

SALEM LUTHERAN SCHOOL

PARENT-STUDENT HANDBOOK

2019 – 2020



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WWW.SALEMLUTHERANGLENDALESCHOOL.ORG

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WELCOME TO SALEM LUTHERAN SCHOOL

Welcome from the Principal:

Welcome to Salem Lutheran School, an outreach ministry of Salem Lutheran Church. At Salem we provide a Christ-centered education in which students are nurtured and educated so that their God-given gifts can grow to fulfill their unique potential. We pray that our school will serve as a blessing for you and that we may work together with joy as we jointly carry out the Christian training and education of our children.

Yours in Christian Service,
Pamela Perry Principal

Welcome from Salem's Senior Pastor:

What a blessing it is to have you and your family as part of the Salem Community. Our Lutheran tradition values education. We believe that God has gifted us with bodies, minds and spirits, in order to think, create, question, explore, discover, play, serve, hope, dream and love. Our school ministry is an exceptional way for us to foster these qualities in children for the benefit of their lives, your family, Salem and beyond into the wider community of Glendale.

For 70 years, Salem Church has been offering the finest in Christ-centered education. In 1948, faithful members of the congregation offered their resources to create the school. Since then, every year they have re-affirmed and supported this vital ministry that you enjoy today. God has blessed us over the years with fine pastors, principals, teachers and aides. We give thanks that He blesses us still.

God is doing amazing things through the students, families, staff, and community of Salem Lutheran Church and School. At Salem, we pray that not only will your children receive a well-rounded education, but also the knowledge that they are each a beloved child of God who is valued and supported by those gathered here. I look forward to getting to know you and your family!

Welcome, and thank you for choosing to become a part of Salem!

Peace,
Campus Pastor Amie Odahl

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STATEMENT OF PURPOSE

MISSION STATEMENT

The mission of Salem Lutheran School is to educate students through quality instruction emphasizing Jesus Christ as the foundation of their lives, in which their potential can be nurtured and developed as they grow in Faith.

OUR PHILOSOPHY

- We believe that Christian education is a vital aspect of God's mission instructed by Christ to the church in His great commission, "Go and teach".
- We believe that effective Christian education is achieved through quality programs and materials.
- We believe the Christian teacher is committed to the purpose of Christian Faith both personally and professionally, and will provide guidance to meet each child's spiritual, social, physical, intellectual, and emotional needs.
- We believe that Christian education is connected with every field of human knowledge, all concerns of life, and all areas of interpersonal and group relationships.
- We believe that Christian education should guide children towards his or her proper relationship with God, as well as with individuals around them.
- We believe in providing scheduled time for personal instruction on Christian teachings with professional teachers who are themselves Christian.
- We believe Salem Lutheran School is a model of Christian cooperation between adults and children. It is our hope that families experience a growing sense of joy, self-esteem, peace and forgiveness within the ministry.

HISTORY OF SALEM LUTHERAN SCHOOL

Salem Lutheran School was established by Salem Lutheran Church in 1948 as a ministry of the congregation to the community. A School Board selected from members of the congregation directs it. The school is an active member of the Evangelical Lutheran Education Association. Salem Lutheran School has since expanded to include Junior Kindergarten through Eighth Grade classes. Salem Lutheran School has been, and continues to be, staffed by certified, Christian teachers and administrators.

PROFESSIONAL AFFILIATION WITH ELEA

The Evangelical Lutheran Education Association (ELEA) is a national organization consisting of regional networks governed by a Board of Directors. Its purpose is to promote and support quality, Christ-centered schools and early childhood programs of the Evangelical Lutheran Church in America (ELCA). Membership provides opportunities for our teachers, administrators, pastors and school board members to learn and share information with each other through seminars, workshops and conventions. It also provides accreditation programs, regional conferencing, and services and advocacy for its members. For more information on the ELEA please visit www/eleanational.org.

PARTNERS IN THE SALEM LUTHERAN COMMUNITY

CHURCH

Senior Pastor: The Senior Pastor, in accordance with the church constitution, supervises all schools and organizations of this congregation, providing oversight and support, acting as superintendent. The Senior Pastor sits on the School Board and works closely with the principal on matters of administration and policy. The Senior Pastor encourages the growth of the whole Community, which includes the continued growth and vibrancy of our school ministry.

Campus Pastor: The Campus Pastor leads the school community in worship as a part of Salem's Chapel Services every Wednesday morning at 8:45 am. (Parents are always welcome!) The Campus Pastor also partners with the school staff to help lead religious education and provides pastoral care for students, families, and staff.

Church Council: The Church Council is the board of directors of Salem Lutheran Church and School and has general oversight of the life and activities of the congregation. The Council is comprised of elected members of the congregation plus all pastors. The elected members include Officers who serve as the Executive Committee and Stewards who are responsible for specific Ministries. One of these is the School Ministry Steward who, as such, serves as the Chair of the School Board.

SCHOOL BOARD

The School Board is a body of five members through which the congregation puts its aims and purposes into practice. The School Board is elected by the members of Salem Lutheran Church. Board members are expected to make decisions in the best interest of the school, congregation and community. They must see that the rights, privileges, and responsibilities of the congregation, parents, school staff, and pupils are protected. The School Board, while giving leadership, is in reality the servant of the congregation. Activities and progress of the school are reported to the Board by the Principal.

The School Board believes that:

- Christian Education is a vital part of Salem congregation's grateful response to the gift and command of our Lord as seen in the cross and the "Great Commission".
- Christian Education is qualitatively unique, for it relates the transforming power of God in Jesus Christ to every aspect of life.
- Christian Education is concerned with the development of the whole child: emotional, physical, intellectual, social and spiritual.
- Christian Education centers on the Bible, the Word of God, and focuses on the unique role that this Word plays in the relationship of humanity to God and of humanity to itself and others.
- Christian Education takes place in an atmosphere where parents, teachers and students relate to each other in mutual cooperation, forgiveness and love.
- Salem Elementary School should provide a setting where the child is educated in the full range necessary for the preparation of God's children for discipleship in today's world.

PRINCIPAL

The principal works with the School Board to set the spiritual and academic standards for our school. The principal leads our community by managing operations, staffing and communications. Taking a “hands-on” role, the principal interacts with teachers, students, staff and parents on a daily basis. The principal works with the Parent Teacher Organization on relevant issues. The principal is the primary liaison between Salem Lutheran Church, the ELEA, and state education agencies.

FACULTY

Our faculty members acknowledge their role as extending well beyond teaching academics. They are committed to ministering to the wide variety of young lives in our school as well as in their own families. They have been selected for their credentials, qualified experience, competence in subject matter, and Christian dedication. All Salem Lutheran teachers are continuing to strive for excellence by participating in conferences, seminars, and studies throughout the year.

PARENTS

Our parents nurture their children to develop their Christian identity and become a witness to the world. As the primary educators of their children, parents are encouraged to work with the staff to develop qualities in each student that mirror the example of Christ, a life of love and service.

STUDENTS

Our students’ primary purpose is to learn. They are motivated to acquire knowledge and to integrate their intellectual growth with their faith. Students are expected to fully apply themselves to classroom and home study to the extent of their God-given abilities. Students are encouraged to use responsible decision-making in order to achieve self-discipline. They are expected to:

- Respect the laws of God, the community, and country.
- Respect their own and others’ property.
- Exhibit courtesy, kindness and respect toward others at all times.
- Exhibit honesty in their dealings with others.
- Abide by the rules and regulations of the school as outlined in this handbook.

PARENT-TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization is led by volunteer parents under the provision of the School Board and the principal. The purpose of the PTO is to support the mission of Salem Lutheran School through fellowship activities and special events. The PTO strives to provide a strong relationship between the faculty, staff and parents of Salem Lutheran School, and to enhance the quality of education for the students by raising funds for school supplies and programs that fall outside the school budget.

All parents of a student at Salem Lutheran are members of the PTO. Participation is not mandatory, but it is highly encouraged that at least one parent or guardian of each child volunteers at a fundraiser or an event. The PTO works hard to make it easy and fun for volunteers to share in their child’s experience at Salem.

BEHAVIOR AND DISCIPLINE

CHRISTIAN DISCIPLINE

We strive for the highest standards of Christian behavior. The development of self-discipline, as well as self-esteem, is of the utmost importance in helping a student realize his/her potential. Minor discipline problems are always handled by the classroom teacher and/or staff person. More serious or continued violation of Salem Lutheran School's rules and behavior expectations will be brought to the attention of the principal where steps stated in the "Student Conduct and Discipline Policy" will be followed. The "Student Conduct and Discipline Policy" is signed and returned to the school office at the time of registration by each parent and also by your child(ren) if they are in grade 3 to 8. A copy of this policy is provided at the end of this handbook.

GENERAL SCHOOL RULES:

- Use respectful language.
- Respect the authority of the school staff.
- Dishonesty, cheating, defacing or destruction of property will not be tolerated.
- Maintain a drug-free, alcohol-free, tobacco-free, weapons-free, and violence-free school.
- Take proper care of the school property and equipment
- Stay in assigned activity areas.
- Play safely. Obey all playground rules.
- Use restrooms properly and keep them clean.

CONFLICT RESOLUTION

Children are encouraged to work out conflicts among themselves before coming to an adult. Students are taught to use words for resolving interpersonal conflicts. The following steps are followed;

- Calmly express your feelings, and then be willing to listen.
- Take responsibility for your part.
- Apologize sincerely including an admission of your part.
- Be willing to forgive.
- Be willing to compromise.
- Move forward with an open mind.
- Ask for help.

Students are taught the difference between a minor conflict and a situation that could result in injury or property damage. Such situations should be immediately reported to a supervising adult.

PARENT COOPERATION

As a parent you have made a commitment to support the faculty and staff and trust in their ability to provide a quality education for your child(ren). To ensure that our school environment remains a safe and nurturing place for all SLS members, each parent is expected to:

- Show respect in word, action and attitude at all times for the tenets of our faith, administrators, teachers, staff members, students, and the property of the church and school.
- Behave in a manner that creates a positive environment for other parents, administrators, teachers, staff members, or any student.
- Support the school in administering the consequences for poor choices made by your child(ren) at school, or during school events.

GRIEVANCE POLICY AND PROCEDURE

When parents have complaints, questions, concerns or problems, they are expected to follow the steps given by Jesus in Matthew 18: 15-17. Namely, that if there is a disagreement or offense, one goes privately to the person involved. If that meeting does not settle the matter, then one or two people are asked to sit in as witnesses and to assist in reaching a consensus. The Campus Pastor is a resource available for you. If this meeting still leaves the matter unresolved, the larger representative body of the church, the School Board, is asked to decide the matter.

1. Contact the Teacher: If the concerns are classroom related, call the teacher or set up an appointment to meet with the teacher to discuss your concerns. This will usually clear up any questions.
2. Contact the Principal: Parents should either call or set up an appointment to meet with the principal to discuss concerns of any nature, but if classroom related, step 1 should be followed first.
3. Parent/Teacher/Principal Conference: If concerns are not satisfactorily agreed upon between the parent and teacher, an appointment should be made so that parent, teacher and principal can discuss the concern. The Campus Pastor will be included.
4. Formal Grievance Resolution: To be initiated only after the above process has been followed and the concerns have not been resolved. In this case, a form may be obtained from the School Office and filled out to document the grievance. When completed, it should be returned to the School Office in a sealed envelope marked "School Board." The grievance is then given to the School Board to assess its merit. If merit is determined, then the matter will be considered at a School Board meeting. Those bringing the grievance will be notified of the meeting date.
5. School Board: The School Board shall resolve the grievance and shall do so by reviewing the submitted grievance and determining whether due process was followed and all concerns reasonably considered by the administration. In addition to the Formal Grievance documentation from the parent(s), the Board will also have documentation provided by the principal. The decision of the School Board will be final and all parties will sign the Resolution Acceptance.

SCHOOL POLICIES AND PROCEDURES

NON-DISCRIMINATION POLICY

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

ENROLLMENT AND ADMISSION

New Students:

- Children of parents or guardians who are active/pledging members of Salem Lutheran Church are given first preference for admission.
- Siblings of present students have second preference as space permits.
- Children of non-member parents or guardians who have satisfactorily met the requirements of the school will be enrolled as space permits.
- Satisfactory performance on an admissions test and interview is required of all new students. New students are tested to determine grade placement. Records will be requested from the student's previous school. Forms for this purpose are available in the school office.
- **To be eligible for Transitional Kindergarten, the child must be evaluated by the teacher and be age four (4) years old on or before June 15th of the given school year.** To be eligible for Kindergarten, the child must be five (5) years old on or before September 1st of the given school year* To be eligible for 1st grade, the child must be six (6) years old on or before September 1st of the given school year. Kindergarten entrance requirements are determined by Salem Lutheran School, Transitional Kindergarten recommendations and/or the Kindergarten Readiness Screening. Entrance screenings are required for all entering Kindergarten students. A readiness screening will be administered to determine the child's skills and maturation level. This screening is determined by the Gesell Testing Method.

**Acceptance into this program is determined by the teacher's evaluation and the principal's approval. All children will be assessed before acceptance.*

- All children should have the necessary immunizations. A record of the immunization schedule of each child must be submitted for state record purposes.
- A copy of the child's birth certificate is necessary for all students who are first enrolling at Salem Lutheran School, regardless of grade level. The copy must be presented at the time of registration.

Returning Students:

- The Enrollment Application shall be submitted annually. All tuition payments must be current before the Enrollment Application is accepted.
- All annual school forms included in the registration packet shall be submitted along with the tuition contract.

TUITION AND FEES

Salem Lutheran School is supported financially through tuition paid by parents, subsidies provided by the congregation, and gifts from donors. Tuition and all other fees are set by the School Board. A copy of the Tuition and Fee Schedule may be picked up at the school office.

- A comprehensive fee for each child shall be paid along with the appropriate registration form to secure a position for your child for the upcoming year. This fee includes registration, activity fee, book fee and insurance, and is non-refundable after April 1.
- Yearly tuition is paid in ten equal payments, August through May. The first tuition payment and the first day care payment are due on August 1. This amount is due on August 1 and will be charged a late fee if not paid by the fifth business day.
- The full tuition is due as set forth in the tuition contract as long as the child remains enrolled at Salem, regardless of extended absence. Failure to pay tuition within 30 days of the due date may result in the immediate cancellation of the child's enrollment, unless special arrangements are made with the School Board, at the School Board's sole and absolute discretion.
- A fee will be assessed for any personal check issued which is returned from the bank for insufficient funds. If any two (2) personal checks are returned for insufficient funds, all future payments will be made with cashier's check or money order.
- If an account is delinquent and sent to collections, 25% of the amount owing will be added to the balance due to cover the Collection Agency fees.
- A student's enrollment may be terminated by the School Board upon notice for failure of the student or his/her parent(s) or guardian(s) to fulfill their responsibilities as set forth in this handbook, for lack of cooperation by the student or by his/her parent(s) or guardian(s), for failure of the child to comply with the school's standards and regulations, or by withdrawing the child from school, in which case full payment for the month in which the child is withdrawn is due.

This handbook constitutes an effective agreement with the school upon acceptance by the school of a child's enrollment. If it becomes necessary for the School Board to take legal action upon breach of this agreement, the parent will pay; in addition to the tuition and fees set forth herein, the reasonable court costs and attorney's fees should Salem be the prevailing party.

CLASS SIZE POLICY

Salem values small class sizes as a way to enhance personal learning experience and student achievement. Junior Kindergarten averages 18 students; Kindergarten averages 24 students, and 1st through 5th grade classes' average 26 students. 6th through 8th grade classes average 20 students.

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 the written consent of a parent or a legal guardian, except under a court order or a life-threatening emergency.

STUDENT HARASSMENT POLICY

Salem Lutheran School provides a learning environment based on Christian love and respect, free from unlawful harassment in any form. Sexual harassment, for example, includes any action that makes another person feel uncomfortable in terms of sex, sexuality or gender, including:

- Unwelcome sexual flirtations or propositions.
- Verbal abuse of a sexual nature, such as graphic comments about an individual's body or sexually degrading words.
- Inappropriate touching of a sexual nature.
- Display of sexually suggestive objects or pictures.

It is the student's responsibility to:

- Conduct him/herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating or harassing.
- Immediately inform anyone harassing him or her that his or her behavior is unwelcomed and offensive.
- Report all incidents of discrimination or harassment to the school principal, teacher, staff member, or parent.
- Immediately discontinue any behavior perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct.

It is the School's responsibility to:

- Inform students of their rights.
- Explain harassment in age-appropriate terms.
- Investigate any complaints or harassment in a sensitive and confidential manner.
- Take appropriate disciplinary action, if necessary, which relates to the nature, context and seriousness of the complaint.

A charge or harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will be subject to disciplinary action, up to and including dismissal.

CHILD ABUSE REPORTING POLICY

Statutes in the California State Penal Code require that private school personnel report any observed or suspected instances of child abuse, by telephone and in writing, to the appropriate public authorities.

SAFETY AND SECURITY

Salem Lutheran's number one priority is safety and security of everyone. We want parents to drop-off their children with the comfort of knowing that our school has done everything in its power to provide a safe and calm environment.

The school has two main entrance and exit gates, which are monitored by the school office, and an "Exit Only" gate, which is alarmed and used only for emergency purposes. We are conveniently located close to the Fire Department.

School Drills occur throughout the school year to facilitate efficient and effective procedures. We have lock-down drills, fire drills, and earthquake drills. SLS also participates in the statewide California Great Shake Out drill.

Salem Lutheran has a Safety Committee made up of teachers who continually update emergency procedures, as well as look for better ways to provide security for the school.

Students and teachers cannot be reached by phone during school hours, except in emergencies. The school secretary will take all messages. Students who must make emergency phone calls may do so with the permission of the teacher and/or the Principal.

COMMUNICATION AND INFORMATION

Communication and partnership between home and school is vital. Clear and open communication is essential to the educational success of your child. Please let us know if you have any questions, comments, suggestions, or need more information.

WWW.SALEMLUTHERANGLEDALESCHOOL.ORG

School-wide notices (flyers and announcements) are sent home with students on a regular basis both by paper and by digital communication. Some forms require parent signatures and return and/or are time-sensitive. Parents should check their child's folder daily.

Only school-related or PTO-related correspondence or approved community notices may be emailed, mailed, or sent home with our students. All such materials must be edited, approved, and initialed by administration and delivered to the School Office before 9:00 a.m. on the day before materials are to be sent home. Please visit the School Office for guidelines regarding preparation of publications for general distribution.

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 grades and at 8:30 a.m. for grades Junior Kindergarten through Fifth. School ends at 3:00 p.m. for all grades. 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 participating 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 notify the school office by 8:45 am informing the school that the child will not be in attendance that day and offering an explanation of the reason for the absence. 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 schoolwork. 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.

Planned absences such as travel are discouraged. Families are encouraged to use the scheduled weeks of vacation time included in each school year. In addition, each child is allowed 2 personal days per year of excused absence.

Under special circumstances families may request an excused absence in advance. Such a request must be submitted to the school office in writing and approved by the principal. Non emergency requests must be made ahead of time, giving minimum five (5) school days notice. It should be expected that some missed work may be available ahead of time and some will not be available before the absence, and that there may be additional make-up work assigned when the child returns to school. (These additional assignments are due at the teacher's discretion.) Furthermore, any work given ahead of time is expected to be complete and is due the day your child returns to school.

All discretionary absences not pre-approved will be recorded as unexcused. All missed work/tests due to the absence is not eligible for make up and will be recorded as a zero.

Tardiness/Arriving Late

Student success has a direct correlation with consistent and punctual attendance in class and school related events. Students with good attendance records achieve higher grades, enjoy school more, are more successful in their pursuit of higher education, and are more employable after leaving school. Tardiness impacts not only the student who arrives late; it causes inconvenience for the office staff and disruption and disrespect to the classroom teacher and classmates. Salem therefore takes this issue very seriously and will address tardiness as follows:

If, within a given quarter, a student receives three (3) tardies, a reminder will be sent to the parents requesting immediate improvement of this behavior. Each successive tardy will cause the student's Citizenship Tardies grade to be downgraded one grade. Students with a grade of Unsatisfactory are not eligible for Honor Roll.

EXTENDED DAYCARE

Salem Lutheran School offers a quality extended day care program each morning from 7:00 a.m. to 8:15 a.m. and after school until 6:00 p.m. A qualified day care staff oversees structured activities such as arts and crafts, schoolyard games and sports, and study time.

UNIFORM/DRESS CODE

Student clothing must be neat, clean, and properly fitted. Our uniform supplier, Dennis Uniform, has the complete Salem uniform components in stock. The attire can be combined to allow for variety, individual taste, and budget considerations. **Please label all clothing, lunch boxes, books, etc. to facilitate their proper return**

Dennis Uniform
2640 North San Fernando Road
Los Angeles, 90065
(323) 441-0168

Jumpers: Salem jumpers must be purchased through **Dennis Uniform only.**

No outside vendor jumpers are allowed. There are two styles of jumper available, Salem's Adams plaid and navy gabardine. Jumpers are to be worn just above the knee with the waistband in the proper location.

Skirts/Skortts: Skirts and skortts must be purchased through **Dennis Uniform only.**

No outside vendor skirts/skortts are allowed. There are two styles of skirts available, Salem's Adams plaid and navy gabardine. There are two styles of skort available, pleated navy twill and navy twill with tabs. Skirts/Skortts are to be worn just above the knee.

Polo Shirts: Polo shirts must be purchased through **Dennis Uniform only.**

No outside vendor polo shirts are allowed. All polo shirts must bear our Salem logo. Polo shirts are available in both girls and boys versions with long or short sleeves. Solid white and ash gray are the two color options.

Blouses/Shirts: Plain white uniform blouses may be worn under Salem uniform jumpers, sweaters or vests only. Plain white dress shirts may be worn under Salem uniform sweaters or vests only. Plain white turtlenecks may be worn under a Salem uniform jumper, vest or sweater in cold weather.

Pants: Pants must be full-length slacks or trousers. No cargo pants, skinny pants, knit pants, sweatpants, leggings, or jeans are allowed. School pants must be plain and navy blue only. No extra trims, pockets, colored stitching, labels, or logos are allowed. Dennis Uniform carries three styles of pants for girls and three styles for boys.

Shorts: Shorts must be knee length walking shorts. No sport shorts are allowed. School shorts must be plain and navy blue only. No extra trims, pockets, colored stitching, labels, or logos are allowed. Dennis Uniform carries two styles of shorts for girls and three styles for boys.

Jackets, Sweaters, & Sweatshirts: Jackets, sweaters and sweatshirts must fit reasonably and compliment the uniform. All outerwear must be solid white or solid navy blue.

No color combinations, labels, logos, symbols, trims, or other decorations are allowed.

Dennis uniform carries a variety of outerwear items that may be purchased with our Salem logo.

Exceptions: Rainwear of any color may be worn outdoors in wet weather. Students may wear their sweatshirt from school-sponsored trips in appropriate school colors.

Socks: Socks are mandatory. Socks must be solid white, black, gray or navy blue.

No color combinations, borders, stripes, prints, decorations, or logos may be visible above the shoe.

Leggings and Tights: Leggings or tights must be solid white, black, gray, or navy blue.

No color combinations, stripes, prints, patterns, or logos are allowed. Leggings and tights may be worn under jumpers, skirts, or skorts only.

Shoes: Shoes must be solid white, black or navy blue, including the sole.

No color combinations, contrasting trim, prints, patterns, logos, or special effects are allowed. Backless and open toed shoes are not allowed. Rubber soled shoes must be worn on P.E. days (MWF).

Dennis uniform carries a variety of quality school shoes for both boys and girls.

Hats or Caps: Plain white, black or navy blue hats may be worn outdoors only for sun or rain protection.

Any trim must be of the same color. Hats must be removed indoors. Hoods must be worn down at all times inside the classrooms and chapel.

Scarves and Gloves: Plain white, black or navy blue scarves or gloves may be worn outdoors only in or very cold weather. They must be removed indoors.

Jewelry, Make-up, & Nail Polish: Are not permitted in Elementary School. Small ear studs or small, simple hoops to maintain pierced ears are acceptable. Middle School students may wear simple jewelry as long as it does not cause any distraction in the learning environment. Natural lip-gloss is the only acceptable make-up for school days. Nail polish may be worn on their natural nails. Acrylic nails are not permitted.

Haircut Styles: Student hairstyles should be neat and clean. Extreme cuts and artificial colors are not allowed. Hair should-not interfere with the student's vision nor be a distraction to others. All hair accessories must be white, navy, black, or match the color of the student's hair.

Free Dress: Free dress is scheduled for the first Friday of every month. Although uniforms do not have to be worn, dress must be tasteful and acceptable for school. All logos, words, and/or pictures must be in keeping with Salem standards. All shorts must be worn just above the knee. Shirts and dresses may not have spaghetti straps, or be worn off the shoulder. Backless or open toed shoes are not allowed. Since Friday is a P.E. day, rubber soled shoes must be worn in P.E. class.

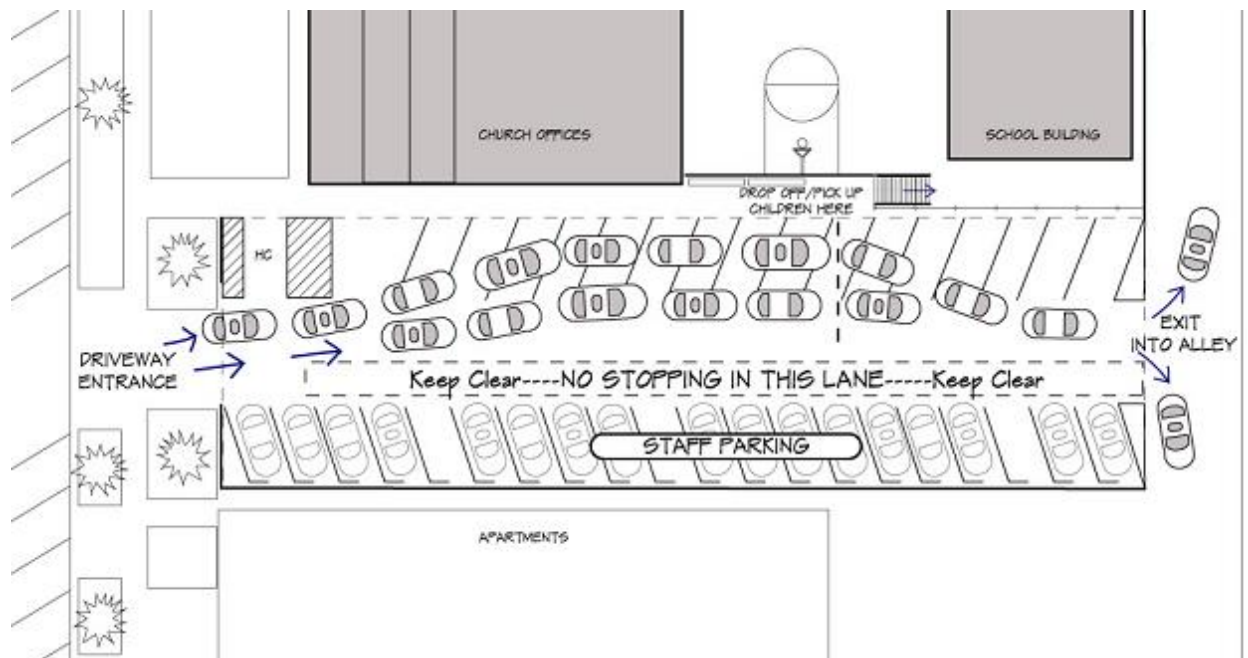
Lost And Found: Salem Lutheran is not responsible for lost articles. Please mark all your child's clothing and possessions clearly with their names. Please check the Lost and Found for missing items. All items remaining in the Lost and Found will be offered for sale on the first Friday of the month.

DROP-OFF AND PICK-UP PROCEDURES

Please review the following procedures with ALL drivers in your family who drop off or pick up your students. The parking lot is ONLY for those parents who are "driving-through." If you are going to walk your children to their classroom, then please use the Brand gate NOT THE PARKING LOT GATE. The parking lot gate is only for students being dropped off in the parking lot or for parents who have parked in a permissible spot in the parking lot (see parking restrictions below). The parking lot is for one-way traffic only and no parking is permitted in the loading and unloading zone. This area is only for dropping off and picking up students. **ALL DRIVERS MUST RESPECT AND OBEY OUR TRAFFIC STAFF.**

FAILURE TO DO SO WILL RESULT IN THE LOSS OF PARKING LOT ACCESS.

- Enter from Brand Blvd.
- Proceed in using the first or second left lane. DO NOT BLOCK THE ENTRY WAY.
- Make sure children are ready to get out of the car.
- Do not drop off or pick up your child at the sidewalk or driveway entrance.
- Pull forward to keep traffic moving.
- Keep an eye out for students as you drive through the parking lot.
- BE PATIENT-the safety of students is most important!
- DRIVE SLOWLY!! Children may run out or step off the sidewalk in front of you.
- DO NOT PARK OR WAIT IN THE ALLEY.
- Do not stop or park in the parking lot, except in a non-staff or non-reserved parking stall.
- Check behind you thoroughly before backing up.
- Do not leave your car or call your child to the car.
- Keep your cell phone off to remain alert.
- School is dismissed at 3 p.m. If people behind you are waiting and your child still hasn't arrived, please "go around" and get back in line.
- Exit carefully into the alley. Some of our neighbors drive fast - look both ways.



LUNCHTIME PROGRAMS AND PROCEDURES

Lunchtime is important not only to our children's physical and academic performance, but to their psychosocial functioning as well. Parents are responsible for providing lunch for their children; however, there are options to assist you in your meal planning.

Home Lunch: Those families wishing to bring lunch from home are welcome to do so. Please provide a nutritious meal, avoiding sweets, heavy fats, and junk food. Studies show, and experience demonstrates, that students study better and learn more when they have a balanced diet that is low in sugar and high in proteins. No carbonated beverages, glass containers, or metal pull tops are allowed. Please do not send candy or sugary icings. Feel free to include thermal containers or ice packs to insure food safety. Lunches must be self-contained. Refrain from sending lunches that need to be microwaved or refrigerated. Please include a healthy beverage.

Hot Lunch Program: Our Hot lunch program is provided by Choice Lunch. These lunches are ordered online from Choice Lunch and pre-paid through their website. The meals include a healthy entree, fruit or vegetable, snack and beverage.

Pizza Lunch Program: The Parent-Teacher organization has historically provided a pizza lunch program on Fridays, as part of their fundraising efforts. These lunches are ordered and pre-paid periodically. The meals include 2 (or more) slices of pizza, a side dish and dessert. A beverage is not provided with the lunches. These lunches are organized and served by parent volunteers.

Lunchtime Procedures: Aides are available to assist all children at lunchtime. Students are given assistance opening lunchboxes or thermoses, unwrapping food, or in other practical ways. Salem believes that learning to eat independently with their peers is an essential part of early school experiences. Students are well supervised and encouraged to eat during the lunchtime. Parents are welcome to bring any concerns that may arise to our staff so that they can attend to those individual needs. ***-Parental presence at lunch is not allowed.***

We recognize that on **rare occasions**, parents may need to bring lunch for their children. You may drop off the lunch in the office prior to lunchtime and your child will be notified. ***Parents may not deliver lunch directly to the classroom or to the student.***

CHAPEL

Chapel services are held weekly in the sanctuary. Students are required to attend as part of our regular program. At this service children bring their offerings, which help support mission children. Parents and friends are invited and encouraged to worship with us as often as possible.

FIELD TRIPS

Field trips are made to various places of interest and generally relate to a current course of study. A student must submit a properly signed and dated school field trip permission slip to be allowed to participate in the field trip.

Transportation: Transportation is generally by bus, by foot, or by private vehicles, provided the driver is properly licensed and insured, and each child is properly secured with a seat belt. Younger students in a private vehicle are subject to the State of California car seat and booster seat laws. All volunteer drivers must sign and return the "VOLUNTEER AUTOMOBILE USE PERMISSION FORM" before participating in the field trip.

Guidelines for Adult Chaperones:

We ask your cooperation in following a few guidelines that will help to make this the kind of endeavor that will enrich us all. All adult travelers will be assigned "chaperone duties."

- Remember that this is primarily an educational trip for the students. It is important that they have their attention focused on. For this reason, adults in the group are asked to remain behind the students when touring a site. This ensures that the students have an unobstructed view and are close enough to our guide to ask questions and to hear the answers.
- All students must stay with the group. Please do not separate your child from the rest of the students for personal interests unless you have specifically cleared your plans with your class teacher.
- Please do not ask your child to deviate from the guidelines followed by all the students.
- Please be aware of conversation in the bus. When students are asked to listen, we would like adults to refrain from talking as well.
- There are times when the class is divided into small chaperoned units of three or four students. Chaperones will be asked to take charge of a group.
- If there are any discipline problems while you are in charge of a group, please report them to the teacher in charge. The same guideline applies if you observe questionable behavior at any time during the trip. It is not your responsibility to discipline students.
- Please be very careful to be prompt for all meeting times.
- Chaperones MUST refrain from being alone in a non-public place with any student who is not your own child.

CLASSROOM SUPPLIES

Each student is responsible for bringing certain supplies for classroom use. The classroom supply list is sent by email to each student. A parent may request a hard copy from the school office. Please review the list prior to the beginning of school and be sure to provide your child with the necessary supplies.

BIRTHDAYS

Birthdays are of course very important milestones in every child's life. In order to make sure that every child feels equally celebrated, each teacher takes on the responsibility of making this day special for his or her own students. All birthday parties must take place outside of school.

VISITORS

Salem Lutheran encourages parents to communicate freely with the school and welcomes the presence of parents during special events on campus. If a parent needs to visit the school for a specific reason during a regular school day, they must make arrangements with the School Office. For safety and security reasons, all parents and visitors must sign-in at the School Office upon arrival. If required, visitors should also wear a visitor badge while on campus.

ACADEMIC POLICIES AND PROCEDURES

CURRICULUM

Salem Lutheran School offers a sound education from a Christian perspective. All subjects are prescribed by the State Board of Education. The specific areas of learning are:

- Language Arts – Reading (with an emphasis on phonetics), written language, oral language and handwriting.
- Mathematics – Number concepts, techniques, applications and language of mathematics.
- Social Sciences – History, geography, current events and concepts for the future.
- Natural Sciences – General science, health, conservation and environmental education.
- Christian Education – Worship, Bible study, Christian life and living.
- Art – Creative arts, crafts, art history and music.
- Computer Education – Keyboarding, basic knowledge of practical use of the computer, use of prepared software and computer literacy.
- Physical Education – Physical development, motor skills and teamwork.
- Spanish - Competency in listening, speaking, reading, and writing at an elementary level.

HOMEWORK

Homework is an integral part of our instructional program. Individual teacher expectations are outlined at the beginning of the school year. Parents are to encourage study habits, which include attentiveness, neatness, timeliness of assignments and active participation in classroom discussion and activities. Please provide a regularly scheduled time and place for homework. While all homework is a review of class lessons and should be completed by the student, we encourage parents to take the opportunity to review completed homework and discuss with their child what he/she is currently learning.

MEASURE OF ACADEMIC PROGRESS (MAP TESTING)

MAP testing is a computer-administered standardized test administered during the academic year. It is used to determine a student's instructional level and to measure academic growth in the areas of Math, Reading, Language, and Science. The MAP test is unique as it adapts individually for your child's level of learning, resulting in each student having the same opportunity to succeed. It is constructed to maintain a positive attitude toward testing, while providing accurate data to evaluate growth for the current year as well as growth from year to year.

ASSESSMENT

Students are formally evaluated with a Student Report Card each quarter. The classroom teacher grades students in all subjects except Spanish, Music, Art, PE and Computers. These grades are given by the respective teachers. While parent conferences are held at the end of the first quarter, parents may request special reports or conferences whenever necessary. The grading scale is as:

Junior Kindergarten through First Grade

GRADE	SCALE
O	Outstanding
V	Very Good
P	Making Progress
N	Needs Improvement
U	Unsatisfactory

2nd through 8th grades

GRADE	SCALE
A	94% - 100%
A-	90% - 93%
B+	87% - 89%
B	84% - 86%
B-	80% - 83%
C+	77% - 79%
C	74% - 76%
C-	70% - 73%
D+	67% - 69%
D	64% - 66%
D-	60% - 63%
F	59% or below

Citizenship (All Grades)

GRADE	SCALE
O	Outstanding
V	Very Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

CITIZENSHIP

A student's Citizenship grades may be lowered as a result of any combination of violations to our community policies including Tardiness, Uniform Dress Code, and/or Behavior issues.

Parents will be given a written notice of a citizenship violation. Violations will affect the citizenship grade as follows:

# OF INSTANCES	GRADE	SCALE
0	O	Outstanding
1	V	Very Good
2	S	Satisfactory
3	N	Needs Improvement
4	U	Unsatisfactory

****If a student receives an Unsatisfactory grade in Citizenship during the school year, he or she will not be eligible for placement on the Honor Roll.***

HONOR ROLL

Students in grades 4 through 8 who achieve excellence in their academic studies and maintain good citizenship are placed on Salem's Honor Roll. Students with a cumulative 3.75 grade point average (GPA) or higher are placed on Gold Honor Roll. Students with a cumulative GPA of 3.5 to 3.74 are placed on the Silver Honor Roll. However, regardless of GPA, if a student receives an Unsatisfactory grade in Citizenship during the school year, he or she will not be placed on the Honor Roll.

EXTRA CREDIT

Extra credit or "Bonus" work may be assigned by the teacher at his or her discretion. Any extra credit work assigned must be available to the entire class. No extra credit assignments may be assigned to a specific student. Extra credit may NOT be used to replace missing assignments, or to raise low test scores, or to make a student eligible for Honor Roll.

COMPUTERS AND TECHNOLOGY

Salem Lutheran School has a Computer Lab for student use. Other forms of technology tools available to the teachers include SmartBoards*, SmartResponse Systems**, Document Cameras and iPads. Student use of digital devices is allowed for educational purposes only.

*SmartBoard interactive white board - helps lets teachers deliver dynamic lessons, write notes in digital ink, and save work.

**SmartResponse System - allows teachers to obtain quick insight into learning, track student performance, and organize assessment results in the built-in grade book.

STUDENT INTERNET USE POLICY

- Only students who have the express permission of their parents/guardian, in the form of a signed Internet Use Policy may access the Internet via School computers or Wi-Fi. This policy must be re-signed each school year.
- The use of the Internet at school is for curricular research, instruction, and practice only and is used by teacher's permission.
- Students will use the Internet at school only when under the supervision of a staff member of Salem Lutheran School.
- Students are not to download or save any files from the Internet to any device without the prior permission of a staff member.
- Use of the Internet for social media on school campus is prohibited.

ELECTRONIC DEVICE POLICY

If your child would like to bring an electronic device to school, they may do so at the teacher's discretion. Participating teachers will have Electronic Device Waiver forms on hand and the waiver must be completed and signed by a parent/guardian, and returned to your child's teacher. Please note, per school policy, all such devices must be used solely for educational purposes under the direct supervision of your child's teacher.

Any other use of devices on school grounds is prohibited

LIBRARY

Library Book Check Out Policy

- JK -2nd – 1 book per week
- 3rd – 6th - 2 books per week
- Staff may check out as many books as needed.
- Books are checked out to students for a one-week time period and can be renewed.
- To renew a book, students should bring it back to recheck out their book.

Overdue Book Policy

- If a student has an overdue book, he or she will receive an overdue notice including the replacement cost of the book.
- Students with an overdue book or books may not check out additional books until the overdue items are returned.
- If the book is not returned by the end of the school quarter, the student will be asked to replace the same title or cover the cost of replacing the book.

- Quarterly fees are to be settled at the end of the quarter when the librarian presents student names with an overdue account to the office.

Behavior Expectations

- Be respectful to librarian, others and materials.
- No eating or drinking in library.
- Walk and use library voice.

STUDENT COUNCIL

Elections for Student Council are held each year. The elected student council leadership team remains active for the full school year. New council members are elected each year. The Leadership Team consists of the elected students plus teacher advisors. For more information on guidelines for participating in Student Council, please contact the School Office.

SPECIAL ACADEMIC PROGRAMS AND EVENTS

ANNUAL CLASS TRIPS

Salem believes in the educational value of class trips. Such trips provide academic benefits as well as opportunities for independent study and exploration.

5th grade - El Camino Pines

Outdoor School is a week long out door education program offered by Lutheran Retreats Camps and Conferences. It takes place at Camp El Camino Pines in the Los Padres National Forest. Students attend this program with teacher chaperones only. No parents accompany the class on this trip.

Middle School Class Trips

Each Middle school class attends a structured educational trip that supplements their curriculum. Independent school tour companies conduct these trips. Each person attending the trip is responsible for his or her own cost. Guidelines and details for these educational trips will be made available each year through the homeroom teacher.

Spelling Bee: Each year spelling lists are distributed to the students in grades 2 to 8 so they can begin studying for the Spelling Bee. Class Spelling Competition winners from grades 4-8 compete in the All School Spelling Bee. The Spelling Bee winner will compete at the L. A. Area Regional Spelling Bee.

Project Citizen: This is a 6th Grade Civics Project during the fourth quarter of the school year. "Project Citizen" introduces students to the methods and procedures used to create change using governmental

processes. The program aims to encourage students to become active citizens. The students learn about public policy and the process by which new policies are implemented. Students will choose a policy or project they would like to see implemented at Salem. Following the procedures they have learned create a presentation that promotes their concept to a panel of community leaders. The presentation is open to parents and friends.

We the People - The Citizen and the Constitution: The 8th grade students study the Constitution and the foundation of our democracy using a government-funded program entitled, "We the People." As a culminating activity to this course of study, they conduct a simulated congressional hearing during the 4th quarter of school. Guests from our community are invited to serve on the panel. The students will be in working groups and each guest panelist will ask them a number of questions concerning the ideas and principles that are fundamental to our government. They also further probe the students' understanding and knowledge of the philosophical thinking that our founders utilized in establishing our democratic society.

EXTRACURRICULAR AFTER SCHOOL PROGRAMS

A variety of after school programs are made available each quarter during the school year. These special interest classes are offered at an extra cost and are filled on a first come first served basis. The menu of classes and sign up procedures are distributed several weeks in advance through the school office.

SUMMER PROGRAM

The Salem Lutheran School Summer Program provides basic academic practice sessions, exciting weekly field trips, and a variety of on-campus activities and projects. The popular Salem Lutheran Church Vacation Bible School is offered to all students enrolled in the Summer Program.

ANNUAL OUTREACH

Lutheran Social Services Food Drive: Each Thanksgiving Salem Lutheran School assembles baskets containing a Thanksgiving Meal for 4-6 people. These baskets are distributed to those in need through Lutheran Social Services.

Orphan Gifts: At our special Christmas Chapel on the Wednesday before Christmas, each child is asked to bring a gift to be given to an orphan his or her own age at Hogar Para Los Ninos in Colonia Guerrero, Mexico. The gifts are placed under the tree in the front of the church at the beginning of chapel. Volunteers for the orphanage, then take our gifts to Mexico to give to the children.

Lutheran Schools Week: This is a special week in which we celebrate Lutheran schools in general, and more specifically, Salem Lutheran School. The week will include fun activities, opportunities for educational, artistic, and spiritual growth, and a focus on our shared mission of making this world a better place for all living things. We hope you will all participate in the events and take this opportunity to demonstrate school and church support and spirit.

FUNDRAISING

Fundraising for special projects and programs that fall outside the school budget may be held throughout the year. These projects and events are approved by the School Board annually.

CONTACTS

Our school office hours are: 8:00 a.m. to 4:30 p.m., Monday - Friday.

We have campus tours available by appointment for parents who would like to visit the school and classrooms.

For all daily, school-related questions and concerns, please contact the school office.

SCHOOL OFFICE.....(818) 243-8264

SCHOOL FAX.....(818) 243-4491

DAYCARE(818) 243-8342

PRINCIPAL - MRS. PAMELA PERRY.....pperry@salemlutheranglendeschool.org

SCHOOL OFFICE - MRS. MARCEA PARDUS..... salemchooloffice@salemlutheranglendeschool.org

SENIOR PASTOR - PASTOR AMIE ODAHLaodahl@salemlutheranglendeschool.org

Remember, the School Website is a great source of communication and information!

<http://www.salemlutheranglendeschool.org>

TEACHERS:

TRANSITIONAL KINDERGARTEN - MRS. ANITA PUKITE..... apukite@salemlutheranglendeschool.org

KINDERGARTEN - MS. MORENA ALVARADO murrutia@salemlutheranglendeschool.org

1ST GRADE - MRS. PAMELA PERRYpperry@salemlutheranglendeschool.org

2ND GRADE - MRS. DIANE JOHNSTON djohnston@salemlutheranglendeschool.org

3RD GRADE –MS EALONI FRIEDENTHAL.....efriedenthal@salemlutheranglendeschool.org

4TH GRADE - MS. MARGARET VONBIBRA..... mvonbibra@salemlutheranglendeschool.org

5TH GRADE - MRS. BETH CHRZAN..... bchran@salemlutheranglendeschool.org

6TH GRADE – MRS. JENNIFER LIU..... jliu@salemlutheranglendeschool.org

7TH GRADE – MS. MICHELLE PHANG.....mphang@salemlutheranglendeschool.org

8th GRADE – MRS. CHARISSE BONTEMP.....cbontemp@salemlutheranglendeschool.org

ART - MRS. JOANNE FODCZUK.....jfodczuk@salemlutheranglendeschool.org

PHYSICAL EDUCATION – COACH T. ethompson@salemlutheranglendeschool.org

SPANISH - MRS. FABIOLA POWELLFpowell@salemlutheranglendeschool.org

STUDENT CONDUCT AND DISCIPLINE POLICY
2019-2020

I. AUTHORITY:

This policy, adopted and approved by the Salem Lutheran School Board, is the official written expression of school policy on student behavior.

II. OBJECTIVES AND BEHAVIORAL GUIDELINES:

At Salem we do not think of the term “discipline” as punishment. We regard it as assisting the child in the development of self- control, Christian attitudes, orderliness, and efficiency. Therefore, teachers will deal with children in accordance with Christian teachings and philosophy. Our staff will tolerate actions acceptable for certain levels of growth, channel those actions when necessary, and attempt to improve any unacceptable behavior or conduct. We strive to enable our students to understand that it is necessary that they respect the rights and privileges of others.

III. ACTION TAKEN:

1. Teachers, day care personnel and other staff members are responsible for discipline in classrooms and on school grounds.
2. After repeated disruption or unacceptable behavior by a student:
 - (a) The teacher shall notify parents. The principal shall be informed that problems are occurring.
 - (b) If the behavior persists, a principal/student conference will be held and a report sent to parents which must be signed and returned the next day. A copy of this office report is filed in the student’s cumulative record.
 - (c) If noticeable improvement is not soon apparent and the problem persists, a conference will be scheduled with pastor, principal and parents and recommendations made for counseling, suspension or dismissal. (If dismissal should become necessary, no tuition or other fees shall be refunded for the month in which enrollment is terminated.)
3. In cases of continued episodes of class disruption, improper or foul language, cursing, hitting with fists, kicking or other actions potentially inhibiting or dangerous to another student, parents will be called to pick their children up immediately from the school office.
4. At Salem’s discretion, suspension or expulsion may be immediate and without notice when circumstances warrant.

In the event of an extreme or unconventional case, or in the event a student is in possession of a dangerous weapon at school or at a school function (such as a knife, firearm, box cutter, etc.), or in the event a student commits acts of serious violence or threats of serious violence against any student or staff member at Salem Lutheran, or in the event a student is in possession of illegal drugs, alcohol or tobacco on school or church premises or during a school or church activity, Salem Lutheran may dispense with the above progressive discipline policy and discipline the student in Salem Lutheran's sole and absolute discretion, up to and including immediate suspension or immediate dismissal. Again, if a student is dismissed, no tuition or other fees shall be refunded for the month in which enrollment is terminated.

I AGREE TO COME TO SCHOOL AND PICK UP MY CHILD AT ONCE IF REQUIRED BY SALEM.

Parent's Signature

IV. GENERAL INFORMATION

The preceding actions shall be applied to day care and all other school activities. Uniform code, hairstyles, jewelry, etc. are included in this agreement. Decisions by principal and school board shall be final.

V. SIGNED AGREEMENT:

As parent(s)/guardian(s) and student, we have read carefully and discussed the discipline policy and uniform code of Salem Lutheran School. By our signatures below we indicate our acceptance of this policy and our full cooperation.

SIGNATURES

Father (Guardian)

Date

Mother (Guardian)

Date

Student Signature (Grades 3, 4, 5, 6, 7 & 8)

Date

Acknowledgement of Parents- Student Handbook

Receipt and Agreement and Parental Support Statement 2019-2020

I acknowledge that I have received a copy of Salem Lutheran School's Parent and Student Handbook. I understand that compliance with the policies and procedures set forth in this handbook are my and my child's or ward's responsibility, and that I hereby agree to abide by such policies and procedures. I also understand that I am responsible for knowing the information contained in the handbook and for keeping myself and my child or ward current on all policies and procedures promulgated by Salem Lutheran School. I further understand that this handbook may be amended or modified by the school at any time, in its sole discretion.

I/We will support the mission of Salem Lutheran School.

I/We will take an active role in my/our student's education. This will include following through with homework assignments, special work, slips that need to be signed, etc.

I/We will encourage my/our student to comply with all school regulations and standards (example: dress code, tardiness, and absences).

I/We give the administration and the faculty full discretion to employ such discipline as is deemed wise and expedient for my student.

I/We understand that the school reserves the right to dismiss any student who does not respect its standards or cooperate in the school's academic program.

I/We agree to accept the responsibility for any damage done by my/our student at the school.

I/We agree at all times to promote and encourage harmony and good will among the school staff, teachers, School Board, Principal, students and parents of Salem Lutheran School, and that I/We will take no action that knowingly causes discord within the school community.

I/we will not, among other things, (i) badger, harass or pester teachers or administrators either orally or in writing (including via e-mail), or (i) exhibit a consistently contrary or challenging attitude toward teachers or administrators regarding curriculum, educational style, decisions, policies or discipline.

I/We understand that any serious problems I/we have with a teacher or administrator should be referred to the School Board in writing.

I/we understand that enrolling my/our child/children at Salem Lutheran School is a privilege, not a right, and that if I/we are not satisfied with the school in any way, I/we have the right to enroll my/our child/children in another school.

I/We will immediately notify the School Office of any changes, in address, phone number, employment, or emergency phone number.

I/We agree to abide by all of Salem Lutheran School's rules and regulations.

Father/Guardian's Signature _____ Date _____

Mother/Guardian's Signature _____ Date _____