

SALEM LUTHERAN SCHOOL

Family Handbook

2023-2024

A Ministry of
Salem Lutheran Church
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WELCOME TO SALEM LUTHERAN SCHOOL

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

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

Statement Of Belief

Salem Lutheran Church and School are part of the Lutheran Church- Missouri Synod (LC-MS.)

LC-MS is a mission-focused and Bible-based denomination that confesses historic, orthodox Christian faith in the triune God, Father, Son, and Holy Spirit, a faith built on the "foundation of the apostles and prophets, Christ Jesus himself being the cornerstone" Ephesians 2:20. With the universal Christian Church, the LC-MS teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity- Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LC-MS congregations voluntarily choose to belong to the Synod, and, though diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and New Testaments are the written Word of God and the only rule and norm of faith and practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

We believe that God wonderfully and immutably creates each person as one gender, either male or female. These two distinct, complimentary genders together reflect the image and nature of God (Genesis 1:26, 27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5.) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10.)

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, physically, or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Salem.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

Although Salem Lutheran School does not require parents or families to personally agree with Salem's foundational statements of belief regarding marriage, gender, and sexuality, because Salem comes together as a community to communicate, affirm, practice, and live out the Christian faith according to Scripture, Salem Lutheran School does require parents and families to agree that their children may be taught according to Salem's foundational statements and avoid being vocally or openly in opposition to Salem's foundational statements.

www.LCMS.org

Luther's Small Catechism with Explanation, 1986, Concordia Publishing House, St. Louis, MO

Philosophy

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

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

Mission

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

Vision

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

Core Values

FAITH

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

CHRISTIAN ETHICS

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

LEADERSHIP

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

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

Goals Of the Strategic Plan for The Next Five Years

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

Parent Code of Ethics

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

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

The H.E.A.R.T. Of Salem Lutheran School

We believe that a positive, collaborative, and constructive relationship between the school, the teacher, the student, and the student's parent(s) is critical and required for the fulfillment of the school's mission. The core of this relationship is the **H.E.A.R.T.** of Salem Lutheran School.

Above all else, guard your heart, for everything you do flows from it. Proverbs 4:23

HONESTY

"Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ." Ephesians 4:15

OUR COMMITMENT

We will demonstrate integrity and honesty in our words and actions and admit when we make a mistake. We will speak the truth in love.

OUR EXPECTATION

Speak the truth in love and demonstrate integrity and honesty with all words and actions.

ENCOURAGEMENT

"Therefore, encourage one another and build each other up." 1 Thessalonians 5:11a

OUR COMMITMENT

We will pray for and encourage families in order to build a positive Christ-centered community.

OUR EXPECTATION

Promote a positive community through all interactions.

ACCOUNTABILITY

"Everyone should be quick to listen, slow to speak and slow to become angry." James 1:9

OUR COMMITMENT

In our partnership we will listen and respond in love to resolve concerns. We will forgive and seek forgiveness.

OUR EXPECTATION

When you have concerns, go directly to the source, and listen and respond, seeking to restore partnership.

RESPECT

"Now we ask you, brothers and sisters, to acknowledge those who work hard among you, who care for you in the Lord and who admonish you. Hold them in the highest regard and love because of their work. Live in peace with each other." 1 Thessalonians 5:12-13

OUR COMMITMENT

We will respect that you have your child's best interests in mind, and we will partner with you to help your child grow spiritually, emotionally, and academically.

OUR EXPECTATION

Respect and acknowledge that we are capable, trained, professional educators with your child's best interests in mind.

TRUST

"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him and he will make your paths straight." Proverbs 3:5-6

OUR COMMITMENT

We will trust God's guidance in all we do. We will be trustworthy and committed to developing a lasting partnership with your family.

OUR EXPECTATION

Trust that we are committed to a lasting partnership with your family and trust your child with age-appropriate ownership.

School Governance

- A. Established in 1853, Salem Lutheran School is an outreach ministry of Salem Lutheran Church.
- B. The Head of School is directly responsible for the oversight of Salem Lutheran School and Early Childhood. The Head of School is accountable to the Executive Pastor.
- C. The Salem Lutheran School “SLS” Advisory Committee serves as an advisory team to the Head of School.
- D. Purpose of the SLS Advisory Committee
 - Partnering with the school administration to fulfill the school mission and outcomes.
 - Representing Salem Lutheran Church to the community at large.
- E. Qualifications for Members of SLS Advisory Committee
 - Members are active members of Salem Lutheran Church.
 - Members agree to serve a three-year term.
 - Members may be parents of Salem Lutheran School or Early Childhood students
- F. Functions of the SLS Advisory Committee
 - Articulating the mission and vision of the school.
 - Setting desired educational outcomes in the major areas of Christ-centered values, quality Christian education, and outreach.
 - Recommending tuition and fees.
 - SLS Advisory Committee members financially support the mission and ministry of Salem Lutheran Church.

Fee Schedule

A. Tuition

Per child annually, payable as follows:

- | | |
|-------------------------------|----------|
| ➤ Grades K-8 | \$12,900 |
| ➤ Second child and subsequent | \$11,610 |
| ➤ K-Prep | \$9,000 |

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

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

B. Registration

Per child annually, payable as follows:

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

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

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

C. Tuition Reduction

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

D. Tech Fees

1. Annual Technology Fee: \$150 per student grades K-3 and \$350 per student in grades 4-8.
2. Students in grades 5-8 are issued a mobile learning device that is taken home with them. Students in grade 4 will take their school issued mobile learning device home later in the year.
3. The fees must be paid by August 18. This fee is in conjunction with the Mobile Learning Device Agreement and assists with the use and replacement of costs of our classroom mobile learning devices.

E. Additional Fees

1. **Field Trips**
2. **Hot Lunch** - A hot lunch is available to order online at an additional charge and served daily in the school cafeteria. The lunch program is subcontracted.
3. **After School Care/Kingdom Kids** - Care is offered on the Salem campus. Fees are payable monthly through FACTS. All families must pre-register and subscribe to Brightwell in case of unexpected late pickup.
4. **Individual Student and Class Photo Packages** – Individual student photos for the school yearbook are taken each fall. Class photos are taken in the spring only. Cost of packages varies.
5. **P.E. Uniforms and After School Sports** – PE uniforms are ordered at final registration in August. Additional uniforms may be ordered online through the Spirit Store on the school website.
6. **Extracurricular Athletic Programs** are optional opportunities for students. A participation fee is included and varies by sport. Athletic fees must be paid, and a record of a sports physical exam must be on file before a student may participate or tryout for any extracurricular athletics.
7. **Electives** - Salem Lutheran School offers electives for grades 5-8. Some may have additional fees. Elective instruments and private lessons are a personal expense and instruments may be rented/purchased through the band instructor or other company. All band students are required to take private lessons.

8. **Educational Support Services** - Please refer to the Educational Support Services section for information.
9. **Yearbooks** - Yearbooks are ordered in the fall, produced during the year, and purchased at an additional cost.
10. **Spirit Store** – Items purchased through the Spirit Store, such as PE clothes and Salem sweatshirts, etc. will be charged to the FACTS account.
11. **Work Service Hours** – The full amount of \$684.96 will be applied to the FACTS account, and as volunteer work service hours are logged in, the balance will come down. Charged at the end of the year.
12. **Excessive Tardy Charges** – When nine tardies are reached, a volunteer hour will be added to the FACTS account. For every three additional tardies, another volunteer hour will be added to the FACTS account. Parents will be notified when a tardy occurs by email through FACTS so that any surprises that may wait until the first quarter report card can be avoided.
13. **8th Grade Graduation Fee**

Legal Custody & Fees

- A. Families with child custody restrictions in which the school may become involved are required to provide and maintain all pertinent legal documents with the administrative office. Sensitive information and documents are confidential and referenced with discretion on a case basis. It is solely the parents' responsibility to inform the school office about child custody issues.
- B. An administrative fee will be assessed when requests for duplicate records or mailings are submitted.
- C. Involving faculty and staff in personal custody matters outside of school is discouraged due to the absence of teachers from the classroom and the cost incurred.
- D. An initial fee of \$35 will be assessed for each written or verbal communication requested regarding legal matters including, but not limited to, documentation for court, disability, Child or Protective Services, client assessments, or lawyers' inquiries or requests for information.
- E. Additional fees will be assessed for other paperwork requested, appearances in court or other presentations. Scheduled court appearance fee will be \$750 per day, regardless of requirement to testify. Pre-court preparation fee will be \$150 per hour, 3-hour minimum, paid directly by you or your legal counsel prior to the court appearance.

Notice Of Non-Discrimination Guidelines as To Students

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

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

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

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

Learning Device Use Agreement

Required Use – Mobile Learning Devices 2022-2023 (In accordance with Children’s Internet Protection Act [CIPA] and Texas Public Law HB 3171, Section 38.023)

LEARNING DEVICE USE AGREEMENT

In accordance with the Children’s Internet Protection Act [CIPA] and Texas Public Law HB 3171, Section 38.023) In order to protect our students at Salem Lutheran School, parents and students must sign this agreement before a student is permitted to use a campus learning device.

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

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

A. RESPONSIBILITIES

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

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

4. Students are responsible to know where their school issued I-pad is at all times. In the event of a lost I-pad, parents will be charged the full replacement cost.

B. UNAUTHORIZED ACCESS TO FILES AND DIRECTORIES

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

C. UNAUTHORIZED USE OF SOFTWARE

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

D. USE FOR-PROFIT ACTIVITIES

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

E. ELECTRONIC MAIL (EMAIL)/INTERNET USE

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

F. NETWORK COMMUNICATIONS

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

G. WEB PAGES

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

H. WASTE AND ABUSE

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

I. HARDWARE/SOFTWARE

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

J. PENALTIES/CONSEQUENCES

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

K. LOCATION SERVICES FOR FIND MY IPAD

Students will have their location services turned on in case of a lost/stolen device. Salem Lutheran School reserves the right to have location services turned on unless otherwise instructed by a parent.

L. TECHNOLOGY FEE/WARRANTY/PURCHASE PERSONAL COVERAGE

1. An annual technology fee is charged to every student. \$150 for students in grades kindergarten through third and \$350 for students in grades fourth through eighth. Students in grades fourth through eighth are issued an individual mobile learning device that they may take home. The fee includes and is not limited to online access, educational applications, regular maintenance, and insurance.
2. General warranty provided by Apple protects the mobile learning device from hardware and software malfunction. Insurance is included in the cost of the technology fee. If insurance denies the claim, the cost will be paid by the parent through FACTS.
3. Insurance covers the cost of one break and repair. After the first break of a device, a \$40 fee will be added to FACTS to cover the cost of each repair after.

M. EXCLUSIONS

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

N. PERSONAL DEVICES

Including Cell Phones, Laptops, iPads etc. Cell phones and any personal electronic communication devices are prohibited from use unless given permission by the classroom teacher. Cell phones should remain off and be securely stored in a student's locker. Items being used without permission will be confiscated and the parents will need to pick up the device from the school administrator. If a second infraction occurs, there will be a \$35 fee assessed when the parent picks up the device from the administration. If there are repeated violations, personal communication devices may be banned from school property. Salem Lutheran School reserves the right to search through personal electronic devices that are brought to the school campus. Students will be required to unlock the device if it is on campus.

O. DISCLAIMER

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

Parents are permitted by appointment only during COVID-19.

Visitors

ALL visitors entering the building after 7:55 AM will be asked to sign in at the front office. Parents dropping off a forgotten lunch or team uniform are asked to leave the article at the front office. Faculty and staff have been instructed to direct unfamiliar visitors to the school office for proper registration. Likewise, students arriving late to school, or leaving early for appointments, must be signed in/out at the office before going to class or leaving the building. For K-Prep students, please stop by the Community Center Desk and for Kindergarten students, please stop by the School Front Office. All parents and visitors must enter the building through the front entrances.

Parties/Class Events

- A. On-campus parties are held in the classrooms and are arranged by Homeroom teachers.
- B. The School assumes absolutely no responsibility for organizing, hosting, or supervising non-school sponsored and/or organized events.
- C. Birthdays may be celebrated with special treats for the class with a 24-hour notice to the teacher. Parents are asked to speak with their child's teacher as to convenient times and snacks for such events. Unless a blanket invitation is being distributed to the entire class, private party invitations may not be distributed on school premises.

Nurse - Clinic

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

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

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

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

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

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

We ask that you send your child with a doctor’s or dentist’s note after an appointment for your student’s health record. Requested forms to be filled annually related to students with medically diagnosed health issues to provide while at school are listed below. It is important for families to share illnesses and injuries with the nurse throughout the school year. Medical conditions should be updated each year through FACTS and by email to the Nurse during the school year.

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

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

Immunization Requirements

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

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

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

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

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

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

A. Exclusions from Compliance

- 1) The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

- 2) Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reason of conscience, including a religious belief, can be found at <http://www.dshs.texas.gov/immunize/school/exemption-faq.aspx?terms=request%20for%20exemption>. Original Exemption Affidavit must be completed and submitted to the school or child-care facility. It is the parent's responsibility to keep track of when the Affidavit expires and have a new original turned into the front office before the old Affidavit expires.
- 3) For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility.

B. Provisional Enrollment

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

C. Grace Period

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

D. Documentation

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

Athletic Physicals

- A. An annual health physical is required for students in grades four through eight before participation tryouts in extracurricular sports activities and anyone performing as the school mascot. Physicals are also required for the Little Saints and cheerleaders. An MD, NP, or PA must perform a physical, before participation will be permitted. The physical is good for one year from the date that the medical professional performed the physical. Please save a copy for your own records.
- B. **There is no exception to this rule. It is the parents' responsibility to obtain the form from the school office and bring it back completed before participation in the sport will be permitted. Sports Physicals are filed in the nurses' clinic/office or emailed directly to the school nurse.**

Medications

- A. Please provide the clinic with information about students who suffer from severe allergic reactions that have been medically diagnosed. A F.A.R.E. action plan must be on file, to be signed by parents and physician each school year.

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

The school nurse has the right to refuse administration and discuss with family or physician if any concerns.

Communication

A. General School Communications

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

4. Weekly communication, "Salem Saints Weekly" sent out by the school will be archived on the school website.

B. Classroom Communication

1. Parent-Teacher meetings occur by appointment before school starts. Our research tells us that it is the single most important day for establishing positive communication with your child's homeroom teacher, for the entire school year. Equipped with a form completed ahead of time, you will have the opportunity to share everything about your child with his or her teacher(s). As the professional partner in your child's formal education, we desire to keep you informed as to your child's progress or lack of progress in a timely manner.
2. Classroom communication is specific to each teacher/grade level/division. Each teacher has an email address. When teachers email parents, they may include the administrator in the "cc" line of the email message. This serves us well as a means of accountability and transparency. Our goal is to answer messages in a timely manner. Please remember that teachers are instructing your children and cannot always have access to their email during the school day.

C. Conflict Resolution

In all discussions, we place the Word of God, the welfare of the school, and the most productive results for the student at the forefront. As a professional faculty, we uphold a strong commitment to keep parents informed about all aspects of student performance. We will not harbor resentment or negative feelings toward a student because a parent expressed a concern. We are, above all, partners in this formal educational experience.

1. Should a concern arise, our staff have your child's best interest at heart. Whether it is with a classroom teacher or an administrator, please contact that person directly. Scripture instructs us in Matthew 18:15-20 that we should go to the person first. Do not permit assumptions or miscommunications to get a foothold; at times, a pause may be helpful before reaching out.
2. If the concern is then not alleviated, involve the administrator who will mediate between all concerned parties.
3. Issues that remain unresolved will be shared with the School Commission, acting under the church's authority. The parties will be invited to conference or be informed by mail regarding the decision.

Damaged Property

- A. At all times students should regard school property with respect. Individuals willfully damaging property or neglecting to demonstrate proper care of textbooks, mobile learning devices, furniture, lockers, fixtures, facility, etc. will be responsible for the full cost of repair or replacement.
- B. The cost of damaged equipment, lost textbooks/library books/workbooks/I-pads will be charged to the families FACTS account. Salem Lutheran School reserves the right to hold the release of report cards and/or school records until accounts are cleared.

Lost & Found

"Lost and Found" is located near the school front office and at the kiosk in the Community Center. PLEASE LABEL ALL ITEMS with the child's first initial and last name. We are glad to return the lost articles to them when their name is in them. Items without names will be donated to *Resale with a Purpose*.

Electronic Devices/Smart Devices

- A. Any personal electronic communication devices (including smart watches – see below), are prohibited from use unless given permission by the classroom teacher. While at school, cell phones are to remain off and in a student's locker. Items being used without permission will be confiscated and the parents will need to pick up the device from a school administrator. If a second infraction occurs, there will be a \$35 fee assessed when the parent picks up the device from the administration.
- B. Smart watches are not permitted to be worn during the school day. Fitness trackers with no communication/cellular features may be worn to track steps during the day.

Kingdom Kids - Extended Day Care

- A. Salem Lutheran School offers Kingdom Kids to our students. All Salem School students must be enrolled in Kingdom Kids. Students will be escorted to the Community Center immediately following car line dismissal. Students cannot be permitted to wait for rides unattended.
- B. Siblings of athletic team members may not attend practice or games to avoid going to Kingdom Kids.
- C. Students involved in extra-curricular activities not picked up within ten minutes after activity will be sent to Kingdom Kids for supervision.
- D. Parents are urged to be prompt in picking up students after school, team practices, and other extra-curricular activities.
- E. A Brightwheel account is required by all students. Students participating in after school extra-curricular activities and not in the direct care of an adult will be registered in the Kingdom Kids program at parents' expense. Payment for extended care can be paid monthly through FACTS. Questions regarding Kingdom Kids can be directed to Sheri Losoya at extension 1551 or by email at slosoya@saalem4u.com.

Field Trips

- A. Field trips and special events provide opportunities for students to learn outside the regular school classroom. These events often involve additional costs that are not included in regular school fees.
- B. Permission slips with details of the experience will be provided, which must be signed and returned to school for a student to participate. An attempt will be made to contact parents of students that forget a permission slip. If a parent cannot be reached, the student will not be permitted to participate in the class.
- C. If parent drivers are needed for an event, the drivers must present a valid Texas driver's license and a valid proof of insurance card to the front office the day of the trip. Proof of insurance cards and a valid driver's license must be presented each time a driver provides transportation. Copies of license and insurance are not kept on file. It is the responsibility of each driver to provide the requested information. Parents are also advised of their assumption of risk and liability when they drive their vehicle on a field trip. The school accident insurance covering students will serve as a secondary carrier to the insurance of the owner/driver of a vehicle.
- D. Buses are chartered for field trips when deemed efficient. The cost will be factored into the trip fee.
- E. Field trip/event chaperone guidelines will be provided on the student permission form.

Emergency School Closing Information

In the event school is cancelled families will be notified by text, email, and it will be posted on SLS social media. If it is hazardous for you to be on the road, make the best decision for the safety of your family and contact the school office.

Lockers

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

Parent Education Opportunities

Salem Lutheran Church and School offer support to its families and community through counseling on an as needed basis, Bible studies, Connect Groups, and training sessions. Information regarding the class offerings can be found on the school and church websites and will be shared with families via email and social media.

Phone Use

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

Security

A. Safety Drills

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

B. Entering/Exiting the Building

All people entering or still in the building after 7:55 AM and before 3:15 PM, must sign in at the front desk so nametags may be issued. ALL visitors to the building must wear a nametag. Please use only the front school entry. All perimeter doors are locked and used for exiting only. The school office must be notified in advance if anyone other than the listed individuals authorized FACTS are picking up students.

C. Unknown or Unauthorized Persons

The faculty and staff are required to question anyone in the building or on campus without a nametag or whom they do not recognize. Please do not be offended if you are approached and asked to show identification.

D. Personal Background Checks

Anyone having direct contact with our students must submit to a background check annually. This process is done online. All volunteers are subject to this guideline.

E. **Campus Safety**

Should information regarding the safety and well-being of our students be shared with us from the sheriff's department or local authorities, the information will be validated and disseminated to the families involved. Doing your part – See Something Say Something. Families are asked to be straightforward with the administration if the potential for a dangerous situation exists.

Special Worship Events

SLS is a ministry of Salem Lutheran Church. Students are asked, on occasion, to lead in Sunday worship activities. We totally understand the commitment of Salem Lutheran School families to their own places of worship. If your family does not have a church home, we invite you to Salem. Check the Salem4u.com website for current worship times and Salem Kids and Salem Student Ministry events.

Student Accident Insurance

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

School Routine

- A. The school doors and classrooms open at 7:35 AM with the final morning bell ringing at 7:55 AM. The school day ends at 3:15 PM.
- B. **Students need to be in the classroom at 7:55. Students arriving after 7:55 AM are considered tardy. Morning Prayer and announcements take place at 7:55 AM. Students arriving between 7:55 and 8:00 AM will wait in the school entry until the announcements are complete and go directly to their homerooms. Students arriving after announcements will need to sign in and receive a late pass.**
- C. Students leaving school during the day must be signed out and signed back in upon return. So, to avoid disrupting classes, please contact the teacher so they are aware of the early release. The student will remain in class until requested from the school office. **Students missing more than two hours will be considered a half-day absence.** Unless it is an emergency, requests for early release beyond 2:30 PM cannot be honored due to the activities at that time and way in which the students are spread throughout the campus.
- D. Lunches – Student lunches may be brought from home or purchased from Aviators. If your child forgets lunch, the school office or homeroom teacher can order first thing in the morning. We ask that outside lunches be limited to two special occasions (birthday, visitor in town) per year per student.
- E. Students not picked up by 3:30 PM will be checked into Kingdom Kids. All students must be registered even if only for emergencies. Parents will be assessed charges after 3:45 PM. For the safety of the students, your cooperation with these guidelines is appreciated.
- F. If you are present in the building after school for a conference, meeting, game, etc., please keep your children under your close and personal supervision. Children roaming the halls or outside areas after school will be checked into Kingdom Kids and parents charged accordingly. Under no circumstances are faculty or staff members permitted to provide childcare services or favors to avoid attendance in the Kingdom Kids program.

- G. For reasons of safety, the playground is off limits to students outside of school hours. Only students registered for Kingdom Kids and under the direct supervision of Kingdom Kids employees are allowed on the playground.
- H. Student athletes should report to their supervising coach after school in the designated location on game or practice days. Athletes must attend four complete periods of the school day to participate in game day.
- I. Siblings of athletes whose parents are not accompanying them may not travel with teams to practices or games. Under no circumstance may coaches be asked to supervise non-team members.
- J. Parking lot traffic before and after school needs to flow quickly and smoothly. Please do not block traffic lanes while waiting. If you need to leave your car, for any reason or length of time, please park in a designated parking space. The school assumes no responsibility for the actions of drivers dispensing "street justice" to drivers parked or blocking the free flow of traffic in any discourteous fashion. Parking along any red curb is prohibited at any time. Obey school zone speed limits. It is illegal to use cell phones while driving in school zones.
- K. A safe and efficient manner for dismissal is our goal for the students. Dismissal times and locations are staggered by grade level and will be shared at parent orientation each year. Should you have students in multiple grade levels, arrangements will be made to reduce the number of carlines a family needs to go through at dismissal, if possible.

DISCIPLINE

It is the expectation at Salem Lutheran School that all members of the community (both adults and students) treat one another with respect and kindness, as is fitting for a forgiven child of God. Our goal is to teach Christian values, self-control, orderliness, and respect. As directed in Scripture, children are to be guided in the development of self-discipline, so that they may grow toward behavioral and moral choices compatible with a living Christian faith. We want students to act, not out of fear, but in loving response to God's sacrificial love for all of His children.

Partnership In Discipline

Salem Lutheran School is committed to walking alongside parents in their God-given responsibility to educate their children - spiritually, academically, socially, and physically. This requires a learning environment in which disciplinary standards are understood, supported by both the school and family, and followed by the school community as a whole. Everyone contributes to the creation of a safe and positive climate where learning can take place. Teachers, students, parents, administrators, and the church must work in a partnership of mutual support and respect.

At Salem Lutheran School, students, teachers, and parents are asked to remember that all of their actions bear witness (one way or another) to the saving grace of Jesus Christ. None of us is expected to be perfect, and our failings can be handled in the same spirit of love and forgiveness that God freely bestows on us.

School Behavior Standards

When parents and teachers partner to teach, model, and hold the children accountable to respectable behavior, the classroom and school become safe havens for both academic and social growth. Four basic standards provide the foundation of the disciplinary program at Salem Lutheran School:

- Respect for teachers and campus staff.
- Respect for oneself and others.

- Respect for the property of the school and others.
- Respect for the teaching and learning process.

Adhering to these standards means that students at Salem Lutheran School will:

- Treat teachers, administration, and fellow students with respect.
- Treat school property with pride and care.
- Fulfill class assignments as instructed.
- Put forth their best work each day.

Behavior Management System

The classroom teacher is the authority of discipline management in the classroom. Behavioral expectations will be clearly stated at the beginning of the school year. When necessary, the school administration will become involved in the discipline process. Parents of 5th through 8th grade students are given the opportunity to monitor their student's behavior through email alerts in FACTS. All parents are encouraged to communicate consistently with teachers regarding behavior at school.

A. General Expectations

The following applies to all students in the building.

1. Treat all of God's property with respect.
2. Show respect to adults, other students, and guests.
3. Follow the directions of any Salem Lutheran staff.
4. Use a quiet voice in the learning areas and hallways.
5. Always walk; do not run in the hallways.
6. Do not bring playground or athletic equipment to school without teacher permission.
7. No over-aggressive games or horseplay are allowed.
8. Students are not to chew gum at any time during the school day, car pick-up, or at Extended Care.
9. Students may bring water bottles with water in them.
10. Students must have a teacher note/Nurse Pass to visit the school office/nurse.

B. Reinforcement of Positive Behavior

School discipline has traditionally focused on correcting or punishing inappropriate actions. Logical, predictable consequences should result from poor behavioral choices. It is equally important, however, to acknowledge and reinforce good behavior. Children who receive intentional, positive affirmation for "doing the right thing" are more likely to continue doing it. Teachers at Salem Lutheran School are encouraged to develop simple, age-appropriate incentives to affirm positive classroom and individual behavior.

C. Behavioral Consequences

Students at Salem Lutheran School must clearly understand that inappropriate behavior will be met with consequences. When a student does not exhibit the expected level of conduct, specific consequences will result. Consequences of misconduct will be determined by the seriousness of the offense, the student's age, the frequency of misconduct/discipline history of the student and any other relevant circumstances. Minor disciplinary infractions will be dealt with according to classroom procedures. Students can be disciplined for inappropriate behavior at school sponsored after school and athletic events. Consistent classroom disruption or more serious discipline issues will involve parents and the principal. The following is a list of behavior infractions that may lead to immediate consequences. Salem Lutheran School reserves the right to add or delete from this list during the course of the school year as situations warrant.

Inappropriate Conduct – Behaviors resulting in consequences

Such behaviors include, but are not limited to:

- Unkind behavior
- Immature behavior
- Name calling
- Disrespect
- Inappropriate language and gestures
- Inappropriate physical contact (including public displays of affection)
- Causing injury to another as a result of deliberate actions
- Disturbing classroom instruction and learning
- Gum chewing/candy (without teacher permission)
- Unauthorized eating in class
- Misbehavior for a substitute teacher
- Not in assigned area
- Bringing inappropriate items to school
- Throwing food during lunch
- Dress Code violations
- Failure to respect or obey school safety rules
- Inappropriate behavior on a field trip
- Failure to comply with reasonable directives from any teacher or staff member
- Lack of cooperation
- Excessive talking
- Intentionally annoying others
- Lying to a teacher or Salem staff member
- Late to class
- Technology misuse
- Other actions unbecoming students of Salem Lutheran
- Unapproved cell phone use

Inappropriate Conduct – Behaviors leading to immediate referral to the Principal

Such behaviors include, but are not limited to:

- Extreme cases from the previous category
- Use of offensive language or obscene gestures
- Fighting
- Insubordination or defiance of those in authority
- Theft
- Cheating or plagiarism
- Vandalism
- Possession or use of matches or cigarette lighters
- Skipping class or school
- Physical, verbal, or sexual harassment
- Possession of or involvement in any written, printed, audio, video or internet material that lends itself to unchristian conduct
- Any conduct tending to reflect serious discredit to Salem Lutheran School
- Student's and or parents' lack of cooperation in classroom or disciplinary matters

Inappropriate Conduct – Behaviors that lead to an Immediate Expulsion

Such behaviors include but are not limited to:

- Possession of tobacco, vapes, or alcohol
- Possession of firearms, weapons, or their look-alike
- Possession of drugs, drug paraphernalia or controlled substances or their look-alike
- Possession of any substance that alters the state of consciousness
- Possession or use of any fireworks or other explosive or flammable substances
- Making a bomb threat
- When a student's presence or behavior poses a threat to the health and safety of another student, staff member or anyone on the premises
- Immoral sexual conduct

D. Working Lunch

Students who turn in work after it is due may be required to serve a working lunch. Working lunch will be supervised by a teacher in a designated classroom. Students will have time to do their work and eat lunch. Multiple working lunches can lead to additional consequences including a detention or an academic contract.

E. Detention

If deemed necessary by school administration, a lunch detention or an after-school detention may be assigned. After school detention lasts 45 minutes and a \$20 detention fee will be assessed to the FACTS account. The principal will determine the type of service which may include physical work. A student's second detention of the school year will result in a behavior contract.

F. Behavioral Contract

Students who have repeated behavioral patterns that disrupt classroom learning will be required to have a behavioral contract. Consequences of not following the terms of the behavioral contract may jeopardize the student's enrollment in the school or may result in expulsion.

G. Academic Contract

Students who repeatedly fail to turn in assignments on time will be required to enter into an academic contract. Consequences of not following the terms of the academic contract may jeopardize the student's enrollment in the school.

H. Suspension

Suspension from school is an extremely serious issue. A student who is suspended from school will not be allowed on the school grounds. Students who are suspended may not participate in school or extra-curricular activities during the suspended time period and will be required to make up all work missed during the suspension period.

I. Expulsion

A student will be expelled from Salem Lutheran School or parents asked to withdraw their student for any reason the administration or the commission deems appropriate. This last resort takes place after documented attempts to correct a student's misbehavior have failed and misbehavior persists or if the offense is so serious as to warrant immediate expulsion. An expelled student will be asked to leave Salem Lutheran School for the remainder of the school year. Expulsion from school will be the decision of the principal in consultation with the Head of School. Tuition is non-refundable under an expulsion.

In cases of expulsion, the commission reviews the facts of the situation with the administrator, reaching a decision focused on preserving the best interests of the greater learning environment necessary for students to learn.

J. **Technology**

We are blessed with our technology tools to enhance learning, and we want to use them appropriately and keep them in good condition. K-8 students and parents are required to sign an Acceptable Use Agreement to remind them of appropriate use and care for technology. Technology misuse as listed above includes, but not limited to posting or viewing inappropriate pictures, cyberbullying, and posting and interaction on social media both inside and outside of school. When technology misuse outside of school negatively impacts students or staff at Salem Lutheran School, the student is subject to disciplinary procedures.

K. **Counseling and Intervention**

Confidential referral for counseling and rehabilitation resources are available to parents and students who identify concerns in the family. Please reach out to our school staff so we can assist you during this difficult time. Salem Lutheran School will not tolerate the possession, use, or distribution of illegal drugs, alcohol, or other controlled substances on campus.

L. **Academic Integrity**

Cheating and plagiarism are serious offenses, both for those who give and those who take information. Students at Salem Lutheran School are expected to complete their own work to the best of their ability. The consequences of cheating and plagiarism at Salem Lutheran School are serious. Consequences may include a grading penalty of zero, placement of the student(s) on disciplinary probation status, suspension, or expulsion. A conference may be held with the principal, student, teacher, and parent for all involved.

M. **Items from Home**

Parents are asked to help ensure that unnecessary items from home are not brought to school. These include (but are not limited to) gum, candy, trading cards, comic books, inappropriate magazines, matches, audio devices, electronic games, squirt guns, dolls, games, and handheld electronic devices. These items may be confiscated and will be returned at the discretion of the teacher or administration.

Bullying

- A. Salem Lutheran School takes seriously the responsibility of caring for each child entrusted to us. We seek to provide a safe and orderly school environment so that physical, social, emotional, intellectual, and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus when He said, *“Love the Lord your God with all your heart and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself.”* Matthew 22:37-3
- B. At the heart of following our Lord’s command is the commitment by the faculty and staff to model the same love Jesus has shown us and to take immediate action to stop bullying behaviors.
- C. Often subtle, **bullying is defined as the repetitive and intentional attempt to intimidate another person.** Typically, it occurs at unstructured times such as lunch or recess. Bullying behavior may include but is not limited to physical, verbal, non-verbal, exclusion, emotional, or written attacks. Sending insulting and demeaning messages by email or text or using the internet as a means of harassing or victimizing is considered cyber-bullying and is also subject to disciplinary action. Bullying occurs when a person is exposed repeatedly and over time to negative actions on the part of one or more people.

- D. Because of the grace given to us in Christ Jesus, we embrace conflict resolution that emphasizes teaching students to accept responsibility for their actions and forgiving one another. *“If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness.”* 1 John 1:9 *“Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.”* Colossians 3:13
- E. Bullying is contrary to the behavior, values, and principles taught in Scripture. Such negative behavior is also disruptive to the learning process, not to mention the harm it causes to a child’s sense of self-worth and well-being. Therefore, Salem Lutheran School is committed to intervening when bullying occurs. Students may not engage in bullying behaviors while on the premises or while involved with any school-sponsored event or activity, regardless of location. Teachers and staff will actively and consistently teach and model positive behaviors and will not tolerate aggressive or harassing behaviors. Students who bully others are subject to consequences, as outlined in our discipline guidelines.

In all disciplinary matters, the administration reserves the right to make the final decision regarding discipline. The administration will always do its best to be fair and consistent (while recognizing differences between students and specific situations) and to make decisions on the basis of what is best for the entire student body. The safety of students and school personnel is of paramount concern to the administration. In the event the administration feels that a situation exists which would jeopardize either of these, the administration reserves the right to take steps it deems necessary.

Dress Code

Conservative judgment shall always take precedence. When in doubt, do not wear it.

- A. Tommy Hilfiger Uniforms and Land’s End are the Official uniform providers for Salem Lutheran School. The wearing of items other than these providers must be purchased off of a “uniform” rack and look like the options posted online. Please help us to maintain consistency and to keep uniform related issues to a minimum by following the uniform guidelines. Uniforms should not have a logo other than an SLS logo.
- B. Students may wear any item on the list of approved clothing for their grade level. Tommy Hilfiger Uniforms and Land’s End have these items listed online. The Chapel uniform is to be worn when the whole student body gathers on Wednesday for Chapel or other special events.
- C. In addition to the approved uniform clothing items, parents are asked to observe the following standards in providing appropriate school wear for their children:
1. **Shoes** - Students may wear any appropriate athletic or dress shoes, or boots, if conservative and modest in nature. Sling sandals, crocks, and “flip-flops” are not permitted. All shoes must have a back and be closed toe. If athletic shoes are not worn to school, a separate pair of athletic shoes must be changed into for PE and athletic participation.
 2. **Socks** – Predominate colors of black, blue, white, gray, and dark green should be worn daily. Avoid solid neon colors and patterns that are distracting. Patterns and brightly colored socks can be worn on thematic days only.
 3. **Shirts** – Polos may be worn on the outside of pants/shorts. If a T-shirt or long-sleeved shirt is worn under a polo shirt, it must be white or the same color as the polo shirt.
 4. **Sweaters** - Any appropriate, solid colored sweater in Salem School athletic colors (forest green, sky blue, white, or navy blue) may be worn as part of the school uniform.
 5. **Sweatshirts/Jackets** - Only the Salem logo sweatshirts and Salem jackets may be worn during the school day. Please refrain from wearing these items in chapel.

6. **Uniform Bottoms** - The length of the dress-uniform skirt should not exceed five" above the knees (when kneeling on the floor). The waistband of skirts and shorts may not be rolled up to shorten the length of the garment. The dress-uniform skirt for girls may be worn on other school days. It can also be combined attractively with a school polo shirt. An appropriate short must be worn under the dress-uniform skirt for all girls. Uniform shorts and skorts shall also not exceed five" above the knees for both boys and girls.
 7. **Leggings** – Solid color (black, white, dark green, or navy blue) leggings may be worn beneath garments only and not alone. Both boys and girls may wear leggings beneath regular uniform clothing. They must conform to the leg and be tight to the ankle.
 8. **Jewelry** - Appropriate, modest jewelry may be worn as part of school dress. Earrings or studs are not appropriate jewelry for boys. Students may not wear any jewelry or trinkets that are obscene, or promote drugs, alcohol, tobacco, or disrespect for the American flag. Body pierce rings or studs are prohibited except for earrings for girls.
 9. **Hair** - Boys' hair should be neatly groomed in an appropriate, modest style and fashion. When combed downward, boys' hair should not extend beyond the top of a dress shirt collar or prevent clear vision by hanging in front of the eyes. Boys are not permitted to have facial hair or to wear any accessories in their hair. All students should have natural hair color.
 10. **Makeup** - Girls in the grades 5-8 are permitted to wear makeup sparingly.
 11. **P.E. Uniforms and Shoes** - P.E. uniforms are required for P.E. in grades 5-8 only. Athletic shoes should be worn for P.E. at all grade levels. A separate athletic shoe may be changed into for P.E. and athletic participation in the Community Center gymnasium.
 12. **Special Dress Days** – Students and parents are expected to choose Salem Lutheran School appropriate clothing. While the privilege is granted for thematic or spirit dress, appropriate choices are still necessary to maintain a suitable learning environment.
 13. Conservative judgment shall always take precedence. When in doubt, do not wear it.
- Spirit Days** - Every Friday is "Salem Spirit Day." This day is to remind us that we are one in Christ. Just as a sports team wears the same type of uniform, we wear a "spirit" shirt to share the heart of being "one team" for Jesus.

Appropriate attire is as follows:

- Students may wear their Salem "Spirit" T-shirt.
- Jeans or regular uniform bottoms
- Salem-issued or Concordia Lutheran High Spirit T-shirts
- Salem logo activity shirts or Salem athletic shirts
- Regular uniform clothing.

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

Appropriate attire

- Clothing in thematic color
- Regular uniform clothing in thematic colors
- Jeans, dresses, skirts, and shorts of appropriate length and in thematic colors

Inappropriate attire for any Special Dress Day

- Low rise, baggy pants, cargo pants, yoga pants, pants with holes, frays, or ragged edges, leggings worn by themselves
- Jersey shorts, PE shorts, athletic shorts, short shorts

- Miniskirts, spaghetti straps, tank tops, low cut tops, see-through tops, tops that expose the midriff
 - Camouflage items
 - Clothing that is tight or extremely tight fitting
 - Under Armour and leggings worn as outerwear
- 14) Students and parents are expected to choose Salem Lutheran School appropriate clothing. While the privilege is granted for thematic or spirit dress, appropriate choices are still necessary to maintain a suitable learning environment.
- 15) **School Pictures** - Student pictures for the yearbook are regularly taken in the fall. Class photos are scheduled during second semester. Chapel uniforms are to be worn for both these occasions. Detailed information will be sent home with students approximately one to two weeks before "picture days."

ATTENDANCE

Attendance Guidelines

- A. Students absent more than 10 days per semester (20 days all year) may be subject to automatic failure, especially if the student is at risk and struggling academically. Reasonable absences include illness, family emergencies or deaths, or any absence pre-approved by an administrator. Parents are asked to contact the Homeroom/advisor teacher or the office via email stating the reason for an extended absence from school. Any absence beyond the ten allowed per semester requires a doctor's note. This helps the school maintain accountability.
- B. If your child must be absent for any reason other than illness or family emergency, please speak with the Homeroom/advisor lead and Admin prior to the absence and email a written request for absences on the date(s) in question. For extended absences, the following protocol must be followed:
- 1) Before the absence, the student and family should meet with each teacher to obtain all work that is anticipated to be missed that can be worked on outside of school.
 - 2) All missed assignments, including tests must be completed within the progress report period upon returning to school.
 - 3) Students absent from school without a reasonable excuse will not receive credit for any missed work or exams.
- C. The School has the authority to require documentation for absences.
- D. The school day begins at 7:55 AM. Late students will be marked tardy. Three tardies constitute an absence. If the tardies amount to ten absences per semester, the student may be subject to an automatic failure for the semester, especially if the student is struggling academically. All absences are recorded on the quarterly report cards. Once a student receives nine tardies (three absences), one family volunteer work service hour will be added (to be completed) to the FACTS account. After each additional three tardies, a volunteer hour will be added.

Special Events/Programs

Salem values academic excellence and the fine arts, therefore opportunities are provided for our students to share their gifts and talents through special events and programs.

Throughout the year, special events/programs are planned. The Christmas Program, Veterans Day Parade, Grandparents Day, and the Spring Assembly are required activities. It is a time for performance and celebration. Attendance is expected, and participation is part of the grade. Families are expected to attend. Dates are listed on the school calendar located on the school website.

Church, Chapel, And Mission Offerings

- A. Regular attendance in weekly worship services is an expectation Salem School places upon its families. The blessings of gathering for regular and consistent worship of God are innumerable. From personal spiritual enrichment and growth to the public support of other Christians through corporate worship, weekly attendance in worship is a cornerstone value our Christian Day School seeks to profess.
- B. Families not having a church home are always welcome at any of Salem's worship services. Services are held at 8:30 AM and 11:00 AM on Sunday with Connect time at 9:45 AM. Children's Ministry (Salem Kids) programming takes place in the Community Center at 9:45 AM. Parents may take their children to the Community Center to the Salem Kids check-in before going to the worship service. Salem School families are encouraged to get connected to the greater family of Christian believers at Salem Lutheran Church. You can find more information at www.salem4u.com.
- C. On Wednesday mornings, the students of Salem gather in the Worship Center for worship and praise. The chapels are led by Salem staff, our SLS classes and invited guests.
- D. Chapel offerings collected in our weekly services are designated for various mission projects on local, national, and international levels. We continue to partner with Salem Lutheran Church in support of these mission projects. Parents are encouraged to help their children learn to be generous in support of these mission projects.
- E. Student Involvement – Our SLS students have leadership opportunities in the area of tech, leading worship songs, and closing out our services with prayer and the benediction, just to name a few.
- F. Chapel Buddies – Each year we pair our older grades with a younger class as chapel buddies. Occasionally our chapel buddies will sit together in chapel and do activities throughout the year.

Field Day

- A. The students at Salem Lutheran School regularly participate in an annual track and field day in the late spring. Students in grades 1-4 travel to Our Savior Lutheran School in Houston to compete for ribbons in races, relays, etc. Students in grades 5-8 compete in the quest for ribbons at Concordia Lutheran High School.
- B. Field Day is considered a regular school day. Attendance is required. Parents are invited and encouraged to plan for a day of vacation and participate in this BIG EVENT. We depend on parent drivers for transportation, school spirit, and supervision on this day. Field Day is a wonderful chance to visit with other parents and support your student through your presence. It is planned that grades 1-4 Field Day and the grades 5-8 Field Day are on different days.

- C. Kindergarten students do not participate in Field Day. Instead, our youngest learners experience a special day of activities on our school campus.
- D. Field Day shirts are worn with appropriate shorts for field day events for grades 1-4. Shirts can be purchased at a nominal price through our online Salem Spirit Store. Fifth through eighth grade students are required to wear PE uniform.

Homework

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

Parent/Teacher Conferences

Prior to school starting, you will be asked to schedule an appointment with your child's homeroom teacher (Grades K-5). The purpose is to share the uniqueness of your child with him or her, and to develop a relationship between you and the teacher as partners in the education of the student.

A formal parent/teacher conference is scheduled after the first quarter. However, the teachers and parents often find it necessary to visit more frequently regarding students. These are welcomed and encouraged. Parents desiring to have a conference are asked to please email the teacher for an appointment.

Report Cards

- A. Report cards may be viewed through FACTS following each nine-week grading period. Access to FACTS will be blocked if tuition balances are not current, fees are unpaid, library books or damaged textbooks are not returned, immunizations not up to date, etc. Please make sure you are checking your FACTS account regularly.
- B. The parents and students assume the responsibility of checking FACTS, reviewing returned work, and contacting the child's teacher with questions.
- C. Students in grades 5-8 earning a term average of 94% or better will be recognized for their exceptional academic performance by being named to the Merit Roll. Students in grades 5-8 earning a term average of 89% through 93% will be recognized for their commendable achievement by being named to the Honor Roll. Students in grades 5-8 maintaining a yearly average of 94% or better will be honored with the Merit Scholar Certificate. All subjects in grades 5-8 will receive a percentage grade. Recognition for Merit Roll or Honor Roll will not be extended when a D or F is given on a quarterly or year-end grade report. This includes art, computer, P.E., Spanish, and the elective. Each grade will be multiplied by the number of

times that that class meets per week in the process of determining overall average. Summer school will be required for any student whose average for the year in a core subject fall below 70%.

- D. Low grades may affect a student's eligibility to participate in extra-curricular activities. See Athletic Handbook.

Extracurricular Activities

- A. Salem students are encouraged to participate in appropriate extracurricular activities. Salem provides the opportunity for students to promote school spirit and pride by representing the school in many areas. Participation in extracurricular activities is voluntary, but student participants must abide by the maximum/minimum age standards as established by the Houston Lutheran Athletic Conference, PSIA, the governing body of the event, and Salem's academic eligibility standards.
- B. In Christian education, there are many opportunities to develop God-given talents and use them to His glory. One of these opportunities is in organized athletics. However, when a student's involvement in activities and practice sessions interfere with academic progress, extracurricular involvement must be limited.
- C. The Principal will review extracurricular eligibility two times every grading period. A student will be considered ineligible for activity involvement if he/she receives two or more failing grades on a progress report, or one or more failing grades on a nine-week report card. Once a failing grade appears on a report card, that grade must be above 70% on the next progress report. Otherwise, that student will remain ineligible even if there is only one failing grade on the progress report.
- D. Eligibility for extra-curricular activities is based on all subjects. Ineligible students are not permitted to participate in any practices, events, or meetings.
- E. For those students who desire an academic challenge, SLS offers an PSIA and an opportunity to attend competitions.

National Junior Honor Society

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

- A. The National Junior Honor Society Chapter of Salem Lutheran School is a duly chartered and affiliated chapter of the prestigious national organization. Membership is open to those students who meet the required standards in six areas: scholarship, leadership, service, citizenship, character, and Christian leadership. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter's needs. Students are selected to be members by a five-member Faculty Council, appointed by the Head of School, which bestows this honor upon qualified students on behalf of Salem Lutheran School each spring.
- B. Students may not apply for membership in the National Junior Honor Society. Membership is granted only to those students selected by the Faculty Council of the school. The selection process is as follows:
 - 1) Membership is open to both seventh and eighth graders who have attended Salem Lutheran School for at least one semester.

- 2) The academic records of these students are reviewed to identify those students at grade level and those with a cumulative scholastic average of 90% or higher. NJHS does not recognize rounding. These students will never have achieved detention prior to or during the selection process.
- 3) The middle school faculty will evaluate a candidate's character/attitude. Members of the middle school faculty will be solicited for input regarding their professional reflections on the candidates.
- 4) The NJHS faculty advisor will inform the candidates who have successfully completed the faculty evaluation that they are eligible. Students and their parents will attend a mandatory meeting. To be further considered for selection to the NJHS chapter, these students must then complete the Student Activity Information Form in a timely manner and sign up for the interview. The faculty council members will conduct the interview.
- 5) Following the interview, the total accumulation of points will determine those students selected to be inducted into NJHS. To maintain anonymity, names are removed from the final tally sheets. A minimum of 85% of the total possible points is necessary to achieve final selection. Students are then informed of their selection or non-selection in writing.

Educational Support Services (ESS)

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

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

- B. Students at Salem Lutheran School diagnosed with a learning difference are eligible for an Accommodation Plan. These plans are professionally formulated using professional diagnoses, recommendations for classroom accommodations, and teacher facilitation at annual ARD (Admission, Review, and Dismissal) meetings consisting of parents, teachers, professionals, and administrators. Plans can be implemented or changed only at an ARD meeting. SLS reserves the right to limit enrollment to a student if the needs of that student cannot be adequately met by Educational Support Services. All students must comply with the guidelines set forth in the Family Handbook. Certified educational interventionists, and dyslexia specialists are on campus regularly to provide intervention for learning differences and assistance to teachers. The cost of these programs is not part of regular tuition fees. Additional costs and fees are available from Educational Support Services.

VOLUNTEERING AND WORK SERVICE

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

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

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

- A. All parents are urged to become involved in one or more of the many opportunities for involvement. Some examples, but certainly not limited by these examples are athletics, classroom assistants for art, reading, recess, the annual dinner auction, Back to School Bash, Teacher Appreciation Week, Golf Tournament, carpentry, painting, landscaping, front office coverage, substitute teaching, cooking, baking, or Watch Dogs for Dads, grandpas, uncles.
 - 1. Hours worked and time served for SLS qualify as work service.
 - 2. Hospitality, food, and beverage receipts do not qualify a volunteer service.
 - 3. While greatly appreciated, monetary gifts and donated items do not qualify a work service. These contributions will be acknowledged with a separate letter of donation for tax purposes.
- B. Volunteers are trained annually, shortly after school begins. All volunteers working with the children are required to submit information for a background check annually.
- C. The Internal Revenue Service values a professional volunteer hour at \$28.54.
- D. A family's commitment can be met in three ways:
 - 1) 24-hours of service by June 1 of the current school year (summer hours are accepted).
 - 2) One payment of \$684.96 in lieu of volunteer service to be paid by the last day of school.
 - 3) A combination of volunteer hours and payment.

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

- E. It is the parent's responsibility to report volunteer hours. All family members may work to receive credit.

Hours will be recorded into the family FACTS account and the balance will reflect being reduced with each hour.

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

Family Work Service Hours Program Contract

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

STUDENT NAME	GRADE

I (we) commit to:

_____ 24 hours of volunteer service to Salem Lutheran School before June 1 of the current school year. If unable to complete hours, I (we) will pay for the balance of the remaining hours at \$28.54 per hour.

_____ \$684.96 payment in lieu of work service to be paid to Salem Lutheran School by June 1 of the current school year.

_____ Combination of Volunteer Service and payment to Salem Lutheran School before May of the current school year. If unable to complete the hours, I (we) agree to pay the balance at \$28.54 per hour.

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

Signature of Parent or Guardian

Date

Fund Raising and Development

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

*May God bless all of you as we grow together with the hope of
God's blessings for our 170th academic year!*

- A. Some things are never meant to change, like the Truth of God's Word and following His guidance as we raise our children to fulfill the Great Commandment and the Great Commission to serve Him lifelong. Some things need to change, like understanding what children need to learn and the instructional strategies we use to motivate and teach them to be successful and productive citizens in the 21st century. It is where the two come together successfully that we find Salem Lutheran School and our vision: becoming a culture of faculty, staff, students, and parents well (g)rounded in Christ and well-rounded for life to serve God boldly in a world that does not.
- B. As a family enrolled at Salem Lutheran School, your active support of this vision is critical to our success. Your trust in school leadership to make informed decisions regarding student learning paves the way for our students' futures. We work diligently to make our families "raving fans" of Salem Lutheran School, and depend upon your prayerful support, verbal praise in the community, and your generosity to Salem Lutheran School in pursuit of our vision.
- C. Skills such as creativity, collaboration, critical thinking, and communication will propel and prepare our students to be leaders in their communities. The use of technology as an integral tool is critical. Technology is as important as classroom space. Aside from personnel costs, technology is the single costliest budgeted item. That said, our school parents have been overly generous in providing the funds necessary to implement our one-to-one program in grades 4-8 as well as providing an abundance of mobile learning devices for grades K-3. These funds were raised outside of tuition dollars through our annual fundraiser. The annual technology fee covers administrative costs on these devices and as we move forward, we will be evaluating the costs carefully. Very soon, we hope to be able to use at least a portion of the dollars to fund our school endowment. The interest from the endowment can be used for our general budget and keep tuition costs affordable. When students are excited about learning and feel safe in their surroundings, they thrive! Test scores prove that students have been achieving over and above their predicted levels for almost two decades. Our parents and student surveys reflect the same.
- D. Every year, Salem Lutheran School's annual dinner auction. This event is the welcomed alternative to asking families to sell magazines, cookie dough, and wrapping paper. We enthusiastically encourage and ask all families to help make this gala event a smashing success! Your assistance may include donating items for the online and live auctions, asking your favorite business to donate a service, gathering auction items in the community, making phone calls, helping to input, sort, and distribute online auction items, sponsoring a table, buying tickets to the event, and setting up and decorating for the event are all ways our school families help to achieve success. Funds raised go toward the advancement of the vision for Salem Lutheran School.
- E. In June, Salem athletics hosts a golf tournament at High Meadow Ranch. The funds raised go towards maintaining our athletic fields and needs within our athletic program.

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

- F. We encourage you to ask if a matching gifts program for schools is offered through your employer. Salem Lutheran School is an accredited school, non-profit 501c3 organization, and gifts are tax deductible. We have accepted matching gifts from Honeywell, Anadarko, Exxon Mobil, ConocoPhillips, and Chevron, etc.
- G. The purpose of Salem Lutheran School's endowment is "funding the future!" The Buescher family birthed the endowment with the hope of helping to support tuition reduction into the future for school families and children of staff members who find it financially difficult to pay full tuition.

Fifteen percent of the school budget is budgeted for tuition reduction annually. With a healthy enrollment, budgeting needs become easier to fund, and development opportunities can help the endowment, making tuition more affordable for everyone. Major gifts and charitable giving designations are always welcomed.

Development Opportunities

Friday, March 1, 2024

Annual Auction – Online auction, and a live dinner auction event to raise dollars for our current needs such as integrated technology tools.

Tuesday, June 11, 2024

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

