



Salem Lutheran School

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

2010-2011 Parent Handbook

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“INDESTRUCTIBLE”

Ephesians 6:10

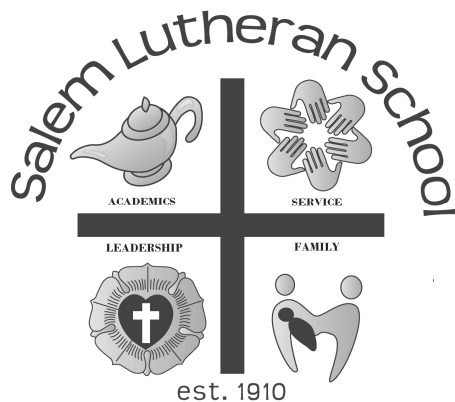
INTRODUCTION

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

OUR PHILOSOPHY OF CHRISTIAN EDUCATION

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

The logo of the school communicates our philosophy. The components are:



The Cross – symbolic of keeping CHRIST in the center of all we do here.

Academics (the Lamp of Learning) – We strive to provide a high quality Christ-centered education.

Service (the hands) – We want to develop an attitude of service in our students.

Leadership – (the Martin Luther Cross) – We want to develop Lutheran leaders for the next generation.

Family – (the mother, father and child) – The faculty and staff at Salem Lutheran School want all the students to feel like this is a home away from home. A place where they feel safe, encouraged and free to be who God made them. We also want the entire family to feel welcome, engaged and involved.

OBJECTIVES OF CHRISTIAN EDUCATION

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

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

Knowing Christ

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

Trusting Christ

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

Growing in Christ

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

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

MANAGEMENT

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

ADMISSION

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

ENTRANCE REQUIREMENTS

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

When a child enters school for the first time, an official birth certificate issued by the Bureau of Vital Statistics must be presented. Baptismal and hospital certificates will not be accepted. Divorced parents must provide a copy of the dissolution decree that states custody rights. When a child transfers from another school a form must be signed by the parents to release records from the previous school attended. An enrollment form providing information for the permanent record, including health records, shall be filled out for each child enrolled.

STUDENT REGISTRATION

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

ARRIVAL AND DISMISSAL PROCEDURES

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

Before and after school PARENTS ARE NOT TO WAIT OUTSIDE THE CLASSROOM DOORS. Please wait outside the building on the outdoor benches or in your car. This will help the children to keep their attention focused on the classroom activities.

Please do not use arrival or dismissal times to confer with teachers. Our teachers are charged with the responsibility for ALL the children and need to use before and after school minutes to deal with the children. If you desire to speak with a teacher, please make an appointment or wait until all students have been dismissed and are out of the building.

3:15 P.M. STUDENT PICK UP PLAN

General Guidelines for All Parents

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

If you have after-school business matters at Salem, park in your designated lot, meet your children at the pick up location, take the children with you, and handle the business matter.

- I. Parents With Children in Preschool and/or Kindergarten Only
 - A. Park on the paved lot on Frankfort next to Preschool/Extended Care.
 - B. Enter the school through the doors at Preschool/Extended Care.
 - C. Pick up Children in the cafeteria.
 - D. If you wish to go right (west) on Gravois, follow Frankfort to Gravois and turn right.
 - E. If you wish to go left (east) on Gravois, turn left at the alley by the U.S. Bank parking lot; turn right on Heege; then turn left on Gravois.

- II. Grades 1 - 8 Students With Last Names Beginning From A - K and All Car Pools
 - A. Parents park on paved lot between the church and school. Use second paved church lot if necessary.
 - B. If you have a preschool and/or kindergarten child, go to the cafeteria, pick up the student, and return to the parking lot.
 - C. Meet your older children at the designated pick up area. If you arrive late for pick-up, you will be directed to a safe waiting area.
 - D. If you wish to go right (west) on Gravois, turn left on Lakewood as you exit the parking lot. Then turn right on Gravois.

- E. If you wish to go left (east) on Gravois, turn right on Lakewood and go to Acorn. Turn right on Acorn to Heege. Turn right on Heege to Gravois. Then turn left on Gravois.

III. Grades 1 - 8 Students With Last Names Beginning From L - Z

- A. Parents park on the playground behind the gym. Entry may begin at 3:05 P.M.
- B. Enter the playground by using the driveway between the gym and the youth house. If the playground becomes full, you may wait in the gym driveway or on Lakewood and enter as space becomes available.
- C. If you have a preschool and/or kindergarten child, enter school through the Preschool/Extended Care doors, pick up your child in the cafeteria, and return to the playground.
- D. Meet your older children in the designated pick up area. If you arrive late for pick-up, you will be directed to a safe waiting area.
- E. Everyone exits the playground onto Frankfort.
- F. If you wish to go right (west) on Gravois, follow Frankfort to Gravois and turn right.
- G. If you wish to go left (east) on Gravois, turn left at the alley by the U.S. Bank parking lot; turn right on Heege; then turn left on Gravois.

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

CHILD CARE SERVICES

EXTENDED CARE

Extended Care is available for our pre-school and kindergarten families during the school days from 6:30A.M.- 8:00 A.M., and 3:15 – 6:00 P.M. Due to staffing needs, Extended Care cannot be offered on a drop-in basis. Drinks, snacks will be provided.

Fee: \$2.50/hour or any fraction of an hour
Please note: \$1.00 per child/per minute after 6:00 PM

LATCH KEY PROGRAM

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

Fee: \$2.50/hour or any fraction of an hour
Please note: \$1.00 per child/per minute after 6:00 PM

All students who arrive at school prior to 8:00 A.M.or who remain at school after 3:30 P.M. will automatically be assigned to the Latch Key program and assessed the appropriate fee, unless arrangements have been made or there is an emergency

ANY student who arrives before 8:00 A.M. should remain in their cars, or be signed in to latchkey.

CO-CURRICULAR ACTIVITIES

Salem Lutheran School provides a wide range of co-curricular activities for the children. Many sports programs are offered. Opportunities also abound in the music areas. Our school provides a music and choir program with opportunities to praise the Lord in song during the regular church services. Because all students attend Salem Lutheran School by choice, attendance will be a consideration in the assigning of grades for some performance-based activities. This includes participation in Salem Lutheran Church worship services when required. Each director/leader will set their own policies. The Lutheran High School Association provides a band program for grades 5-8 for an additional fee.

COMMUNICATION

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

INCLEMENT WEATHER POLICY

Every attempt will be made to keep school in operation despite bad weather. If school will be closed for some reason, this information will be announced on local radio, television stations, and a computerized phone system. Closing announcements will also be posted on www.slcas.org. Salem Lutheran School will rarely close early due to inclement weather.

WEEKLY NEWSLETTER

A weekly newsletter, "The Salem Times" is sent home with the oldest student in each family. "The Salem Times" provides essential current news regarding Salem Lutheran School and is the official source of information. "The Salem Times" can also be viewed at www.slcas.org

Additionally, the teachers will send home a weekly newsletter highlighting the activities of that class.

WEBSITE

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

CURRICULUM AND INSTRUCTION

ACADEMIC STANDARDS

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

BOOKS AND SUPPLIES

Registration and Materials Fees are collected when registration papers are turned in. The fees are applied to the total tuition. The cost of textbooks is included in the total tuition costs. The students will be responsible for maintaining the textbooks during the school year. A fee will be assessed for excessive wear and tear on the textbooks. There may be rare circumstances where a minimal

additional fee may need to be collected.

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

CURRICULUM GUIDES

Subject area curriculum guides are available for review in the principal's office. Salem reviews its curricula on a regular basis.

HOMEWORK

The children are given opportunities in school to complete many of their assignments. In case a child seems to bring home large amounts of homework, parents should arrange to discuss the problem with the child's teacher(s). Parents should frequently check and discuss it with the child, and if necessary communicate with the child's teacher, as needed. Children are urged to prepare their work neatly and accurately and submit their assignments on time.

LEARNING CENTER

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

This service requires an extra fee. These fees will be established by the principal and Learning Center teacher, communicated to the parents and reviewed twice a year.

MIDDLE SCHOOL HONOR ROLL

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

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

POLICY ON GRADING

Below is the grading scale used at Salem Lutheran School:

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

PROMOTION GUIDELINES

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

KINDERGARTEN

While academics and basics are important at this level, we also concern ourselves with the child's growth socially, physically, and emotionally. If a child is not developing at a satisfactory rate in one or more of these areas, the teacher may recommend that a student be retained at the present level to permit time for the child's balanced development in all areas. The teachers, through progress reports/conferences, will keep the family informed about the child's progress. The teacher may notify the parent at the end of the third quarter if retention at the kindergarten level should be considered.

GRADES 1-4

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

GRADES 5-8

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

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

SEX EDUCATION POLICY

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

TESTING AND REPORTING

It is the endeavor of Salem Lutheran School to understand and to help each child as an individual. In addition to the regular subject matter testing, standardized achievement tests are administered in grades K – 8 yearly. School Ability tests are also administered. Other tests are administered when the teachers or principal feel that these are needed. Such testing assists the teacher in giving direction and encouragement to the child. In grades K - 8 report cards are issued quarterly. Mid-quarter reports are issued to all students in grades 1-8. At the end of the first quarter parents are asked to come to the school at an appointed time to discuss their child's progress with the teacher. These parent teacher conferences are limited to fifteen minutes. Matters of serious concern that require more detailed attention should be discussed at another mutually agreed upon time.

EXTRA-CURRICULAR ACTIVITIES

Salem Lutheran School plays in the St. Louis Lutheran Schools Athletic League. This league operates under the direction of the Lutheran Elementary School Association. Competitive athletic offerings are as follows:

-Cross Country	Boys and Girls grades 2-8
-Volleyball	Girls in grades 5-8; Boys in grades 7&8
-Basketball	Boys and Girls grades 5-8
-Track and Field	Boys and Girls grades 5-8

For more information see the *Athletic Handbook*.

FIELD TRIPS

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

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

Child Safety Seats:

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

Booster Seats:

Children must be transported in a booster seat if they:

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

Safety Belts:

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

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

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

FINANCIAL ASSISTANCE

*Tuition rates can be found in the Appendix at the end of this handbook.

FINANCIAL SUPPORT

The support of Christian Education is the responsibility of the entire membership of Salem through their regular contributions. In order to assist the congregation in their financial responsibility parents who are members of Salem Lutheran Church are assessed a non-tax deductible tuition. All tuition payments, member or non-member may be made monthly, by semester or yearly and must always be paid in advance. The monthly payments begin in August and end in May. Payments are handled through FACTS Tuition Management Company. A \$25.00 fee will be assessed on all returned checks. Two returned checks will require future payments by money order only. Please make checks and money orders payable to Salem Lutheran School.

Tuition can be reduced through participation in the Dream Team program (working at the Dome and Stadium) and/or purchasing Together We're Better certificates. For more information, please call the school office.

GRANT-IN-AID PROGRAM

Grant-in-Aid is available to assist Salem member parents who cannot afford the full tuition. Grants are available to members who faithfully and regularly attend worship and who are in financial need. Forms are available in the school office. Children of parents that are members of Salem Lutheran Church in good standing will not be denied enrollment because of finances.

TUITION ASSISTANCE FOR MEMBERS OF AFFILIATED CONGREGATIONS

Affiliated congregations pay for the child's tuition directly.

HEALTH POLICIES

ENFORCEMENT OF IMMUNIZATION LAW

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

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

HEALTH REQUIREMENTS

All students must meet the medical guidelines of the State of Missouri. ALL new students MUST have a physical as well as all students entering Kindergarten, grades 3, 5, and 7. Students participating in athletics will need a physical EVERY year. All immunization requirements MUST be met by the first day of school or there will be NO admittance. For further information, contact the school nurse or principal. Those students involved in athletics should see the policies in the Athletic Handbook.

ILLNESS

To minimize the danger of infection to their children, parents are urged to keep their child/children at home when they are suffering from severe colds and other infectious and communicable diseases. When children attend school they must be well enough to participate in all class activities, indoors and outdoors. **A CHILD MUST NOT RETURN TO SCHOOL FOR 24 HOURS AFTER A FEVER.**

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

MEDICATION POLICY

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

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

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

PARENT/GUARDIAN RESPONSIBILITIES AND RIGHTS

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

1. Bring his/her child up in the nurture and admonition of the Lord. Ephesians 4:6.
2. Recognize that the main purpose for Salem Lutheran School is to teach children about Jesus as their Savior.
3. Set an example for proper spiritual growth by attending church with his/her child and by participating in Bible class, family devotions, family prayer, etc.
4. Be responsible for Christian moral development by monitoring and supervising television, movies, music, books, magazines, etc. in accordance with the directives given in God's Word.
5. Agree to uphold the philosophy and policies of Salem Lutheran School.
6. Recognize that the teacher is taking the role of the parent while the child is under his/her care.
7. Assume responsibility for his/her child's prompt and regular school attendance.
8. Instill in the child respect for the law, for authority, for the rights of others, and for private and public property.

9. Talk with his/her child about school activities and show an active interest in report cards and school progress.
10. Safeguard the physical and mental health of his/her child.
11. Attend individual and group conferences.
12. Attend school functions whenever possible.
13. Plan the time and place for homework assignments and provide necessary supervision.
14. Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of his/her child.

A parent/guardian has the right to:

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

PARENT AND VOLUNTEER INVOLVEMENT

PARENTS AND TEACHERS FOR SALEM (PATS)

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

VOLUNTEER GUIDELINES

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

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

1. All volunteers shall check with the classroom teacher regarding appropriate times and activities.
2. Upon arrival in the building volunteers shall check-in at the office.
3. Disciplining of the students shall be the responsibility of the classroom teacher.
4. Volunteers shall model Christian behavior for the students at all times.

5. SMOKING IS PROHIBITED IN THE BUILDING AND AT ALL SCHOOL RELATED FUNCTIONS! (including field trips)
6. Confidentiality for student conduct shall be maintained. The classroom teacher will be responsible for reporting any necessary situations to the parents.
7. Situations deemed undesirable will be reported to the principal.
8. Volunteers shall dress in an appropriate manner.
9. Volunteers may be asked to submit to a background check for insurance purposes.

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

STANDARDIZED DRESS CODE (Kindergarten - 8th Grade)

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

Salem Lutheran School has a standardized dress code...

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

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

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

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

Boys and Girls

Shirts/blouses

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

All shirts must be of one solid color, have collars and be without logos, including regular turtlenecks, long or short sleeves. School authorized *Salem logo* polo shirts may be worn on any school day. **All shirts must be tucked in.**

Dress Pants

Dress pants, casual dress (*docker style*), or corduroy in solid colors of **khaki, blue or black**. Pants should be hemmed in such a manner they do not drag on the floor. No extremely wide legs. **No hip hugging pants. No low rise pants. No frays. No holes.** Cargos with pockets up high on thigh, not below the knee are acceptable.

Dress Shorts/Skorts

Docker style shorts, skorts, or capris may be worn that meet the standards of good taste and modesty in solid colors of khaki, navy blue, or black. Shorts, skorts, and capris may be worn only in August, September, October, April, and May.

Length of shorts & skirts:

A general guideline will no more than three inches above the top of the kneecap.

Belts

Belts are required to be worn through the loops on any pants or shorts where loops are present. Belt loops may not be cut off of pants.

Shoes & Socks

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

Sweaters

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

Hats

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

Jackets

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

Questionable Clothing

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

Spirit Days

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

Boys Only

Hair

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

Jewelry

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

Girls Only

Dresses

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

Jumpers/Skirts

Jumpers/skirts may be worn in solid colors of khaki, blue, or black. The length of jumpers/skirts may range from the top of the kneecap to the floor but are not allowed to drag on the floor. During the winter, warm stockings/tights in coordinated colors can be worn underneath dresses, skirts, and jumpers.

Hair

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

Jewelry

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

Makeup

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

DRESS CODE FOR PHYSICAL EDUCATION - HEALTH

In order for students in Kindergarten through grade 8 to participate in Physical Education activities, it is necessary that they have gym shoes for gym activities. All children in the class must participate in the activities unless a written excuse is received from the parents. All students in grades 5-8 must have an approved physical education uniform. These uniforms may be purchased in the school office.

STUDENT ATTENDANCE, ABSENCE & TARDIES

SCHOOL DAYS

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

This year we will have two preschool classrooms; a preschool 3's and a preschool 4's. You can choose how many days a week you would like to send your child and if you prefer part time or full time preschool. Our core preschool hours will be the same as they are now, 8:15 – 11:15 (part time hours). Our expanded program, 11:15 – 3:15 (full time) will be lead by the preschool teacher(s) and will incorporate additional lessons, activities and projects in connection to our current theme as well as the potential for additional gym, music and computer classes. Our goal is to continue to offer our present program as well as an opportunity for families to have their child in an education based setting for any additional hours that they need. Please contact Edie Hagan or Stephanie Miller for any questions you have or to discuss how our new options can help you!

Morning Kindergarten session hours are from 8:15 to 11:30 A.M. daily. Full day Kindergarten and Grades 1-8 meet from 8:15 A.M.- 3:15 P.M. daily. Children are to remain at school during the entire time unless permission has been given by the parent and teacher to be excused. Students will not be permitted on the playground prior to school opening.

SCHOOL ATTENDANCE POLICY

It is essential that the child attends school regularly in order to provide continuity in the learning program and to enhance the probability of success in school. Absences for reasons other than illness or emergency situations are to be avoided. The student is responsible for missed assignments. Doctor's appointments, dentist's appointments, and vacations should be scheduled for times when school is not in session. Parents must telephone the school office to excuse any child who will be absent from school. If a child must be absent from school, we request that you call our office (314-353-9242) by 9:00 A.M. to inform us about the reason for absences.

When a child accumulates the number of days absent equal to 10% of a quarter, the parent will be informed in writing of the exact dates of the child's absences. The parent will also be informed that future absences that quarter will require a doctor's excuse.

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

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

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

ABSENCE

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

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

When a child is absent from school, it shall be the child's responsibility to make up the necessary homework. The teacher will alert the child of the necessary work to be completed. However, it shall not be the teacher's responsibility to daily remind the student about the work that is still to be completed. The student will have twice the number of days missed to make up homework. (e.g. 1 absent on Monday, return Tuesday, homework due on Thursday.) Absences due to family emergencies will be handled according to these guidelines. Teachers may make special arrangements with the families. Students who are gone for an extended period of time will have a meeting with parents and teacher to establish a make up schedule.

The practice of taking children out of school for extended family vacations/travel and for other personal reasons during the school year is highly discouraged. If deemed necessary to take a child out of school, in order to receive "excused" absences, the child's teacher(s) shall be notified in writing at least five school days in advance. Having received the advance notifications, the teacher(s) may provide the student with homework prior to their absence. All assigned work is due on the day the child returns to class. Missed tests/quizzes are to be completed during school time at the teacher(s) earliest convenience.

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

TARDINESS

The school tardiness policy is to establish a uniform code for student's punctuality in attending a normal school day.

Salem Lutheran School requires all students to be prompt at the beginning of the school day. We believe that consistent tardiness not only disrupts classroom procedures but also creates a negative impact on the student's general welfare and development.

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

- Late arrival or early departure will be counted as a tardy if the student misses less than 2 hours of school.
- Parents/guardians are expected to sign in students who are tardy to school.
- The classroom teacher is responsible for all attendance records and parent notification as indicated in this policy.
- The classroom teacher will notify the principal when a student's tardiness has reached a third offense.
- Each student may be tardy to school classes three (3) times during each school quarter. When a third tardy is reached, the family will be reminded of this policy in writing.
- The fourth tardy per quarter will result in a \$10 fine. (Each additional tardy will be fined \$10). All school records will be held until the fine has been paid.
- The maximum fine, for each family, will be \$10 per tardy offense.
- Prearranged circumstances, between the classroom teacher and the parent, that result in school tardiness will be considered an excused tardy.

CHURCH ATTENDANCE POLICY

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

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

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

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

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

*Attendance will be based on one of the parents/guardians being in attendance at a weekend worship service. **Records will be validated through the attendance cards filled out at each worship service.**

*Please note that the above percentages are all 75% if you are receiving Salem's Grant in Aid.

STUDENT RESPONSIBILITIES AND RIGHTS

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

1. Participation

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

Students will

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

2. Behavior

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

Students will

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

3. Respect for those in authority.

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

Students will

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

4. Respect for other students.

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

Students will

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

Students have the following rights:

1. Education

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

2. Freedom of Expression

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

3. Due Process in Disciplinary Proceedings

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

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

4. Expression of Concern

The student should be encouraged to follow the steps set forth in Matthew 18:15-17. The student should follow these steps in order:

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

5. Protection from physical, verbal and emotional abuse.

This is to include ALL forms of bullying.

****** Any form of cyber bullying whether committed at school or home will be dealt with at school if it becomes a noticeable disturbance at school. If it is brought to the principal's attention, it is a noticeable disturbance.******

CLASSROOM RULES

- 1. In class discussion, raise your hand, and wait to be called on before talking.**
- 2. Respect the teacher and fellow students when they are speaking by listening attentively without interruption.**
 - a. Remain in your seat during class discussion.
 - b. Refrain from incidental, personal comments.
 - c. Use appropriate manners.
- 3. Be in your seat and prepared for class by 8:15 am.**
 - a. Have books, pencils, and paper.
 - b. Have all assignments completed for each class.
- 4. Respect the property of others and of the church and school.**
 - a. Do not sit on desk tops, tables or counter tops.
 - b. Always sit in chairs properly with both of your feet and all four chair legs on the floor.
 - c. Do not go into other students' desks or lockers for any reason.
- 5. Leave the room only with the teacher's permission.**

PROHIBITED BEHAVIOR

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

- **Insubordination** - Refusal to respond to or to carry out reasonable and lawful directions of authorized personnel.
- **Physical Abuse** - Pushing, shoving, hitting, etc.. Fighting will be an automatic 1-day minimum suspension for the parties involved.
- **Inappropriate language** - Cursing, swearing (using God's name in vain), and gross, vulgar, unsociable language.
- **Disruptive Actions or Other Misconduct** - Other misconduct, not previously listed, that disrupts or interferes with the educational process. There are times when these misbehaviors are of such a nature that they would require more severe actions.
- **Truancy** - Unexcused absences from classes, lunchroom, study hall, etc..
- **Gum Chewing/Eating** in class without permission.
- **Throwing objects** such as rocks, snowballs, sticks, etc..., regardless of intent.
- **Leaving school** campus without permission.
- **Cheating** on schoolwork and overall dishonesty.
- **Verbal Abuse (Written or Oral)** - Name calling, racial slurs or derogatory statements addressed to others.
- **Fraudulent signatures.**
- **Nuisance Items** - Items that disrupt or interfere with the educational process or are otherwise misused may be confiscated either during school, at Latchkey or Extended Care. They will be returned at the end of the school year unless picked up by a parent. Items not picked up at the end of the year will be considered a donation. Latchkey may have alternative guidelines for items being brought to school, however, principal has final say over whether items can be brought to school.
- **Combing/fixing hair** - Students are not to comb, brush, style, or in any way "fix" their hair or any other student's hair during class times.
- **Inappropriate displays of affection.**
- **Plagiarism**
 - All students should always present their own work when completing assignments. This is especially true for students using the internet for their research.
 - If a section of written work is used, then proper credit should be given to the author.
 - Students who are found to be plagiarizing their work will receive an automatic zero for that assignment. A second offense will result in loss of computer use privileges for a designated amount of time, which could be the rest of the school year.
- **Cyber-bullying**

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

ILLEGAL BEHAVIOR

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

DISCIPLINE

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

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

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

1. Counsel and verbal reprimands from school authorities.
2. Loss of privileges for students, including extracurricular activities and class trips.
3. Detention
A detention involves being in school outside of regularly scheduled class times. Detentions may be served on any day of the week, according to the teacher's assigned time. Detentions will be from 3:15-3:45 for students in grades 1-4 and 3:15-4:00 for students in grades 5-8. If a student is assigned a detention and does not attend or is tardy, an additional detention will be required. All detentions take precedence over all other school activities. A third detention for the same offense will earn a half-day, in-school suspension.
4. Intervention plan worked out with parent, student and school authorities.
5. In-school suspension.
6. Short-term suspension of 1-3 days (may be administered by the principal).
7. Long-term suspension of 4 or more days (acted upon by the Board for the Christian Day School).
8. Expulsion from Salem Lutheran School (acted upon by the Board for the Christian Day School).

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

GENERAL GUIDELINES

1. **Lunchroom/Recess**
When your class is dismissed from the lunchroom, you are to go immediately to the assigned area. No student will be allowed to go to his/her locker or any other area of the school or school grounds, unless given specific permission. All food and beverages are to be consumed in the lunchroom only.
2. **Telephone use**
Cell phones may not be used during school hours. Students will not be permitted to make or receive phone calls during class time. If a cell phone is heard or seen during the school day for a non-educational reason, (i.e. prop for a skit), the phone will be confiscated, and a call to the parents will be made. A second offense will require a parent or guardian to come and pick up the phone. If a student has an emergency, the office phone may be used. (FORGOTTEN HOMEWORK/SOCIAL PLANS are not emergencies.)

DAMAGES

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

PROBATION: ACADEMIC AND BEHAVIORAL

Step One:

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

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

Behavioral Probation: Students exhibiting severe behavioral problems during the school year will be placed on behavioral probationary enrollment status.

Step Two:

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

SEXUAL HARASSMENT POLICY

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

GRIEVANCE PROCEDURE

The school has adopted administrative procedures for filing sexual harassment complaints. Complaints may be reported to a school counselor, the principal, or the principal's designee.

SALEM'S TECHNOLOGY NETWORK ACCEPTABLE USE POLICY

Definitions:

- | | |
|------------------------------|--|
| <u>Salem Staff:</u> | All full and part time employees of Salem Lutheran Church and School. |
| <u>Administrative Staff:</u> | Individuals designated by Salem that have full access to all network resources and have the ability to make changes and update Salem's computer systems as required. |
| <u>General Users:</u> | All Users but not Administrative Staff. |
| <u>All Users:</u> | All users of Salem's computer systems including Salem/Administrative Staff |

Computer and Software Use:

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

Internet Use:

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

The Salem Staff reserves the right to:

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

STUDENT SERVICES

HOME VISITS

Typically in August, teachers in grades 1- 4 will visit the home of each student in their class. At these visits more detailed information is provided regarding the new school term, and the opportunity is provided to answer any questions about Salem. Parent Handbooks may be given to each family during these visits. The primary purpose of the home visit is to establish a strong working relationship between parent and teacher in the education of each child.

Families in Middle School (Grades 5-6-7-8) will be invited to a “Back to School Night” where they will have an opportunity to meet all the teachers and begin to develop a strong working relationship.

HOT LUNCH - MILK

The school operates a hot lunch program that is financed in part by the government. Individual daily lunch tickets are not available. Five, ten or twenty punch lunch tickets may be purchased on school days from 8:00 - 8:30 AM.

A carton of milk is included with each hot lunch when purchased. A menu of lunches that will be served each week will be published at the beginning of each month and sent home with the students.

Milk may be bought separately by purchasing a milk card from the office. Milk cards are sold with twenty punches.

**** 2009-2010 Prices – Lunch - \$2.75; Milk - \$.50

LOST AND DONATED

Each quarter there is a large accumulation of lost and found items. These items are kept outside of the school office. Labeling garments, boots, gloves, etc., and sewing loops for hanging can prevent much of this. Money should not be brought to school unless necessary. Children are accountable for their valuables at school and parents should teach their child/children to be responsible for these items. Losses should be reported to the teacher immediately. Any items not claimed at the end of the quarter will be given to charity. Salem Lutheran School will not be held responsible for lost money or items.

NURSE

A school nurse will be on site to do state reports etc.. She will be responsible for health screenings and related services.

TEACHER RESPONSIBILITIES AND RIGHTS

A teacher will:

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

A teacher has the right to:

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