different circumstances, which leads to understanding competition at a greater level. Please understand that the coaches will make every effort to get players as much game time as possible. If there are enough student/athletes to form two teams for a particular sport, every effort will be made to have a fifth grade team and a sixth grade team, however, like some schools if necessary we will also use younger grade students if necessary to field teams.

Each member of the team has a responsibility to help the team whether it is in a game or at practices. Student/athletes are part of the team's success or failure because it is their duty to help the team prepare for games. During practice and in games, students can contribute by pushing others to work harder and encouraging teammates to strive to do their best. Coaches try to create and teach a sense of team at this level. This will be beneficial to the student/athlete not only in competition but also in the classroom and life.

PLAYING SPORTS AT THE 7/8TH GRADE LEVEL

Each member of the team has a responsibility whether it is in a game or at practice. There are no promises of playing time. Coaches will do their best to put players in situations where they and the team can be successful. Not everyone will play in every game. This will not happen every game. All student/athletes are part of the team's success or failure because it is your duty to help the team prepare for games. During practice and in games, you can contribute by pushing others to work harder and encouraging teammates to strive to do their best. Also by working hard in practice, a student/athlete may earn more playing time in the games.

At this level, the goals of athletic participation are expanded from the 5/6th level. While we still try to create and teach a sense of team, the student/athlete is also introduced to the concept of earning playing time. If there are enough participants to form two teams, students will be placed on a black team or a gold team. The black team will play the league games and be eligible for city playoffs.

The initial practices of the year will be used as an evaluation period. The coaches will then make decisions on placement based on talent, attitude, and maturity. Grade level has little bearing in the process. Every attempt will be made to have the two teams practice together during the season. Student/athletes may be moved between the teams over the course of the season. This should encourage all student/athletes to work their hardest, both in the classroom and on the court. This concept of earning playing time can be a difficult and frustrating one for both parent and student/athlete. Please consider this when deciding what sports to play.

GRADE CHECK / ACADEMIC REQUIREMENTS

Salem academics come first. Students who participate in Salem athletics or clubs are required to keep their grades at a high level and put forth their best effort in the classroom and with their behavior. A student is expected to keep passing grades and becomes ineligible with any failing grade or with two or more D's.

Grades will be reviewed on Mondays (or the first school day of the week). Students will have a form (grade notice) to bring to their teachers indicating the grades they have earned up to that day. The grade notice forms are shared with the athletic director and coach. Students with grades that make them ineligible need to have the notice signed and returned the following day. An ineligible student may not participate in the activity or with the team for 7 days. (An ineligible boys volleyball or track athlete will be out of activity for three days.) If the student improves the grades as indicated by the next (or future) grade notice he/she will be able to participate in practice or play in a game beginning the following Tuesday at the discretion of the coach or activity sponsor. Students who are on honor roll may not be required to fill out the weekly form at the discretion of the Athletic Director(s).

RESOLVING CONCERNS

At the core of any good relationship is trust. It is important to understand there may be times when things do not go the way athletes, parents and coaches wish. There may be times when it is difficult for parents to understand how playing time is allotted or why kids are playing certain positions, game strategy, etc. It is imperative that parents and athletes trust that our coaches are trying to do the right thing for the team and all individuals involved. It is important to understand that the coaches are the ones with the team on a daily basis in practice and competition and therefore will make judgment decisions based on what they feel is in the best interest of the team. Playing time, players' positions and game strategy should be left to the discretion of the coach. However, if you have a concern with a coach, please observe the following procedures.

**** NEVER confront a coach before or after a game or before a practice. Please allow a "cooling off" period before addressing the concern with the coach face to face. ****

STEPS TO RESOLVING CONCERNS

1. The athlete is advised to meet with the coach to resolve any misunderstanding first. Parents, please encourage this step **FIRST!** If not resolved then,
2. The parent is encouraged to schedule a meeting with the coach, by calling the school office. This meeting may be set for an off day, before practice or some other mutually agreed upon time. If the concern is still not resolved,
3. The athlete and parent should schedule a meeting to discuss the situation with the coach and a third party. (i.e. the Athletic Director, Principal) If the concern is still not resolved,
4. Parent should follow the procedures laid out in this school handbook to bring a concern before the school board.

EXPECTATIONS OF STUDENT/ATHLETES DURING THE SEASON

1. Student/athletes should always present a good Christian witness. There are many opportunities to do this. During the school day athletes are expected to be a good Christian witness. Before, during and after games they are also expected to be on their best Christian behavior, this is especially true when we are guests at another school's gym.
2. Student/athletes are expected to be at every practice and game barring sickness or emergency situations. Consequences of missed practices are up to the coaches discretion and may include not starting and/or reduced play time. If a student cannot be at practice or a game it is the parents responsibility to contact the coach prior to the practice or game.
3. Student/athletes are students first. The grades of a student/athlete should not fall during the season, nor should their attendance at school suffer. The students need to make sure they have read and understand the academic standards for Salem Lutheran School.
4. Student/athletes are expected to listen to and respect their coach at all times. If a student/athlete has a concern they should approach their coach first, in a positive Christian manner.
5. Student/athletes are expected to respect other teams, coaches, fans, and officials.

CONSEQUENCES FOR MISCONDUCT

Conference with student, parent, coach, AD, and Principal is required for each offense. Students who do not meet these expectations may have the following consequences.

1. A one week suspension from playing in games and participating in practices for the first offense. Attendance is still mandatory.
2. Second offense results in suspension for remainder of season, or minimum of four weeks.
3. Third offense results in a suspension of all sports for a year.

EXPECTATIONS OF PARENTS DURING THE SEASON

1. Parents are to be the role models for the student/athletes during any given season. To this end, parents should always stay positive while watching a game or practice.
2. Parents should at all times be respectful of other teams, coaches, fans, and officials. Any parent who cannot control themselves at games will be asked to leave and not be allowed back at games until they have had a conference with principal and athletic director.
3. Parents should at all times support their children during the season.
4. Parents should at all times support the coach. If a parent has a concern they should follow the procedure spelled out in this handbook.
5. Parents are expected to check the on-line schedule for changes to the practice schedule or game schedule.
6. Practices are considered "closed" practices. Other students will be sent to Latchkey. Parents are asked to check with coaches prior to attending or sitting in on practices.

EXPECTATIONS OF COACHES DURING THE SEASON

1. Coaches will have a meeting early in the season explaining their personal mode of operation. This meeting will cover such things as late policies, absences, etc. Coaches will also prepare a practice schedule and have this available at the meeting.
2. Coaches should at all times remember they are representing Salem and witnessing for Christ through their actions and words. They should at all times be respectful of other teams, coaches, fans, and officials.

3. Coaches should follow the guidelines and philosophies set forth in this handbook.
4. Coaches should discuss team concerns with their player first if they see fit. Coaches can also go directly to the parent or Athletic Director.
5. Coaches should respect and talk with parents who have concerns and be open to meeting with parents at appropriate times to discuss any concerns that come up during the season.
6. Coaches should at all times remember that they are role models for their team and dress and act accordingly.
7. Coaches should be a little early to practices and games. If a schedule change is necessary, notify the parents as soon as possible.
8. Coaches will be aware of happenings in the gym on game and practice days.
9. Coaches will stay until all players are picked up, or otherwise accounted for.

PHYSICAL EXAMINATION

An annual basic physical examination is required for Salem students who wish to participate in the extramural sports program. This examination is also required of any new students to Salem who wish to participate. This examination must be completed before the student will be allowed to attend practices or participate in games. An athlete, before starting a sport, will need to check-in with office staff to receive a form that informs coach/athlete director a physical is on file.

Forms are available in the school office.

ACTIVITIES PARTICIPATION FEE AND VOLUNTEER EXPECTATION

Students participating in any organized extra-curricular activity at Salem are assessed yearly fee to help offset some of the costs associated with the sport or activity. The **Activities Participation Fee is a one time fee- See Financial Policies & Procedures form.** This is payable prior to participation in the activity and separate from volunteer expectations.

Salem depends on the athletic program to fund its sports programs. While Salem does receive donations from Parents and Teachers for Salem (PATS) and Salem's Men's Club, the main income source is the concession stand. Regular season home games and tournament concessions provide the majority of the money the athletic program generates. The money generated is used for the following: league dues, tournament/meet entry fees, uniform replacement, sports equipment, officials, camps, gym maintenance, and other various expenses.

Each family will be asked to volunteer time to work at the concession stand, scorer's table, or to assist the coach as a line judge, score keeper or timer. Academic meets often need timers or readers to assist. The number of slots will vary depending on the number of athletes participating in a given sport. **Families with students who participate in multiple sports are still expected to work during each season that their child participates.** Volleyball parents will be asked to work the 7/8 basketball tournament in December, since there is no volleyball tournament at Salem. 7/8-basketball families may be asked to work the 5/6 basketball tournament in February. Volleyball and Basketball participant families are expected to work at least **four (4) shifts** per sport.

Cross-country is included in this policy because there are uniforms and meet dues. Track and Boy's Volleyball are also included in the assessment of the Athletic Fee to pay for meets/games, equipment and other expenses. The Academic Team(s) are included in the assessment of fees to

pay for equipment and other expenses. However, since these seasons are shorter and there are no referee payments, we expect cross-country parents, track parents, boys volleyball parents, and academic team parents to work at least **two (2) shifts**, either during a volleyball home game, a basketball game or tournament, track meet or academic meet.

While we rely heavily on volunteers to help with our athletic programs, we understand that families may not have schedules which allow them time to help out. To address this need families may “buy out” from their expected shifts. The **Activities Participation Fee is a one time fee - See Financial Policies & Procedures form.**

Families are expected to fill out a volunteer training sheet with dates and times which they volunteered. Accounts will be reviewed at the end of each season. Families who fail to complete the hours or turn in the form may be charged the “buy out” fee.

MISCELLANEOUS ATHLETIC GUIDELINES

Salem Lutheran School needs to be a safe environment for all students. To that end the following policies will be enforced with regards to home games and tournament games and other various situations. Athletic directors can make decisions based on the spirit of the guidelines set forth here and throughout this handbook.

1. If a student receives a detention, that detention is to be served before a student/athlete may participate in athletics. Practice or game time missed due to detention is a matter to be decided on between the player and his/her coach. No exceptions. Salem students whose dress is questionable for any home games may be asked to go home or change.
2. Student/athletes who have late practices or games are to be in latchkey at 3:25pm or go home to return later. If their coach is present and has agreed to and communicated with the athletic director that the team may go to a certain room for a study hall, student/athletes may be excused from latchkey.
3. Students must be in school for half of the school day to be eligible for participation in practices or games.
4. During all home games, tournaments or otherwise, coaches do have the authority to send students home or refer them to the athletic director or principal. Students are to be on their best behavior.

ATHLETIC BANQUET

In May, near the end of the school year, Salem hosts an annual Athletic Banquet. This is a night to celebrate the hard work and dedication of our student athletes and coaches. A dinner is offered for a fee followed by a short program. One highlight of the evening is the awarding of the Nelson Grossheider Student-Athlete award. This award is given in honor of Nelson Grossheider who served as Athletic Director/Coach/Teacher at Salem. Traditionally this award is given to one or more 8th graders. The award is voted on by all the coaches and teachers at the 7/8 grade level. Characteristics included in the voting are leadership, work ethic, growth in ability, commitment to team/sport, Christian attitude, and sportsmanship. The recipients must maintain a high level of academics throughout the year as well.

Salem Early Childhood Center Handbook

2 YEAR OLD CLASSROOM: To be eligible for enrollment a child must have reached their 2nd birthday.

3 YEAR OLD CLASSROOM: To be eligible for enrollment a child must have reached their 3rd birthday before August 1st and **must be** completely potty-trained, no pull-ups and self sufficient. If they are not completely potty trained, they will be in Preschool Plus for a transitional period until they are self sufficient. Changes can be made by the Early Childhood Director.

While we offer a Traditional Preschool schedule – Part Time School (2-3 days), we also give families the option of adding extra days. Our Preschool Plus option allows families who need more than 2 or 3 days. It also creates more availability when our 2 and 3 year old classrooms are at capacity. Preschool Plus Staff work with our lead teachers to create similar environments of God, Learning, and Play. **NO DROP INS.**

PRE-KINDERGARTEN CLASSROOM: To be eligible for enrollment a child must have reached their 4th birthday before August 1st and are potty-trained. Changes can be made by the Early Childhood Director.

Pre-Kindergarten enrollment is for 3 or 5 days a week classes. Preschool Plus is not an option for Pre-Kindergarten.

OUR TEACHERS AND STAFF

All of our classroom teachers have a bachelor degree or higher in Education. Some of our support staff are in college persuing a degree in education.

STUDENT REGISTRATION

Enrollment forms will be available by the end of February each year to students eligible to be enrolled in school. Classroom limits have been established. The families who are currently enrolled in the school will have an early registration period before other students will be allowed to enroll. Once that time period is over, the registration will be on a first come, first served basis.

A student is officially considered enrolled upon receiving the completed application form, the registration fee, established tuition payment plan, and an up to date immunization record.

ENFORCEMENT OF IMMUNIZATION LAW

State health officials have announced that laws calling for vaccinations for communicable diseases will be strictly enforced during this coming school year. We must have the **COMPLETE DATES** (month, day & year) the child was immunized. Simply stating “up to date” on the form will not comply with the law. State law requires that all children either be immunized or exempted from the immunization against the diseases of measles, German measles, poliomyelitis and diphtheria **ON THE FIRST DAY OF SCHOOL.** Those not immunized will not be allowed to attend until they have complied with the law. Your principal is required by law to submit a report on the immunization status of students.

If you wish your child to be exempted from the immunization requirements as stated by law because the immunization would endanger the child's health or life, please contact the school office for a PHYSICIAN'S MEDICAL EXEMPTION FORM. This form will require your doctor's signature to be exempted from compliance with the immunization law.

ILLNESS- refer to health policy for more information

To minimize the danger of infection to their children, parents are urged to keep their child/children at home when they are suffering from severe colds and other infectious and communicable diseases.

When children attend school they must be well enough to participate in all class activities, indoors and outdoors.

Children must be free of fever for 24 hours without medication before returning to school.

If children become ill during the day, parents will be called to make arrangements to pick up their child. We have no infirmary facilities in the school. In case of serious injury, an attempt will be made to contact the parents. If they cannot be reached the school reserves the right to use its own good judgment and/or will follow the information given on the Application for Admission form. It is required that emergency contact information is kept current.

MEDICATION POLICY

The State of Missouri has issued regulations for dispensing medications at school. The following guidelines apply to prescription medicine as well as over the counter medications.

- It is the policy of Salem Lutheran School that giving medicine to students during school hours should be discouraged and restricted to necessary medication that can not be given on an alternate dose schedule.
- A doctor's written order must accompany any medication to be dispensed. The order must indicate the student's name, dosage and time the medication should be dispensed.
- Written permission from the parent or guardian must be on file at school.
- Drugs must be in the prescription bottle and must be delivered to the office by the parent or guardian. In case of refills, the bottles must be changed at each refill.
- The parent or guardian must administer the initial dose of any medication.
- All medications must be turned in to the school office. Inhalers and Epipens may be kept in the classroom. This includes sunscreen, cough medicine, breathing treatments, and other non-prescription medication.

Although Salem Lutheran School understands the inconvenience this may cause, we nevertheless are required to enforce these guidelines.

COMMUNICATION

Clear and consistent communication is critical to the success of any organization and family. This is also true at Salem. Please take time each day to check Fastdirect and review newsletters from your teachers and the school office. If you have any questions, concerns, or just a great idea, please do not hesitate to contact your teacher or the principal. We are here to partner with you in excellent Christian education. Let's be sure we are walking together as we lead our children along God's path. Orientation at the beginning of the school year will provide each family with the appropriate class/teacher information relating to class schedule, curriculum, etc.

Behavioral Probation: Students exhibiting severe behavioral problems during the school year will be placed on behavioral probationary enrollment status. This includes failure to comply with school policies.

Following the nine week probation, one of three steps will then be taken: The student will be (1) removed from the probation list, (2) have probation extended for another nine weeks, or (3) be removed from school. If, after a second nine weeks of probation, satisfactory progress has not been made, the student will be suspended pending Board of Education review.

INCLEMENT WEATHER POLICY

Generally, Salem Lutheran Early Childhood Center – Latchkey and Preschool Plus will follow the school in regards to being open or not during inclement weather.

Tuition will not change due to inclement weather. Latchkey is not available on snow days, but will be available for a late start 1.5 hours before school start time. Parents will not be able to bring their child on a different day to “make up” a snow day.

FIELD TRIPS

Pre-Kindergarten classroom teachers **may** schedule field trips during the school year. Parents will be asked to provide transportation via car or van. Parents who drive for field trips will need to have adequate insurance and have proper safety equipment. Parents will be asked to fill out a form stating their insurance carrier. Those who attend the trip must wear appropriate clothing. Parent chaperones will follow all the same rules as students: No profanity, proper attire, no smoking, stay with the group, and follow directions of teacher in charge, etc.

Transportation of students on field trips will follow the following State of Missouri law change (effective August 28, 2006). Salem Lutheran School requires all children participating in a school field trip to follow the Missouri law (RSMo 307.183) as described below.

Child Safety Seats:

Children under the age of four must be secured in a child passenger restraint system bearing a label indicating the restraint meets Federal Motor Vehicle Safety Standards of the USDOT.

Booster Seats:

Children must be transported in a booster seat if they:

- Weigh at least forty pounds, regardless of their age; or
- Are at least four years of age but less than eight years; or
- Weigh at least forty pounds but less than eighty pounds; or
- Are less than 4 feet 9 inches tall.

Safety Belts:

Children at least 80 pounds or more than 4 feet 9 inches tall shall be secured in a safety belt or booster seat appropriate for that child.

Children under 12 years of age must ride in the back seat.

*Parents, siblings, guardians who intend to drive on field trips are required to have a copy of their driver’s license and proof of insurance on file with the school office.

SCHOOL CLOTHES

Dress your child in comfortable clothes. We will do messy projects and will use indoor and outdoor play equipment daily. Tennis shoes are recommended for your child's safety (no flip flops or sandals without a back strap). We go outside when weather permits, and the playground is primarily covered with mulch. Please send your child with a warm coat, hat, and gloves on cold days. Please label all items with your child's name.

DIAPERS AND WIPES

Parents supply diapers and wipes. Please label them with your child's name. You will be notified when the supply is getting low.

EARLY DISMISSAL DAYS

Your child is welcome to stay for Wildcat Club on early dismissal days and will be charged the Wildcat Club rate.

PERSONAL DAYS

Scheduled days will not change due to an absence. Parents cannot "make up" for days their child has missed. Additional days of care which are needed can be added with 24 hour notification for an extra charge.

LUNCH OPTIONS / HOT LUNCH – MILK

The school operates a hot lunch program that is financed in part by the government. Our lunch program is on a pre-paid basis. Parents may view their lunch balances using Fast Direct. A carton of milk is included with each hot lunch when purchased. A menu of lunches that will be served each week is published at the beginning of each month and available online.

COLD LUNCH FROM HOME

Please be sure your child's name is clearly marked on a lunch bag or box. Refrigeration and microwave use are not provided. Please include an ice pack in the lunch bag to keep your child's lunch cold or put hot items in a thermos to keep warm. Please be sensitive to students with peanut allergies. Peanut-free snacks are recommended to help our students.

"LUNCH BUNCH"

Lunchbunch can be added daily from 11:15-12:00/ Child can order hot lunch or bring cold lunch from home. 24 hour notification is required.

SCHOOL SNACKS

Children will have a morning snack during the school day. Check your teacher's policy on bringing snacks.

CLASS PARTIES

There may be classroom parties to celebrate Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. Information will be provided in your child's class newsletter.

BIRTHDAY TREATS

For your child's special day, parents can choose to send in a treat. They can be home-made or store bought. Check with teacher for classroom allergies. Please communicate with teachers with the day you will bring in a birthday treat and what you are bringing to arrange proper storage.

SHOW AND TELL

Bringing toys to school is discouraged except for Show and Tell and rest time.

CLASS PICTURES

A photographer will be at school to take individual pictures that will be available for purchase. Details will be sent home in the Principal's Pad. Pictures are generally in September and in the Spring.

ARRIVAL AND DISMISSAL PROCEDURES

Latchkey Rooms open daily at 6:30 A.M.

Classrooms are open for the day at 8:00 A.M.

Teachers are in devotions until 8:00 A.M. please plan your drop off between 8 and 8:15 A.M. unless you are bringing your child to Latchkey or Preschool Plus.

- A. Park on the paved lot on Frankfort next to Preschool/Extended Care.
- B. Doors are locked. Please ring bell after 8 a.m.
- C. Enter the school through the doors at Preschool/Extended Care.
- D. Accompany child to the classroom each day.

11:10 A.M. and 3:10 P.M. STUDENT PICK UP PLAN

- A. Park on the paved lot on Frankfort next to Preschool/Extended Care.
- B. Enter the school through the doors at Preschool/Extended Care.
- C. If you wish to go right (west) on Gravois, follow Frankfort to Gravois and turn right.
- D. If you wish to go left (east) on Gravois, turn left at the alley by the U.S. Bank parking lot; turn right on Heege; then turn left on Gravois.

General Guidelines for All Parents

There will be no parking or pick up on either side of Lakewood Avenue.

If you arrive to school after ECC Welcome Center Hours, come to the school office to sign in to have office staff mark attendance and lunch choice.

If a child is to be dismissed to someone other than his/her legal guardian, a written permission should be presented.

If a child needs to be picked up during the school day, please come to the school office to sign the dismissal sheet and then the child will be released to you. If possible, a note should be given to the teacher in the morning, notifying him/her of the early dismissal.

Parents need to sign students out in the school office.

Early Childhood Entrance Hours

We strive to keep Salem a safe environment and need the cooperation from our families as they drop off and pick up children. Please be alert while in the parking lots, walking to and from your vehicles and when walking with small children. The North entrance of the ECC will have set hours that a person will greet you and open the door for you. These are noted on the door. Please pay attention to the times that the entrance is not open. If you are coming to school during these times, enter through the main floor doors by the school office.

LATCHKEY GUIDELINES AND PROCEDURES-WILDCAT CLUB

What is Latchkey?-Wildcat Club?

Wildcat Club is a child care program that provides quality before and after school care. It is designed to be a link between home and school. Our Wildcat Club support staff supervises, teaches, and interacts with children. We promote the social, emotional, physical and intellectual development in each child by exposing them to many learning activities and allowing them to complete their homework.

Before School (6:30am-8am)

- 6:30am-8:00am
 - Wildcat Club Room: 1st grade-8th grade
 - Preschool and Kindergarten students will be walked down to the Early Childhood Room at 7:00am
- 7:00am-8:00am
 - Early Childhood Room: Preschool and Kindergarten students

After School (3:15pm-6pm)

- 3:15-6pm:
 - 1st-8th Wildcat Club Room: 1st grade-8th grade
- 3:15-6pm:
 - Early Childhood Room: Preschool and Kindergarten students

Homework Help Room

Monday through Thursday every week students in grades 1-8 who attend Latchkey will be able to work on their homework in a special homework help room from 3:30 – 4:00 P.M. Salem teachers and a qualified volunteer are available to help students with their homework. Parents are still encouraged to check over their student's work and ensure that it is completed accurately and completely.

Pick up and Drop off Procedure

- Dropping your child off or picking them up in the Early Childhood Room or K-8th Wildcat Club Room: Parking lot is available on the lower lot. Do not drive up on the pavement near the back door. The doors are kept locked. Please ring the door bell. Preschool- 8th grade parents must come into the building to sign their child in and out.

- Please bring I.D. until we get to know you. Inform the emergency contacts to bring their I.D. to pick up your child.

Non School Days

Childcare will be available when we have early dismissals, over school breaks/holidays (day before Thanksgiving, teacher work days, Christmas break, Spring break).

Non school days require registration. Please obtain a copy of the school and Wildcat Club calendar to prepare for the year.

Rules

1. Electronic devices or handheld games are not permitted.
2. Cell phones cannot be out or in use. The phone in the Wildcat Club is to be used for school related needs only.
3. In the Wildcat Club general school rules apply. Failure to follow these rules will result in a timeout, or if the situation is extreme or repeated, the students will be sent to the Principals office and Wildcat Club services may be revoked temporarily or permanently.

Rates

See the *Salem Lutheran Fee Schedule* for Registration and Hourly Rates.

Families who use the Wildcat Club for emergencies will also be charged a registration fee.

Fees for the Wildcat Club are per student.

Any child not picked up at 6:00 P.M. will be assessed a late fee of \$1.00 per minute.

Charges for children attending the Wildcat Club will be billed every 2 weeks.

Statements are sent home or emailed. Contact the Early Childhood Director, Finance Coordinator or school office with any questions.

Repeated late payments, failure to follow Wildcat Club policies and procedures, or excessive number of late pick-ups will result in permanent discontinuation of Wildcat Club services. Child will be taken to school office and a phone call will be made to pick up child.

Steps taken if payment is not returned on time:

- 1) A reminder letter will be sent home
- 2) phone conversation
- 3) letter confirming that child(ren) will not be able to attend until balance is paid in full.

Report cards/progress reports may be held by the school office until account is up to date.

Families who use the Wildcat Club on a regular basis may wish to pre-pay for the weeks that will be used. Contact the office for details.

Non – Discriminatory Policy

Salem Lutheran School does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status or national origin in its educational programs or activities, including employment and admissions. At the same time, Salem Lutheran School cherishes its right and duty to seek and retain a student body and personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Lutheran, Christian tradition.

Missouri Division of Family Services

Salem School Personnel are required to report to the Missouri Division of Family Services if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.
