

DAILY OPERATIONS

HEALTH

Any student who has a fever of 100 or above, rash, or severe cough should not be sent to school. Should any of these symptoms occur at school, the child's parent will be called and the student will be sent home. The Public Health Department guidelines state that they may not return to school until they are fever free for 24 hours without medication.

**PLEASE KEEP THE SCHOOL OFFICE ADVISED OF ANY CHANGES IN WORK, HOME, CELL AND EMERGENCY TELEPHONE NUMBERS, PLUS EMAIL ADDRESSES.*

Administration of Medication: Any medication that needs to be administered to a student during school hours must be given to the school office with written instructions, and in the original prescription bottle that includes those instructions. Please note that we cannot administer any medication without the written permission and instructions from the parent (see attached Medication Release Form). Salem Lutheran School provides Tylenol for those students who need it, provided authorization has been indicated on the child's emergency card.

CLASS HOURS AND ATTENDANCE

- School begins at 8:00 a.m. for Sixth through Eighth grade and 8:30 a.m. for grades Junior Kindergarten through Fifth, and ends at 3:00 p.m. Children who are not in extended day care are requested to go directly to the classrooms in the morning.
- Students are not permitted on the school grounds before 8:15 a.m. or after 3:15 p.m. unless they are enrolled in extended day care or in an organized after-school activity.
- Students will be allowed to leave the campus during school hours as follows:
 - with a parent or guardian
 - with another adult authorized by the parent or guardian
 - for class-arranged, supervised field trips.

Salem students are expected to attend school regularly, arrive on time, and complete all in-class and homework assignments in a timely manner.

Attendance/Make-Up Work

Salem understands that regular school attendance is preferred but is not always possible due to student illness or other family commitments. In the event of a necessary absence, parents must call the school office by 8:45 am informing the school that the child will not be in attendance each day. All absences will require a signed parent note explaining the reason for the absence upon return to school. Any absence longer than 5 consecutive days will require a doctor's note for re-admission. Chronic absences will be reported to the administration for further action.

Students are expected to make up all missed school work. All work is due at the end of an equivalent number of days to the duration of the absence (for example, three (3) days absent = three (3) school days allowed for make-up) unless other arrangements have been made with the classroom teacher. The classroom teacher may or may not choose to extend the due date at the teacher's own discretion. Failure to observe this policy in absence of an extension may affect the child's grade.