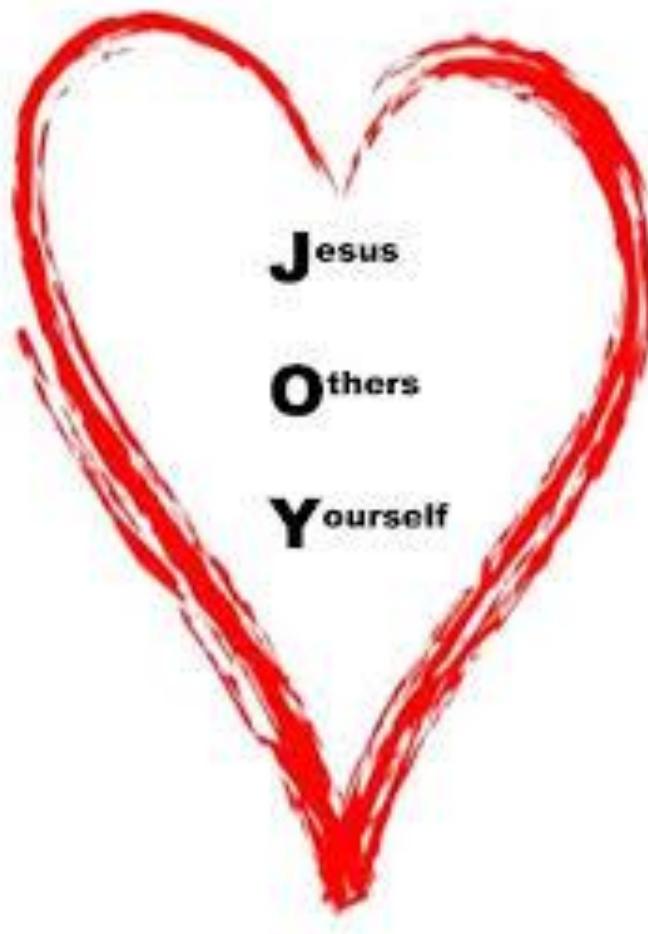


# Salem Lutheran School



**"You shall love the Lord your God with all your heart and with all your soul and with all your mind.**

**You shall love your neighbor as yourself."**

**Matthew 22:36-40**



## 2025-2026 Family Handbook



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## BRAND, MISSION, VISION, AND CORE VALUES

### *Mission*

The mission of Salem Lutheran School is to partner with families committed to raising their children as followers of Jesus Christ by providing a setting that is both spiritually enriching and academically rigorous. It is our goal to nourish the faith and develop the abilities God has given to each student, such that they are confident in their identity as children of God and equipped to be of service wherever God might lead them.

### *Vision*

The vision of Salem Lutheran School is to raise generations of disciples that see the world through the lens of God's true story, acknowledge the lordship of Christ over their lives and all things, vigorously pursue lives lived in love, and joyfully and continuously hone and employ the skills God has given them for the sake of His world.

### *Core Values*

Salem Lutheran is distinctively Christian – all we do and teach is guided by the Christian narrative as recorded in the Scriptures and explicated by the Lutheran Confessions.

Salem Lutheran is a refuge – we provide an environment in which students are protected spiritually, physically, and emotionally in order to guarantee the space necessary for them to grow as disciples of Jesus Christ.

Salem Lutheran is a family under Christ – we upbuild one another, encouraging each student to be the best version of themselves.

Salem Lutheran is responsive – we listen and observe in order to determine how best to serve the individual students entrusted to our care.

Salem Lutheran is rooted in tradition for the sake of the future – we draw on the time-tested wisdom of our forebears while simultaneously employing up-to-date techniques and technology.

Salem Lutheran is hospitable – we aim to serve students of all races and backgrounds, mirroring the vision of St. John.

### *Stance on Sexual Orientation*

*Salem Lutheran Church and School, affirming the teaching of the Lutheran Church Missouri Synod, believes that God wonderfully and immutably creates each person as male or female. This identity is determined by our biological sex, and these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27), so that God's design for marriage is between one man and one woman.*

*We recognize that sometimes people wrestle with their understanding of their sexual identity. As followers of Jesus, we seek to love all people regardless of their gender/sexual identity. Out of love for others, we are unable to affirm an understanding of sexual identity that is inconsistent with a person's biological reality, but we commit ourselves to love and support one another as we each discover the person God has called us to be.*

*We will love and care for all children entrusted to our care, addressing them by their legal names and pronouns associated with their biological sex. Our teaching will follow God's Word and the teaching of Jesus, that the gift of sexual intimacy is reserved for a husband and wife.*

## **ADMINISTRATION**

Salem Lutheran School is owned and operated by the members of Salem Lutheran Church. Final authority for all decisions of policy and property is vested in the Voters' Assembly. This group elects a Board of Christian Education, which, together with the administrator, pastor(s), and teaching staff, is entrusted with the management and administration of the school. The calling and appointing of teachers, the adoption of the course of studies and textbooks, and all major changes are carried out only with the approval of the Board of Christian Education. With the assistance of the pastor(s) and teachers, the administrator of the school sees to it that the policies and wishes of the Board of Christian Education are carried out.

THE BOARD OF CHRISTIAN EDUCATION MEETS THE SECOND TUESDAY OF EACH MONTH BEGINNING AT 7:00 P.M. The first fifteen minutes of each meeting are set aside for parents to bring questions, concerns, or inquiries to the School Board only after they have met with the teacher and or administrator first. Please contact the Board Chairman prior to the meeting if you wish to attend.

## **ADMISSIONS**

### **Admissions Policy – Non-Discrimination**

Salem Lutheran School admits students of any race, color, or national or 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, or national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs. Salem reserves the right to limit or restrict admission of any student due to circumstances such as learning disabilities, limited achievement, or behavioral and/or emotional problems. Admission decisions are not based on race, color, or national or ethnic origin.

The number of children Salem can serve is determined by available facilities and the financial capability of the congregation.

Applicants are admitted on the basis of space available in order to maintain teachable student/teacher ratios (24:1) according to Board of Christian Education's policies. Applications will be processed in such a manner as to give preference, wherever necessary to limit admissions, to pupils whose parents are:

- a. non-churched.
- b. Salem congregation members.
- c. members of other Lutheran churches.
- d. members of other Christian churches.

Denial of re-enrollment for any reason other than space limitations is at the discretion of the Salem Board of Christian Education after consultation with the school administrator.

There is a nine-week probationary period for all children entering Salem Lutheran School. During this time, academic and behavioral progress will be evaluated by the teachers and the administrator. If it is determined that it is in the best interest of the student and school, that enrollment is denied, the Board of Christian Education will ask the parents to withdraw the child through the administrator.

## **Entrance Age Requirements**

A child must be three years old on or before July 31 to be enrolled in preschool 3's, four years old on or before July 31 to be enrolled in preschool 4's, five years old on or before July 31 to enroll in kindergarten, and six years old on or before July 31 to enroll in first grade. Evidence of birth date must be provided by birth certificate.

## **Registration**

We use Continuous Enrollment as it is a more efficient way to conduct the re-enrollment process for current students. Essentially, each student will be automatically enrolled each year at Salem Lutheran School through 8th-grade graduation. It affirms our partnership between home and school for years to come. Before 2026-2027, re-enrollment has been an **opt-IN** process. Annually, we ask every family, "Are you coming back?" Parents were expected to complete the Grade Link enrollment process, provide bank account payment information for enrollment fees and tuition, and select monthly payment terms if they plan to re-enroll their child for the next school year. By switching to **Continuous Enrollment**, the script is flipped. Rather than an **opt-IN** program each year, we have adopted an **opt-OUT** Continuous Enrollment process. We automatically re-enroll the student for the following school year until the parent/guardian says they are not returning.

All parents are to complete the application form to officially register for the new school year. An application fee must accompany the application form to certify enrollment. This amount is non-refundable unless Salem makes the decision not to allow the enrollment of the child.

A student information form must be completed by parents enrolling a child at Salem for the first time. All transfer students must submit a school recommendation, evidence of grade placement, and a transcript of grades from their previous school before admission is approved.

## **Admissions Testing**

All students applying for admission to Salem's Kindergarten through Eighth grade are required to be tested. Testing provides a measurement of the general level of school achievement in the areas of mathematics, reading, spelling and writing. The results of this testing are used in conjunction with the School Recommendation and School Records to determine acceptance into the school program at Salem.

## **Students with Learning Differences**

SLS evaluates prospective SLS students prior to accepting them. This process considers student's special needs and can recommend one or more of the following for the child:

- No modifications;
- Limited classroom modifications;
- Testing recommended; *Parents pay for testing costs.*
- Tutoring outside of the school day; *Parents pay for tutoring.*
- Meet with teacher in subject area where child is struggling; *Parent makes arrangement with teacher.*
- Child is not a good fit with our academic standards. SLS recommends the child leaves SLS.

Should a parent refuse the request for testing or demonstrate a lack of interest in working with SLS to improve the situation, the administrator may request that the child be removed from SLS.

## SCHOOL FEES

If you have questions regarding this policy, you may contact the school administrator for further clarification.

### **Payment of Fees**

ALL SCHOOL FEES ARE PAYABLE IN ADVANCE OF THE SERVICES RENDERED. This includes school tuition and fees, both yearly and monthly, as well as fees to the Extended Care Program. Please note the due dates for the school yearly and monthly fees. See the handbook pertaining to the Extended Care Program if you have questions regarding payments.

A non-refundable application fee is charged for each student with a returned application and each year for continuous enrollment.

Tuition fees are payable in ten (10) equal installments over the course of the school year. The first tuition payment is due in each month beginning in August and ending in May. All payments are made through FACTS. All accounts must be set up prior to the beginning of school. We also have a twelve payment plan, four payment plan, a two payment plan, and a one payment plan.

Additional fees are charged for optional programs and services including band, sports, lunch, extended care and technology.

These additional payments may be mailed or sent to the school with the student in an envelope marked "school office". These envelopes may be dropped off in the school office or given to the student's teacher at the beginning of the day. Please enclose a note with the child's name, total amount enclosed, and designate as to how the money should be divided towards account payments. We can also add the fees into your FACTS account.

Please contact the administrator of Salem Lutheran School if there is a need for a special payment program to be worked out or a financial emergency develops.

### **Policy on Late Fees**

Payments not made by the last day of the month (approximately two weeks past the due date) shall be considered delinquent and a late fee shall be added to the amount due. The late fee is \$5.00 on the first \$100 plus 5% of the unpaid balance over \$100. If fees are 30 days overdue, the student(s) shall be removed from school until all fees are paid. If a returned check is received from the bank, late fees will apply - \$35.00.

ECP balances due are also subject to late fees. A \$100 deposit is required for the Extended Care Program before services can be provided. The payments may be made in the school office. You will be billed weekly or monthly (through FACTS). If the bill is not taken care of in a 2 week period, services will be denied.

Report cards will be held until all current fees, fines, and tuition are paid in full. A written notice of any outstanding amount due is provided prior to the holding of a report card. School academic records are not released to any other school until all school fees have been paid.

## **Returned Checks**

Parents will be notified when a check is returned to the school office. Payment, for the amount of the check plus bank fees charged, is due immediately upon notification of the returned check. In addition, the school charges \$35.00 for a returned check. Payment must be made with cash, money order, or cashier's check only. If a returned check is received from the bank, late fees will apply.

Following the second returned check in one school year, all school fees will be paid in cash or by credit card for the remainder of that school year.

## **Tuition Referral**

In an effort to publicize the outstanding Christian education taking place at SLS, we offer a Tuition Incentive Plan for all students and their families. You are being offered a one-time tuition credit. The credit will be given after the new student has attended one trimester (approximately 40 school days). You must be identified on the application form to receive tuition credit. Tuition referral is one month tuition credit per child referred. We appreciate your recruitment efforts.

## **Donations**

SLS is a 501C3 tax-exempt institution. Monetary or material donations are accepted through the office. If you donate an item to SLS, please check with the office to see if SLS has a need for your item(s). Please be sure to complete a "Donation of Goods" form when you bring your item(s)

## **CURRICULUM**

Salem Lutheran School has been founded on the firm foundation of God's Word. Therefore, children attending Salem receive very thorough instruction in religion because "the fear of the Lord is the beginning of wisdom." Religion, however, is not a segregated subject in the day's work; rather its influence permeates all other subject areas taught.

The entire curriculum of Salem Lutheran School is based on Lutheran Elementary Schools Curriculum Guide which is based on the Missouri Elementary Curriculum Guide. Every effort is made to keep our textbooks current. These textbooks are reviewed on an annual rotating basis – usually every five years.

The areas of learning include:

Religion: Bible study, Christian doctrine, and memory materials

Language Arts: Reading, Literature, Phonics, Spelling, English, Handwriting, Creative Writing, Listening Skills, Speech, and Library Usage

Social Studies: Geography, History, Citizenship, and Current Events

Mathematics: Number Writing, Number Recognition, Number Concepts, Fundamental Procedures, Problem Solving, Elementary Algebra, Algebra I, and Geometry

Physical Education: Movement Experiences, Physical Fitness, Rhythmic Activities, Apparatus, Stunts and Tumbling, Simple Games/Relays, and Sports Skills and Activities

Computer Education: Introduction to the basic function and operation of the computer, keyboarding, and computer application for real world experiences

Science: General Science with units in Physics, Chemistry, Biology, and Health and Sex Education

Fine Arts: Music Education, Choir, Instrumental Music, and Art

When available, students in grades 5-8 have the opportunity to participate in our school band program. There is an additional cost for students to participate. Practice sessions are scheduled during the regular school day.

Students in Kindergarten through eighth grade are grouped into classroom choirs or special groups which practice during school hours. Students put on an annual Christmas program in December. All classroom choirs or grades may be scheduled to sing about once each semester at one of Salem Lutheran Church's services. Students are required to be present and sing when scheduled to sing as part of their music grade.

Technology: Keyboarding, Google Apps for Education and Introduction to Microsoft Office

Field Trips: Many valuable educational experiences which cannot be taught in the classroom can be gained through field trips. In order to provide such experiences, a number of field trips and excursions are planned for the various classes during the school year. The planning of the field trips are at the discretion of the classroom teacher and are approved by the administrator.

Students will not be allowed to participate in field trips without proper forms filled out and signed properly.

Parent drivers must provide a copy of their license and insurance to the office. Parent drivers are allowed to provide treats to any student.

In Missouri, children under the age of 16 must be properly secured in a car seat, booster seat, or seat belt based on their age, weight, and height. Specifically, children under 4 years old or under 40 pounds must be in a car seat. Children ages 4 through 7, weighing at least 40 pounds, but less than 80 pounds and shorter than 4'9" must be in a car seat or booster seat. Children 8 and older, or at least 80 pounds or 4'9" tall, can use a regular seat belt.

At times a fee may be assessed to cover the cost of the field trip.

Students are to wear their logo polo shirts and khakis on all field trips unless otherwise directed.

Teachers are responsible for providing adequate supervision of the students in a way that insures their safety and good behavior. A student's participation to field trips may be denied due to prior behavioral problems.

Field trips are a part of the curriculum and students are expected to attend each field trip. If students do not participate in the field trip, work will be provided at the school or students will be asked to remain at home. Those students who do not go on the field trip or attend school that day will be marked absent.

## *6th, 7th, and 8th grade Field Trips*

These programs have been set up by the faculty and approved by the Board of Christian Education as a part of Salem's total curriculum. The 7th grade class, in conjunction with the study of the Missouri State Constitution, participates in a full day field trip to Jefferson City, Missouri's state capital. Each spring our 8th grade class program includes a 3 day/two-night trip. Additional fees are collected to cover the costs of these programs.

Fundraisers: Students are highly encouraged to participate in all fundraisers throughout the year. All money raised goes directly towards benefitting the students now and in the future. 8<sup>th</sup> grade students will also do individual class fundraisers for their 8<sup>th</sup> grade trip.

## **INSTRUCTION**

### **Chapel Service**

Our weekly chapel service will be held at 8:45 a.m. each Wednesday morning during the school year, except for special services. Students should enter the church for chapel in a respectful, reverent, and quiet manner and hang up their coats. All talking should stop upon entry to the church. Students are expected to be active participants in chapel by responding and singing with enthusiasm where noted. Parents and friends are welcome to attend these weekly services and worship with the entire student body and staff. However, it must be stressed that this service is not designed to take the place of the regular Sunday morning worship service.

An offering is taken at each of these chapel services giving children the privilege of contributing towards the Lord's work in a very special way. Monies contributed are donated to various mission endeavors locally and internationally. The school newsletter will inform parents and students of designated agencies.

### **Home and School Communications**

The School Board recognizes the need and benefits of establishing and maintaining open communication between parents and teachers. A school visit at the start of the school year is an option to aid in this process. In addition, staff e-mail addresses are published to allow for continuing communication between parents and teachers.

### **Homework**

Parents and students should expect to receive homework assignments on a regular basis. Homework and study tips are provided at the start of each school year.

Students in the lower grades may have minimal homework on a daily basis. The amount of time needed to complete assignments at home generally increases with each grade level. An individual's ability and effort to complete assignments at school will also determine how much time may be needed to complete the work at home.

Students are to keep an organized list of daily assignments which need to be completed at home. Teachers assist with this process by writing the assignment on the board or verbally clarifying what items are to be completed. Students are to write assignments down in their daily planner (given to students in grades 1-8). Parents should monitor the progress of their child's daily work and may be asked to initial their child's assignment paper or planner each day. As the child demonstrates a greater responsibility for completing his homework on his own, parents will realize less time is needed on their part to make sure these items are done.

From time-to-time students are given long range projects. Parents should assist in monitoring the progress of such activities, so the child does not leave all the work until the last moment. If a question arises regarding an assignment, individuals may find it beneficial to call another student or the teacher so the assignment may be completed accurately and on a timely basis.

When extreme circumstances arise (medical/family/personal) which prevent a student from completing an assignment parents are asked to write a note to the teacher sharing this fact. Students will still be required to complete the activity as appropriate.

When students are absent, they are still responsible for completing their daily work. Whenever possible, parents are asked to make arrangements to pick up their child's homework at the end of the school day. Please call the school office earlier in the day so the teacher can be notified and has time to gather items needed.

Generally, when a student is absent, he is given one day to make up work for each day missed. If two days of school are missed, two days may be given to make up assignments missed. For extended absences, a reasonable amount of time will be given to make up work missed. However, the student is expected to show a positive effort in doing so.

If a student is absent due to a suspension, homework will be provided by the teacher at his/her earliest convenience. All homework must be completed by the student and will receive a 10 percent reduction in value.

When students do not have their homework assignment completed or available to turn in when asked for, a "late homework notification form" will be sent home to alert the parents of this concern. Parents are to sign and return this form to school the following day. Parents are encouraged to contact the individual teachers whenever questions arise.

Homework notification forms accumulate by the trimester starting over with each new grading period. The accumulation of five homework notification forms during any given trimester will result in a detention either before school, during school, or after school. Three additional homework notification forms will result in a second detention and a mandatory conference between the student, parent(s)/guardian(s), teacher, and administration. Three more homework notification forms will result in a suspension and a conference between the student, parent(s)/guardian(s), teacher, and administration.

### **Reporting of Student Progress**

The appraisal of a student's progress is an important factor in the establishment of good home/school relations. Report cards are issued at the end of each trimester in grades K-8, and progress reports are also issued at mid-term to students in grades 1-8.

At the mid-point of the first trimester, parent/teacher conferences are scheduled for parents of students in grades K-8. Additional conferences may be scheduled during the year at the request of the parent or teacher. When requested, parents are to meet with the teacher to address a concern. Failure of a parent(s) to meet with a teacher at the teacher's request will result in immediate suspension.

### **Grading (Preschool – Kindergarten)**

Progress of skills is noted for students in these grade levels.

## **Grading (Grades 1 – 8) – Percentages in Grades 5-8**

A+	98-100	B+	89-88	C+	79-78	D+	69-68
A	97-93	B	87-83	C	77-73	D	67-63
A-	92-90	B-	82-80	C-	72-70	D-	62-60
						F	59 & below

### **Honor Roll**

Salem Lutheran School has an Honor Roll Program for the students in 5th – 8th grade. In order for a student to be eligible for the program, his/her grades must meet the following requirements:

- Principal's Honor Roll Student earns A's in all subjects
- Honor Roll Student earns A's & B's in all subjects

### **Progress Reports**

Please view your child's progress online in Gradelink, our school management system. **Paper copies are also sent home.**

### **Promotion and Retention (Pre-K – 8<sup>th</sup> grade)**

When students at Salem Lutheran School are having difficulty with the curriculum at Salem Lutheran School, the administration and classroom teacher will look at the following indicators. This is a short list of which a decision of retention may be imminent. The indicators include, but are not limited to, the following:

- student working below grade level on class work and homework;
- student scoring below grade level on classroom tests and achievement tests;
- student has numerous absences and tardies;
- student not committed to giving his or her best effort;
- student must successfully attend summer school, have a tutor, or other special assistance in order to be promoted. (*Salem Lutheran School is not obligated to pay for summer school, tutoring, or other special assistance.*)

When students are having difficulty in various subject areas according to the same indicators, serious consideration will be made to retain them at the end of the year. Each student will be considered on an individual basis. Throughout the year, when appropriate, the teacher will indicate that promotion is in danger. The greatest concern of the staff at Salem Lutheran School is whether or not the child will be successful wherever he or she is placed. The final decision will be made by the principal.

### **Report Cards (K – 8th grade)**

Report cards are issued at the end of each of the four terms to inform you of the performance, progress, and needs of your child. The information which they provide is essential to cooperatively plan for your child's future achievement and guidance. Parents please sign and return the parent acknowledgment form to your child's teacher. Specific averages and grades are explained on the legend on the report card. Please see the Salem Lutheran School Activities Calendar and website for dates when report cards will be issued.

### **Student Records**

Parents/legal guardians may inspect their child's permanent records when they see fit. However, an appointment with the principal should be made to avoid disruption.

Official transcripts must be mailed to the receiving school or may be delivered by a school official. These records may not be given to parents or students for delivery to another school. Additional information concerning student records and their handling can be obtained from the school office.

Transcripts cannot be released if any account (tuition, extended care, **sports**, etc.) is not paid current.

### **Testing Programs**

Besides the regular testing done in each subject area, the MAP standardized test is given to all pupils in grades K-8. These standardized tests, based on national norms, are administered three times a year. The achievement test results are given to the parents at the end of each testing period.

### **Personal School Supplies**

Parents are responsible for their child's personal school supplies such as paper, pencil, rulers, crayons, scissors, etc. A classroom supply list is provided at the beginning of the school year. Please check your child's needs throughout the school year.

### **Classroom Visits**

Parents are welcome to visit their child's classroom if they so desire. However, so that all concerned are informed about such visits, parents are required to make such requests known to the school administrator at least 24 hours in advance of the planned visit. The school administrator must give permission for such classroom visitation. He will also determine the length and frequency of classroom visits.

### **School Security**

School doors are kept locked during the school day. All parents and visitors are required to check into the school office and receive an appropriate visitor's pass which must be worn at all times while in any area of the school building during school hours.

## **TECHNOLOGY EQUIPMENT**

### **Internet Usage**

Salem Lutheran School believes the internet offers vast, diverse, and unique resources to both students and teachers. The goal in providing this service is to promote educational excellence in school by facilitating research, resource sharing, innovation, and communication. Salem Lutheran School filters websites through our server.

### **Acceptable Use Guidelines**

Students are responsible for their ethical and educational use of the technology resources of Salem Lutheran School. Access to the Salem Lutheran School technology resources is a privilege and not a right. Each student and parent will be required to follow the information security, acceptable use, and CIPA policy.

Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administration, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Salem Lutheran School code of conduct. Teachers have a right to manage and/or restrict student use of the computer, software, and internet within the confines of their class.

## **Privacy and safety**

- Do not go onto any social media platforms.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, network administrator, or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- Any identifying pictures, clothing, or references to the school or students/faculty of the school are subject to disciplinary action.

## **Legal propriety**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism and the use of AI is a violation of the Salem Lutheran School academic policies and procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will face disciplinary action.
- Violation of applicable state or federal law, including the MO penal code, computer crimes, will result in criminal prosecution or disciplinary action by Salem Lutheran School.

## **E-mail**

- The salembjmo.org email is the only email approved for school use.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- No email use during class without permission. Salem Lutheran School e-mail is subject to inspection by the school.

## **Violations**

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Using email, games, and other technology resources during class or during other inappropriate time without permission
- Downloading or transmitting multi-player game, music or video files using the school network
- Vandalizing, damaging, or disabling technology property of the school
- Accessing another individual's materials, information, or files without permission
- Using the network or internet for commercial, political campaign, or financial gain purposes
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others
- Promoting or soliciting for illegal activities
- Attempting to repair, remove, or install hardware components reserved for authorized service technicians
- Violating copyright or other protected material laws
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access

- Intentionally wasting school resources
- Bypassing or attempting to circumvent security protocols (firewalls, proxy servers, etc)
- Sending, accessing, uploading, downloading or distributing pornographic or sexually explicit materials
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources
- Creating, uploading, or transmitting computer viruses
- Attempting to defeat computer or network security
- Attempting to download freeware, software, public domain software or other executable and/or installable software
- Using tools or techniques to circumvent or bypass current security configurations (hacking)

### ***Consequences***

- Suspension of privileges
- Suspension with possible long-term suspension or recommended expulsion from school
- Possible referral to law enforcement authorities
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use. Salem Lutheran School cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of e-mail and network communications are governed by the MO open records act; proper authorities will be given access to their content.

### **Children's Internet Protection Act (CIPA)**

The children's internet Protection Act was put in place to help control and limit access to unacceptable, vulgar, illegal, and offensive content in public places like schools and libraries.

### **Filtering**

Salem Lutheran School runs filters on all internet connections to help prevent access to inappropriate content that may be harmful to minors. The filtering content is updated on a constant basis to keep harmful content blocked.

### **Access by Minors to Harmful Content**

Since filters are not perfect, students are to immediately report the incident to the staff member that is in the presence of the computer, and the staff member is to report the harmful content to the network administrator or technology instructor so that the content can be manually blocked. If a minor purposefully tries accessing or gets access to harmful content, that minor's privileges can be taken away for computer and internet access. Other consequences will be determined by the administrator for the violation. The harmful content will then be manually blocked if the filter missed it.

### **Unauthorized Access**

Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of this policy and will be subject to disciplinary action. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited and the offender will be prosecuted in accordance with state law.

### **Unauthorized Disclosure**

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited. Staff should take all precautions necessary to ensure students' identification safety.

## **Enforcement**

Violations of the policy will be handled consistent with Salem Lutheran School disciplinary procedures applicable to the relevant person or persons. Salem Lutheran School's technology instructor may suspend, block, or restrict access to network resources. Student violations may be subject to warnings, suspend, block, or restrict access to network resources, detention, and suspension of school activities and/or suspended from school.

Violations of state and federal laws will result in legal prosecution. Examples of these laws include, but are not limited to, cyber laws, federal communities laws, federal wiretap laws, homeland security act, national information infrastructure protection act of 1996, computer fraud and abuse act, electronic communications privacy act, children's online privacy protection act, digital millennium copyright act.

## **IMPORTANT INFORMATION**

### **School Calendar**

Salem conforms to the state law with respect to the number of school days and hours that it is in session. Parents will receive a calendar for the current school year at the time of final registration.

### **Interscholastic Sports**

Salem Lutheran School offers an interscholastic sports program for students in grades 5-8 and plays in a Lutheran interscholastic league. Boys are eligible for soccer, basketball, and track. Girls are eligible for volleyball, basketball, and track. Other programs may be offered as time and talents permit. Before and after school hours are used to schedule practices for the interscholastic athletic program. Interscholastic games are scheduled after school, evenings, or on Saturdays. Students may participate if they have the consent of the parent, teachers, and administrator.

The students must be physically fit to participate in these sports. Each student participating in an interscholastic sport must have an annual physical examination and parent permission to participate in sports. A report of this examination and permission form must be on file in the school office prior to the first practice. A student will not be permitted to practice or participate without these items. Waivers are not acceptable.

Eligibility to participate in interscholastic sports because of academic work is left to the discretion of the classroom teachers, athletic director and administrator. Things taken into consideration include behavior, completion of work on time, attitudes, working up to ability, satisfactory grades, and consideration of other team members. Students must maintain a G.P.A. of 2.0. If ineligible students will be reevaluated after 2 weeks. If the student is ineligible again, they will be removed from the team for the remainder of the season.

### **School Parties, Birthday Treats, and Invitations**

School parties will be held on various occasions throughout the school year. The teacher may contact the room parent to arrange for entertainment and refreshments. All parents will be asked to help defray the cost of such parties by either donating refreshments for such occasions or by assuming a portion of the cost.

Parents may wish to provide a treat for their child's birthday. However, the teacher should be consulted before making such plans. Commercially pre-packaged treats with a clear list of ingredients are required. When such treats will be served is left up to the teacher's discretion.

Any invitations, including birthday invitations, may be given out at the school only if all boys, all girls, or all students within the class are invited.

### **Gum/Food**

Gum is not allowed anywhere on Salem's campus! Eating food is prohibited in the classroom.

### **Office Telephone Use By Students**

Since the office telephone is not a public phone and as it must be kept open for business calls, students are not permitted to use it. A teacher's written permission must be secured before a student may use this phone during the normal school hours. If an emergency occurs, such as an illness or an accident, or if the school makes a change in a previously announced plan, the school office phone may be used with permission.

### **Cell Phones (students)**

Students are not allowed to have cell phones or other smart devices. They will be collected when the student arrives, turned off, and kept by the teacher. At no time should a student be using a cell phone during the school day per state law. If a student is using a cell phone or other smart device like a smart watch or ear buds, the phone or device will be confiscated and will be held in the office until it is picked up by the guardian at the end of the school day. Continued violations will result in additional disciplinary actions.

## **DRESSCODE**

At Salem Lutheran School, we believe that proper hygiene, personal appearance, and appropriate dress are an important part of establishing an environment conducive to learning. We also believe there is a correlation between dress and student attitudes and behavior. How we dress reflects our values and our identity. In accordance with our mission statement, we believe that fostering Christ-like attitudes as students learn under the caring Christ in all we pursue which includes the way we present ourselves and the clothing we choose to wear. For this reason, the following dress code has been established. **All students' grades Pre 3 - 8th are required to adhere to the following standard of dress. Please label jackets and seasonal outer wear with child's name.**

The school uniform must be properly worn from the time of arrival until time of departure with the exceptions of athletic practices and events.

Uniform items must be in good repair, clean, and unstained. Uniforms must be unaltered except as needed for appropriate length. Undergarments may not be visible. Apparel displaying any other name should not be worn during the school day.

### **Shirts**

A forest green polo or goldenrod must be worn at all times. (Logo required)

Polos should be tucked in.

A chapel shirt is required on chapel days.

### **Sweaters/Sweatshirts**

Green (forest green) or goldenrod sweaters with or without SLS logo

Green (forest green) or goldenrod sweatshirts requiring SLS logo may be worn

\*If a student is reprimanded for wearing a Hoodie up indoors more than twice, the privilege of wearing a Hoodie indoors will be revoked.

## **Pants/Skirts**

Khaki, navy or black pants must be belted and worn at the waist.

Khaki, navy or black shorts may also be worn. **May not be worn shorter than 3" above the knee (front and back) and no longer than mid-calf.**

Khaki, navy, black or plaid jumpers or skirts may be worn **at least two inches longer than the fingertips (front and back) with arms hanging naturally at the sides. Skirts must have shorts under them.**

## **Accessories**

Sunglasses (or other glasses which do not provide visual correction), hats, excessive jewelry, headbands, gauges, and other items causing a distraction such as neckties, bandanas, pins, buttons, scarves, etc. may not be worn. Purses carried to class must be smaller than 8½ x 11 inches.

Backpacks, or duffle bags are not allowed in the classroom. Strapped binders should be carried as a binder, not worn over the shoulder.

## **Outerwear and Shoes**

Coats and jackets are not to be worn inside during the school day.

**Hats and earmuffs are not allowed to be worn indoors.**

**Dress shoes: black or brown with non-marking soles ONLY.**

**Athletic shoes: black or brown with non-marking soles ONLY.**

Flip-flops, crocs, athletic sandals, house shoes, and spiked heels are not permitted.

Socks must be black, forest green or white.

Leggings (black only) are allowed under skirts or jumpers ONLY.

## **Hair**

All hairstyles must be neat, clean, combed, and not distracting. Male hair that is shoulder length or longer must be tied back. Hair must not hide the eyes. Hair may not be dyed any unnatural color, spiked, or designed.

Failure to adhere to dress code standards will result in disciplinary action (warning and detention). If you have any questions about the dress code, see your child's teacher or the principal.

## **FREE DRESS / DRESS DOWN DAY GUIDELINES**

The intent of dress down days is to allow students to be out of uniform, but to be appropriately dressed. If a student is unsure about what to wear, he/she should seek approval from the Principal prior to the dress down day.

Students may wear jeans, dressy clothes, and casual clothes within the following guidelines:

- No torn/ripped clothing, or hats.
- Skirts and shorts must be appropriate length. Skirts require shorts or black leggings underneath.
- Shirts must have sleeves—no halter tops, crop tops, spaghetti straps, tanks, or sleeveless shirts.

## ***Unacceptable Clothing/Appearance***

- a. Oversized clothing, low rider pants.
- b. Hats, caps, bandanas and other headwear in the building.
- c. Logos, emblems, labels, brand names on clothing. All clothing must be free from references to alcohol, rock groups, and suggestive words, phrases or emblems.
- d. Flip-flops, crocs, clogs or open-toed shoes or sandals.
- e. Outer jacket/coats worn in the building during classes.

- f. Sweatpants, overalls, stretch pants, stirrup pants, spandex, denim fabric, cargo pants, jeans, flares/bell bottoms and wide leg pants.
- g. Hats or sunglasses are not to be worn in classrooms except for designated occasions.
- h. Excessive make-up. Hair coloring that is not natural.
- i. Extreme hair styles. (No mohawks, designs in your hair, etc.)
- j. Tattoos, ink (No outer skin markings) Piercing on any part of the body but the ear. More than two earrings per ear are not permitted. Earrings are to be kept simple, nothing over 1 inch in diameter or length.
- k. Salem maintains the right to make final approval of a student's appearance and to request modification before the child is admitted to the classroom.

## ATTENDANCE

### School Day

Students can be in school at 8:15 a.m. At 8:25 students should be in the classroom. Students will be marked tardy after 8:30 a.m. Teachers are required to keep records of daily attendance and tardiness. Attendance records are kept on the following basis:

1. After the 8:30 a.m. time and up to 1/2 hour late - the student will be considered tardy. A pupil is tardy if he/she is not in the classroom seated and ready to begin class by the 8:30 bell unless otherwise excused by the teacher. Any student arriving at school after the official opening must report to the office first and receive an admission slip indicating that his attendance records have been revised in the office.
2. After 1/2 hour to 9:45 a.m. - 1/4 day tardy/absent.
3. After 9:45 a.m. till 11:45 a.m. -1/2 day tardy/absent.
4. After 11:45 a.m. - 1:45 p.m. - 3/4 day tardy/absent.
5. From 11:45 a.m.- 1:45 p.m. - 1/4 day absent.
6. From 1:45 p.m. - 3:10 p.m. - 1/4 day absent.
7. From 11:45 a.m. - 3:10 p.m. - 1/2 day absent.

Accumulated tardies within each grading period will result in the following: 3 tardies = one-half day absent and 5 tardies = one full day absent as it relates to "perfect attendance" purposes.

### Early Arrival

Students living within walking distance of Salem or those depending on other means of transportation are requested not to arrive at school before 8:15 a.m. However, if it is necessary for your child to arrive at school before that time because they depend on your transporting them on your way to work, they will be placed in the Extended Care Program and charged accordingly. The school is not responsible for individuals who arrive early and are not in the ECP. Students should remain in the car or with a parent prior to the 8:15 bell.

### Tardy Policy K-8th grade

Tardy is defined as arriving to the classroom after the designated starting time. Students who arrive after the designated time must "sign in" through the office.

### ***Excused Tardies***

Appointments for dentists and doctors should be scheduled when school is not in session to avoid disruption to school.

### ***Unexcused Tardies***

Tardies as a result of school activities the night before, oversleeping, recurring traffic problems or other preventable reasons are not excused.

Five unexcused tardies or early departures carries the penalty of one unexcused absence and a \$5.00 charge per child on the sixth and successive tardies. Student records for tardies and early departures are reset to zero at the beginning of each trimester.

### **Absences**

Students are expected to be at school, in class, every day that school is in session. State law requires attendance on a regular basis. Students who do not comply with this regulation are subject to school discipline. Parents are to call or contact the school office by 9:15 a.m. on days when their child will be absent or late. Parents are to notify their child's teacher and the school office in writing in advance of a planned absence. Please notify the school office if your child has a contagious disease or must go to the hospital. When a student is or will be absent, arrangements to pick up your child's work should be made. Students who are absent for the entire day may not attend any extracurricular activities for that day such as sporting events.

### **STUDENT SUPERVISION**

- I. If a student is leaving a teacher's supervision, they must have a pass and a buddy with them. The office or next teacher the student is being sent to will be notified.
- II. When students use the bathrooms there should be at least two at all times unless the entrance can be observed by the supervising adult.
- III. At recess there will always be two supervising adults out at the same time minimum, in case of emergency.
- IV. No child is allowed outside a building without a staff member or a parent accompanying them. This includes going to and from the church.
- V. If a child leaves campus without permission, 911 and the parent are to be called immediately.

### **Leaving School Grounds**

Students will not be permitted to leave the school grounds before the end of the school day unless a parent or guardian calls for the student, or if a written note from the parent or guardian is sent to the school indicating that his child has permission to leave with some other person(s). All students leaving school during the normal school hours are to be called for and dismissed from the school office only. The person calling for a student MUST COME TO THE SCHOOL OFFICE BEFORE A CHILD WILL BE DISMISSED. All early dismissals for convenience sake are discouraged.

If your child is participating in an activity, is a team member, or is assisting with an event after the regular school day, he/she is under the supervision of designated school personnel (staff and/or volunteer). Students are expected to remain on the school's premises at all times throughout the activity or event. Any student who leaves the school grounds forfeits his/her right to participate in the event or activity, and Salem is no longer responsible for his/her supervision or safety.

If your child is a spectator, arrangements need to be made in advance where he/she is to report. Otherwise, individuals will be sent to ECP (and billed accordingly) until an appropriate time (10 minutes prior to the start of the event) when they will be dismissed.

Parents are to arrange for their children to be picked up within ten minutes of the conclusion of all afternoon practices, rehearsals, and activities. Individuals who are not picked up within this time frame will be sent to ECP and billed accordingly. Parents are encouraged to be prompt in picking up their child from evening activities.

### **Inclement Weather Policy**

When our school is to be closed due to inclement weather conditions or other circumstances, a “phone blast” will be given to all parents if school is closed or dismissed earlier than the regular scheduled times. If you do not receive a call, please contact the school office.

## **PARENT/STUDENT GRIEVANCES AND CONCERN**

We live in a sinful world. Although we are Christians, there will be times when we do not all get along. Matthew 18 states, “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.” This should provide the basis of how we treat others in these situations.

In day-to-day situations where a student may have a concern regarding a teacher, the student shall use the following procedure:

- A. The student shall approach the teacher outside of instructional time and schedule an appointment to discuss the problem.
- B. If the problem cannot be resolved, the student will refer the problem to her/his parent to follow the steps listed below.

If a student and/or parent feel aggrieved on account of any policy of the Board of Christian Education, the administrator, a member of the staff, or a teacher, the parent shall use the following:

- 1) If the grievance is with a teacher, the parent shall contact the teacher immediately and discuss the problem with the teacher. Only after failure to satisfactorily resolve the issue, (one or the other party refuses to listen) proceed to step 2.
- 2) For all other grievances including unresolved teacher grievances – contact the school administrator and set forth in detail, both verbally and in writing, the action or policy that is the basis for the grievance.
- 3) The administrator shall sit down with both parties and generally the administrator’s decision is final.
- 3) If, by some chance, the grievance is not settled after the above steps have been exhausted in a reasonable time, the administrator shall contact the Board chair. The Board chair will either refer the matter back to the administrator or set a meeting with the appropriate parties.
- 4) The Board will communicate its decision in writing, together with supporting reasons, to all parties in interest. The Board’s decision is the final step in the procedure.

No one shall appear before the Board without the offending person present. The afore-mentioned procedure is the sole and only course available to any aggrieved person. All parties will treat the grievance as confidential information. No party will take any reprisals of any kind against any other participant in the process.

## CONDUCT AND DISCIPLINE

### Salem Lutheran School – Overall Discipline Policy Statement

Any person - student, visitor, staff member, employee, or patron - who commits or attempts to commit any of the following acts of misconduct shall be subject to disciplinary procedures and possible legal action.

1. Refusal by a student to attend classes as scheduled
2. Unauthorized entry, occupation or use of any school facilities
3. Intentional obstruction or disruption of teaching, administrative or disciplinary procedures, or other authorized functions or events
4. Theft of or damage to property of the SLCS or the personal property of any individual in attendance at an authorized school function
5. Physical or verbal abuse or the threat of physical abuse against any person at any school authorized event, or other conduct which threatens or endangers the health, safety, spiritual welfare, or physical well-being of any such person
6. Intentional interference with the lawful right of access by a person to school facilities
7. Setting a fire on school property unless authorized in writing by the Principal or President
8. Use or possession on school property of unauthorized firearms, ammunition, knives or other dangerous weapons, substances, and materials
9. Smoking or carrying lighted cigarettes, cigars, pipes or other use of tobacco products or vaporizer devices (without regard for the presence of nicotine in the solution, with the exception of medically required devices) in school building or on campus property
10. Unauthorized use or possession of alcoholic beverages on school property; the Church Council may authorize use under special circumstances for special events
11. Possession of any controlled substance (without proper prescription and original distribution container) narcotic substances or illegal drugs in school buildings, on school property or during official school functions/activities
12. Use, abuse or being under the influence of unauthorized drugs, narcotics, alcohol, or other dangerous substances of any kind while on or in school property or at official school functions/activities
13. Gambling, profane language – which includes misusing God's name, violence or other irresponsible conduct
14. Use or possession of any unauthorized electronic communication or recording device
15. Any other act that is deemed by the school administrator to be injurious, detrimental, or dangerous to the health, safety, spiritual welfare, and physical well-being of other persons on school properties or present at any authorized function (school) or event

## ANTI-BULLYING PLEDGE

We the students, parents, and staff of Salem Lutheran, agree to join together to stamp out any form of bullying in our school. We believe that every person should enjoy Salem equally, feel safe and secure, and be treated respectfully regardless of color, race, gender, popularity, athletic ability, intelligence, socio-economic status, religious belief, or nationality.

Bullying can include, but is not limited to, shoving, pushing, hitting, spitting as well as name calling, picking on, making fun of, laughing at, belittling, gossiping about, cyberbullying, or excluding someone. Bullying causes pain and stress to victims and is never justified or excusable. The victim should not feel responsible for being a target of bullying.

### STUDENTS

By signing this pledge (which you do by signing the signature page of this handbook), we the students agree to:

1. Value student differences and treat others with respect at all times.
2. Not become involved in bullying incidents or be a bully at any time.
3. Be aware of the school's policies and support system for bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms and stairs.
6. Support students who have been or are subjected to bullying (not being a bystander to bullying).
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty to help the school deal effectively with bullying.
9. Encourage teachers to discuss bullying in the classroom and participate in the discussion.
10. Be a good role model for younger students and support them if bullying occurs.
11. Participate in and contribute to assemblies and presentations about bullying.

I acknowledge that whether I am being a bully or see someone else being bullied and do not report or stop it that I am guilty of breaking this pledge. I understand that if I witness bullying behaviors and do nothing to eliminate the problem or nothing to bring it to the attention of an adult, I am encouraging a bullying environment at our school.

### PARENTS

By signing this pledge (which you do by signing the signature page of this handbook), we the parents agree to:

1. Keep our children and ourselves informed and aware of the school's bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing of differences, and promoting sensitivity to others.
3. Discuss with our children their feelings about schoolwork, friendships, and relationships.
4. Inform faculty of changes in our children's behavior or circumstances at home that may change a child's behavior at school.
5. Alert faculty if any bullying has occurred.

The principal will be informed of bullying incidents and of the students (and their targets) involved and will assess the incidents, intervene and respond accordingly, not only to the victim of bullying but also the individual(s) doing the bullying. This is in addition to any disciplinary actions taken by the school in accordance with our discipline policy.

## **Discipline**

Cooperation with the expectations stated above and the rules and policies listed below are expected of every student. The biblical model of repentance, forgiveness, and renewal allows a student to confess his/her mistake, be forgiven, renew relationships, and move on. Sin has consequences. When willful disobedience occurs, logical consequences are used in hopes of curbing further misbehavior. Consequences may include behavioral contracts, detention, probation, suspension, and expulsion. Behavioral contracts and detentions are defined below. Probation follows repentance and consists of a period of time in which sincere repentance over the wrong is demonstrated both toward the party offended and in improved behavior. Suspension is dismissal of the student from school or class until parents have their child properly reinstated, on probation, as a repentant Christian school citizen. Expulsion is permanent dismissal of the student from school or class and may result in loss of credit for the trimester.

## **Behavioral Contracts**

Students who have major and/or repeated discipline issues may be allowed to continue their enrollment at Salem under a behavioral contract. These contracts are created in order to help guide the student in meeting clear expectations. Contracts are issued by the administration and signed by the parent and student.

## **Detentions**

Detentions (1, 2, 4 or more hours) may be assigned as a logical consequence in the disciplinary process. Detentions will be assigned to students after school on Thursdays. A student who receives a detention will need to serve his/her detention within a week of the office referral. For example, if a student is issued detention on a Thursday, he/she will serve the detention that day or the following Thursday. Students who fail to make up their detention within one week of when they are assigned will be suspended the next school day and will receive a 1% grade deduction in all classes missed during the ISS.

## **Detention Expectations and Rules**

When a student is given a one-hour detention, he/she will need to serve his/her detention on Thursday for one hour in the specified detention room. The student will need to arrive at the detention room no later than 3:35 PM. Any student arriving late will not be allowed into the detention room and will need to serve his/her detention the next Thursday.

## **Student Expectations While Serving Detention**

Students will be expected to be silent and bring schoolwork or other material to work on during his/her detention time. Students cannot talk or sleep during detention. Students will not be able to use their Chromebook or cell phones during detention time, except for academic work when approved by the detention supervisor. Students who do not abide by these rules will be dismissed from the detention room and any time served will not count. The student will need to serve his/her full detention on another date. Any student who does not complete his/her hour(s) of detention within the week given will be suspended.

Any student who misses his/her detention will be given a one-day ISS on the next school day.

Students must prioritize completing a detention in a timely manner. Therefore, a student may miss detention for athletic or extracurricular games, practices or meetings but must make up their detention within the allotted week. Students assigned detention hours must be in communication with coaches and sponsors to discuss the infraction and the best time to complete detention hours within the allotted time, even if practices or events must be missed.

If a student receives four detentions during a trimester, he/she cannot expect to participate in athletic games/contests or extracurricular activities.

If a student cannot (or chooses not to) attend an after-school detention, then the student will be suspended.

## **POLICIES ON PERSONAL CONDUCT**

The following infractions can result in disciplinary procedures or legal action:

1. Intentional failure to attend class;
2. Disruptive and/or disrespectful behavior in or out of the classroom/chapel or towards teachers, school employees, visitors, or fellow students;
3. Failure to comply with the Salem Technology Covenant;
4. Unauthorized entry, occupation or use of any school facilities;
5. Intentional obstruction or disruption of teaching, administrative or disciplinary procedures, or other authorized functions or events;
6. Theft of or damage to property of Salem Lutheran or anyone's personal property;
7. Abuse or the threat of abuse against any person (including sexual harassment) at any school authorized event, or other conduct which threatens or endangers the health, safety, spiritual welfare, or physical well-being of any such person;
8. Intentional interference with the lawful right of access by a person to school facilities;
9. Use or possession on school property of knives, or other dangerous weapons, substances, or materials (except for educational purposes expressly authorized by the principal);
10. Use, under the influence, possession, and/or distribution of alcohol, tobacco (including eCigarettes/vapor cigarettes), or other drugs on school property or at school functions;
11. Use of any derogatory comments or terms while on the school grounds or attending school activities (swearing, cursing, racial or sexual comments, etc.);
12. Bullying a fellow student (physically, verbally, emotionally, in person or through the inappropriate use of technology). See the anti-bullying pledge for further details;
13. Pushing, shoving, running, inappropriate language, shouting, throwing objects in any circumstance in or around the school or at another person;
14. Public displays of affection (PDA), including hugging, holding a student in an inappropriate manner, etc.;
15. Any other act that is deemed by the school administrator to be injurious, detrimental, or dangerous to the health, safety, spiritual welfare, and physical well-being of other persons on school properties or present at any authorized (school) function or event.
16. **Those who continue to violate any school policy will be subject to additional disciplinary actions.**

## **DRUGS AND ALCOHOL**

*“Don’t you know that you yourselves are God’s temple and that God’s Spirit lives in you? If anyone destroys God’s temple, God will destroy him; for God’s temple is sacred, and you are that temple.” (I Corinthians 3:16-17)*

Out of reverence for God and in obedience to His Word, Salem Lutheran (SLS) seeks to nurture healthy Christian living that is suitable for leadership in the church and the world. The use, sale, possession, and distribution of drugs are incompatible with the Christian principles and guidelines that form the foundation of Lutheran education. To discourage the use of drugs and alcohol, SLS has established the following policy.

Every teacher shall share in controlling and supervising the conduct, behavior, and discipline of all students in the corridors, library, washrooms, lunchroom, and on the school grounds, during the school day. Along with teachers, parents are to assist in the monitoring of their child's behavior at school sponsored activities at Salem or away.

## **STATEMENT OF CAUSES**

It is a violation of SLS's drug abuse policy for a student to use, possess, distribute or sell alcohol, drugs, and/or drug paraphernalia:

1. On or in the surrounding areas adjacent to the vicinity of SLS;
2. At any and all SLS-sponsored events or events at which they are a participating party.

## **STATEMENT OF RESULTS**

Consequences for the use and/or possession of alcohol, drugs, and/or drug paraphernalia are as follows:

### Step 1

- A minimum 4-day suspension with possible expulsion;
- Parent/student conference;
- Development of a plan which will deter future occurrences.

### Step 2

- Required participation in an approved drug/alcohol assessment and treatment program;
- Disciplinary probation for a minimum of one full school year;
- A written contract spelling out specific expectations and consequences for future offenses.

A zero tolerance and immediate expulsion in all cases involving the following will result:

- The sale and/or distribution of drugs, alcohol, and/or drug paraphernalia;
- A second offense for the use and/or possession of drugs and/or alcohol;
- Any violation of SLS's drug policy and accumulated violations that may or may not be related to the drug use policy.

SLS views drug and alcohol abuse as a serious issue and desire to give those students, and their families, who struggle with such behavior the opportunity to recover fully. In this effort, SLS will assist the students, and their families, who abuse drugs and/or alcohol to participate in a drug and alcohol abuse-counseling program.

## **Suspension**

The administrator has the authority to suspend a student not to exceed a period of ten (10) school days for the first suspension. Any suspensions shall be reported to the Board of Christian Education at its next regularly scheduled meeting. Before returning to school following a suspension, the parents must schedule a conference with the pastor, administrator and the child's teacher.

All homework given during the suspension will be provided by the teacher at their earliest convenience. All homework must be completed by the student and will receive a 10 percent reduction in value.

The second suspension brings a possible recommendation for expulsion of said student. If there is a recommendation for expulsion, the student remains suspended until the Board meets to hear the reasons for expulsion. Upon a written request, the parents may also request a hearing at the same Board meeting. Only the Board of Christian Education may expel a student from school and only after the parents or guardians have been given notice in writing that the suspended student's case will be reviewed in its next meeting.

A continuous behavior problem may result in a request for the parents to seek professional counseling for their child or may lead to a recommendation for expulsion.

### **Conflict Resolution**

We live in a sinful world. Because of sin, we know conflicts will happen in the world and school. What we do when conflicts occur makes Salem different. Conflict can turn into bullying. Bullying has no place in a Christian community. If either a conflict or bullying incident happens, the classroom teacher will handle it first. If it is not resolved at this level, the Principal will become involved. Any and all parts of the discipline policy will be used at that point. The goal is always to resolve the issue through law and Gospel so that a Christian environment is restored and God is glorified.

### **Playground Rules**

While students are using the playground, certain behaviors are expected. Students need to be well aware of the guidelines. There are two specific playgrounds with equipment specifically intended for the following age groups:

- *Elementary and Middle School Playground across from the gym*
- *PreschoolPlayground access from the gym*

While students are using the playground, certain behaviors are expected. It is very important that students engage in safe behavior on the playground for the safety of all students on the playground. **The following is a list of behaviors that students will not be allowed.**

Throwing objects such as rocks, sticks, etc.	Wrestling with each other
Using foul language	Taunting or bullying other children
Standing in the swings	Walking in front of someone who is swinging
Twisting the swing chains	Using jump ropes and hula hoops on equipment
Jumping out of the swings	Having more than one child at a time in the swing
Standing on top of equipment	Walking up the slide
Leaving the fenced area to retrieve a ball	Going into the school without a teacher
Playing or climbing on the fence or outside the fence	

### **Damage to Property**

Students and/or their parents shall pay the school and/or person(s) for damage intentionally or negligently inflicted on persons or school property. The school is not responsible for damage to or loss of personal belongings. (i.e. cell phones, laptops etc.)

### **Homework / Behavior Notification Forms**

The distribution and result of accumulating homework/behavior notifications are each described elsewhere in the handbook under their appropriate headings.

## HEALTH SERVICES

### Physical Examinations

It is the policy of Salem that every student have a physical examination by the beginning of the school year in pre-kindergarten, kindergarten, grade three, and grade seven. The physical should be completed after March 1 and prior to the first day of school. All students participating in athletics must also have an annual exam prior to the first practice of the sport/activity. If a student transfers to Salem, physical exams will be honored, provided the child has had the exam in accordance with the recommended schedule. A report of this examination is to be on file in the cumulative health record maintained for each student. A health form is included in your registration packet if your child is to have a physical examination for the current school year. Your doctor may mail it or email it to the school office, or you may return it on final registration day.

### Immunizations

As required by State Law (167.181), all children of attendance age must present satisfactory evidence of immunization against polio, diphtheria, rubella, tetanus, pertussis, measles, mumps, hepatitis B and chickenpox or proof of chickenpox. State law requires that all children either be immunized or exempted from those diseases listed above. All immunizations must be completed by the first day of school. A child shall be exempt from the immunization requirements of this regulation upon certification by a licensed physician that such immunization would seriously endanger the child's health or life. Also, the law providing for this regulation shall not apply to any child if one parent or guardian objects in writing to the school administrator against the immunization of the child.

Salem's administrator is mandated by Missouri State Law (Section 167.181) to report to the Division of Public Health the name of any parent or guardian who neglects or refuses to permit a nonexempt child to be immunized as required by the rules and regulations and must maintain a current valid list of delinquent names and addresses of parents or guardians for use in audit activities.

### Infection, Disease, and Injury

Guidelines provided to Salem by the Missouri Department of Health for deciding when a child may or may not attend school include:

- 1) Students with vomiting, diarrhea or fever above 99.4 F should not attend school until it becomes normal for 24 hours.
- 2) Students must be symptom free (i.e. no rash, fever, vomiting, or diarrhea) for 24 hours prior to returning to school. If medication has been prescribed for a possible contagious disease, they must have a minimum of 24 hours of treatment (48 hours is preferable) as well as be symptom free before returning.
- 3) When necessary (if contagion is still suspected or the child has been absent over 5 days, has had surgery, or been diagnosed with a chronic condition) the parents must provide a physician's statement and recommendations for school attendance and participation in athletic events for readmission to occur.

Under ordinary circumstances, when a child attends school he should be well enough to participate in all class activities, indoors and outdoors. Requests from parents not permitting their child to participate in physical activity when he is recuperating from an illness complicates the teacher's supervising responsibilities and can be complied with only when a written doctor's excuse is received by the teacher.

If the child becomes ill during the day, the parent or guardian will be called to make arrangements to pick up his child. Salem has no infirmary facilities. In case of serious injury, an attempt will be made to contact the parents or guardians. However, if they cannot be reached, Salem reserves the right to use its own good judgement and will follow the information given on the application form.

Any case of a disease designated "reportable" by state law will be reported immediately to the local health authority. Anyone suffering from a reportable disease or liable to transmit such a disease will be excluded from school and will be readmitted after a period of time as established and published by the Missouri Department of Health.

Since certain specific types of behavior could potentially be associated with transmission of pathogens, no student who bites, scratches, has frequent bleeding episodes, or has uncovered, oozing skin lesions, shall be allowed to attend school unless these behaviors or conditions are either absent or appropriately controlled. If necessary, the administrator will convene a Review Committee to make recommendations regarding a student with these conditions.

### **Administration of Oral Medication**

Students needing medication to be given during school hours must have a medication authorization form on file in the school office. These forms must be completed and signed by the physician and parents and returned to the school office before any medication may be given. A new form must be completed for each new school year. Students may only self-administer and carry with them a rescue medication inhaler for asthma or an epi-pen for severe allergic reactions and only if the physician and parent have signed the self-administration portion on the form. Insulin for diabetics and non-rescue inhaled medications may also be self-administered but must be kept in the school office. All medication, whether prescription or over-the-counter medications (including cough drops) must have an authorization form completed and must be kept in the school office except for the two exceptions noted above.

No medication that is prescribed by a physician for a student nor any over-the-counter medicine shall be administered to a student unless:

1. The school office receives a written request signed by the child's physician and a written request from the child's parent/guardian that the drug be administered to the student. The student must bring both the medication and the signed permission forms to the school office.
2. The signed statement that is presented to the school office includes the following information:
  - a. The name of the student
  - b. The class in which the student is enrolled
  - c. The name of the drug and dosage to be given
  - d. The times at which the drug is to be administered
  - e. The date the administration of the drug is to begin
  - f. Any severe, adverse reactions that should be reported to the physician, and one or more phone numbers at which the physician can be reached in case of emergency
  - g. Any special instructions for the administration of the drug, including sterile conditions and storage

The parent, guardian or person having care of the child must submit a revised statement signed by the physician if the previously provided information changes.

All drugs must be received by the person authorized to administer the medication in the container in which it is dispensed by the prescribing physician or pharmacist.

## **Abuse and Neglect**

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

## **SCHOOL LUNCH PROGRAM**

Salem does not have a federally sponsored lunch program but does offer special lunches from time to time which are paid for by the students and brought in. Currently we serve Domino's Pizza on Fridays.

## **PARENT ORGANIZATIONS**

### **Parents Assisting Lutheran Schools (PALS)**

As with any school, the success of programs and activities are due in large part to the involvement of parents. It is with that positive support and involvement of parents that our students benefit. In addition, educational costs are reduced as programs are supported through this involvement. At Salem Lutheran School all parents are expected to participate and assist in programs whenever possible throughout the year.

Salem Lutheran School has instituted a service requirement for the parents/guardians or grandparents of our school students. This program, referred to as ***Parents Assisting Lutheran Schools (P.A.L.S.)*** results in thousands of hours of volunteer service in both the school and church. It benefits the whole parish, as well as our students and staff, in many ways. It also allows for the development of new friendships not only between teacher and parents, but also among parents.

Parents/legal guardians or grandparents are required to provide 20 approved adult hours of service to school and/or congregation programs. Service opportunities abound through programs associated with our school involving the PALS organization, general day school and classroom programs, as well as special parish events and ministries. Parents are encouraged to seek out opportunities to serve at the start of the school year and begin "clocking" hours as the year continues. Announcements for P.A.L.S. hours/opportunities are included periodically in the weekly Parent UPDATE but it is up to the individual parent to make arrangements to help. Parents who do not complete these minimal 20 hours of participation will be assessed \$250.00. A pro-rated assessment is made for families who leave Salem during the school year.

### **Volunteer Guidelines**

Volunteers are dedicated persons, and they help the school serve the students. Volunteers enhance the learning of students by assisting in a variety of ways.

These guidelines are designed to be helpful for volunteers who have sustained contact with students at the school site. They are intended to make volunteering a valuable experience for the students and for the volunteer.

1. **Accountability** The school administrator is responsible for the daily operation of the school and supervises all staff and volunteers. The classroom teacher is responsible for implementing the educational program with the students in his/her care. Volunteers assist the teacher and take their direction from the teacher or staff person in charge of the activity. *All adult volunteers should observe the "two" adult rule. This requires that our adult volunteers are never alone with children, i.e. another adult should always be present.*

**2. Those Who Are Not Allowed To Volunteer** Adults who have been convicted of either child sexual or physical abuse may not serve as a volunteer in any school-sponsored activity or program for children.

**3. Volunteer Commitment** If for some reason a volunteer cannot meet his/her commitment, the teacher or supervisor should be informed as soon as possible so the day's schedule can be adjusted.

**4. Confidentiality** Classroom volunteers sometimes have access to privileged information. They have the opportunity to observe individual students, or interaction among students or between students and teachers, or to hear comments made by children. Information of this sort needs to be treated as confidential. **Volunteers do not discuss** a child's apparent behavior problems or academic needs with the child's parent—and certainly not with other parents. Volunteers who have concerns about what they've observed should discuss their concern with the teacher or the administrator. Contact with the home should come from the professional staff.

**5. Student Behavior** Discipline is under the direction of the trained professional staff. Volunteers are not responsible for administering any disciplinary measures. The volunteer should instead report behavior problems to the teacher.

### **Privacy Policy**

Salem Lutheran School is committed to protecting the privacy of its students and families. Academic and health records and family information are treated as confidential materials and will not be disclosed without written consent of the parent or legal guardian, except under a court order or life-threatening emergency.



# Salem Lutheran Church and School

## Family Handbook 2025-2026

Salem Lutheran Church and School, 5190 Parker Road, Black Jack, MO, 63033,  
[www.salembjmo.org](http://www.salembjmo.org), (314) 741-8220

It is the goal of Salem Lutheran School to communicate information to you in a clear manner. Please read the following handbook and return this sheet signed to the school office by **August 29, 2025**

- I hereby affirm that I have read the Family Handbook and discussed its policies with my student.
- I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Family Handbook.
- I understand that the doctrine of the Lutheran Church-Missouri Synod will be taught in the classroom.
- I agree to meet the financial obligations of all tuition and fees.
- I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Salem Lutheran Church and School and is subject to change at any time by decision of Salem's governing body. Parents will be notified immediately if such changes take place. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

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Print Full Family Name

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Signature of Parent/Guardian

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Student Name

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Date

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***Failure to sign and return Agreement to the school office, does not exempt you from these policies, procedures, and payments as stated in the handbook.***

*We partner with families committed to raising their children as followers of Jesus Christ.*