



9615 Pioneer Trail, Greenfield, MN 55357 • 763-498-7283 • [school@salemwels.org](mailto:school@salemwels.org)

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## Student Handbook

Salem Lutheran School — 2025–2026

### Introduction

The purpose of this handbook is to provide parents and students with a guide to the policies and procedures of Salem Lutheran School. By enrolling their child(ren) in Salem Lutheran School, parents agree to support the philosophy, purpose, and the policies outlined herein. We thank God for the tremendous blessings that he has given Anchored in Christ Lutheran Ministries (AICLM) and Salem Lutheran School. We ask that God would continue to bless the ministry of Salem by providing faithful pastors and teachers, supportive parents and members, and dedicated students.

This handbook is not the final authority in all matters. Circumstances may change and special situations may require unique consideration. The goal of this document is to establish uniform procedures that reflect the character of our educational program. Each family is expected to be thoroughly familiar with the contents of this handbook. May this handbook enable us as a school, along with the Pastors and the Education Committee, to work together more effectively in Christian harmony and love. We must always remember that the mission and goals of our school exist for the welfare of God’s children and the edification of Christ’s Church.

#### Salem’s Legacy of Faith

At AICLM and Salem Lutheran School, we are a family of believers committed to serving our community and sharing the message of Christ’s love with a world that desperately needs it. Since 1865 Salem Lutheran Church & School has existed to support, encourage, and train God’s people in Christian discipleship at every age and ability level. The campus expanded to include both a church and school facility in 1881.



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In 1959, a new building was constructed to house Salem’s education ministries, part of which remains in use today. The structure included an assembly room, kitchen, and two classrooms. A major addition was completed in 1981 that included a kitchen, storage room, two classrooms, bathrooms, and a gymnasium. The school/church office was added in 2006 and a library/conference room was completed in 2011.

Over the years, Salem has been strongly committed to both a faith-based day school and Sunday school program. These programs provide students with a foundation for success and a knowledge of their Savior that prepares them for eternity. We now look to the future and to new ways of building upon this tradition and continuing Salem’s Legacy of Faith.

Truly, the opportunity to “serve families by providing a quality, Christ-centered education” appears as bright now as at any point in our history. By God’s grace alone, and with His direction, Salem will continue to serve the people of the West Metro - and beyond - for another hundred years!

Salem Lutheran School complies with all federal and state laws that prohibit discrimination based on race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability, in the administration of its educational programs.

At the same time, Salem Lutheran School retains the right and responsibility to operate its school, programs, and activities in a manner consistent with the teachings and doctrine of the Wisconsin Evangelical Lutheran Synod (WELS). Accordingly, nothing in this handbook precludes the school’s ability to act in accordance with its WELS beliefs and identity. This includes taking appropriate action regarding students, parents/guardians, or volunteers whose behavior is inconsistent with the religious teachings of the WELS faith. This policy applies to actions on school grounds, at school functions, and off campus if such actions interfere with or obstruct the mission or operations of the school.

## **Enforcement and Modification of Policies**

All Salem policies are enforced year-round and are cumulative throughout a student’s course of study, beginning once the student completes all necessary admissions and registration materials. Salem Administration may introduce new rules and procedures or modify existing ones at its sole discretion and at any time, reserves the right to interpret these policies as needed. The provisions of this handbook do not constitute a binding contract, either express or implied, between any applicant, student, or parent and Salem Lutheran school.

## **Mission Statement**

Salem Lutheran School partners with parents to equip students for faithful service in His kingdom and a life of Christian living through Christ-centered education, encouragement, and discipleship.



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## Philosophy Concerning the Bible

We believe the Bible to be the inspired Word of God – the sole authority on faith and conduct. We further believe that the Bible is without error or contradictions and is true in all areas, including those that refer to history, geography, education, science, or other secular matters.

We believe that the Bible is the inerrant, inspired Word of God and serves as the basis for all that we do. We believe in the triune God - Father (Creator), Son (Redeemer), and Holy Spirit (Sanctifier). All people are born sinful and in need of a Savior. Christ has redeemed us, bringing forgiveness of sins, life, and salvation. The love of Christ motivates us to love and forgive others.

Exceptional Christian education is a gift from God and a reflection of our desire to serve Him with our best. It is our responsibility to nurture the families of our congregation and to reach out to families in the community with the life-saving message of the Gospel.

God has given parents the unique responsibility of sharing God's Word with their children. These children are unique individuals, blessed by God with a variety of talents, abilities, and intelligences - gifts they can use to honor and serve Him. We are blessed to assist parents by partnering with them to provide Christ-centered education for the whole child: spiritual, mental, physical, social, and emotional

## Philosophy of Education

At Salem Lutheran School, all programs and activities, curricular and extra-curricular, are grounded in the Word of God. Since Christian education is a team responsibility involving parents, teachers, school family, and congregation, we work in partnership with one another to prepare children for time and eternity. With this base, Salem assists parents in growing the spiritual, academic, physical, and social gifts of children.

## Vision Statement

Salem Lutheran School partners with families and the community to be a fellowship of God's people, passionately committed to sharing the soul-saving message of Jesus Christ to our students, families, and the community. We pursue academic excellence, persevere in faith and life, and grow as disciples—rooted in love, anchored in Christ, and committed to serving Him by serving others.

## School Objectives

### Spiritual Growth & Biblical Foundation

Through daily engagement with God's Word, Salem students will:



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- Study the Bible to grow in their knowledge of God’s truth.
- Recognize their need for a Savior and trust in Jesus’ sacrifice for their salvation.
- Find assurance in God’s constant love, protection, and guidance.
- Apply biblical principles in their lives to discern right from wrong and live according to God’s will.
- Discover and develop their God-given gifts to serve Him and others.
- Participate in daily worship to strengthen their faith and connection with Christ.

### **Academic Excellence & Whole-Person Development**

Through high-quality instruction and diverse learning experiences, Salem students will:

- Understand all academic subjects through a Christ-centered lens.
- Gain the knowledge, skills, and attitudes necessary for success in high school and beyond.
- Grow physically, socially, and emotionally in a nurturing, faith-filled environment.

### **Family Partnership & Christian Education**

Through active collaboration with parents, Salem Lutheran School will:

- Support and encourage families in their spiritual growth through worship and Bible study.
- Equip parents with the tools to raise their children as faithful followers of Jesus.
- Strengthen family commitment to Christian education and engagement in the school community.



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## Safe & Loving Environment

Through careful oversight of school programs and student activities, Salem will:

- Provide a secure, Christ-centered setting where students can learn and grow.
- Foster an atmosphere of love, respect, and Christian encouragement.
- Ensure that every student feels valued and supported in their faith journey.

By upholding these objectives, Salem Lutheran School remains steadfast in its mission to reflect the love of Christ, disciple students, and prepare them for a life of faith, learning, and service.

## What We Believe

Salem Lutheran school is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS) and Evangelical Lutheran Synod (ELS). For a more complete explanation of our religious beliefs, please refer to This We Believe, available on the WELS website:

<https://wels.net/about-wels/what-we-believe/this-we-believe/>

If you have further questions, please contact any of our campus pastors.

What about students of other faiths/religions?

Students from all denominations are welcome to attend Salem Lutheran School, with the understanding that Salem is a Wisconsin Evangelical Lutheran Synod (WELS) school. Therefore, God's Word will be taught in its truth and purity across all subjects, and biblical truths will be central to our religion curriculum.

All students, regardless of their personal beliefs, are expected to show respect in their words, actions, and academic work toward Salem's religious teachings, which are grounded in scripture as taught by the WELS. Students are not permitted to actively oppose or reject Salem's religious teachings, or to share beliefs with other students that are not in accordance with Salem's religious instruction, nor may they promote beliefs that contradict the teachings of Salem in an effort to discredit them.

## Admissions



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Salem Lutheran uses the online FACTS system to monitor many facets of student life including the following:

- Grades
- Attendance
- Progress reports
- Report cards
- Discipline
- Homework
- Missing assignments
- School calendar
- School announcements
- Staff and school directory
- Family account balances with online payment
- Teacher email addresses
- Teacher websites
- Other useful school information

FACTS is an online student information system (SIS) that allows for convenient access to school information on a single website.

## Registration & Fees

New students register through the initial admissions process, which operates through our FACTS registration and financial management program. Returning students register through the FACTS online system during the spring/summer for continued enrollment the following fall.\* Payment of a nonrefundable yearly registration fee completes enrollment for the upcoming school year.

Parents/guardians are required to arrange a tuition payment schedule through the FACTS system. An enrollment fee also applies; please refer to current tuition rates for the exact amount.

\* Applications for new students are accepted through FACTS beginning February 1st for enrollment the following year. Returning students must re-enroll through the FACTS system during the enrollment window, which also opens February 1st.



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## Entrance Requirements

Since God has not restricted the ministry of His Church to people of any one race, color, national, or ethnic origin - and because one of the purposes of the Wisconsin Evangelical Lutheran Synod is to share the Gospel of Jesus Christ with all people - Salem Lutheran School does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, or athletic and other school-administered programs.

Salem Lutheran School Entry Requirements are as follows:

All students entering Preschool and Kindergarten are encouraged to complete an Early Childhood Screening prior to enrolling.

1. **PRESCHOOL:** A child who is 33 months in the month of enrollment and is toilet trained\*\*
2. **KINDERGARTEN:** A child who has reached his or her fifth birthday by September 1 of the year in which he or she expects to enroll, and who is physically, mentally, and socially capable of participating in the activities of that grade level.
3. **FIRST GRADE:** New enrolling first-graders are to meet the above requirements also, except that they must be six years old by September 1 of the year that they expect to enroll
4. **NEW FAMILIES:** Parents/guardians are encouraged to meet with one of AICLM's Pastors to acquaint themselves with the Scriptural truths taught in our school.
  - a. Parents/guardians are expected to:
    - b. Support the aims, purposes, and curriculum of the school.
  - ii. Support all religious instruction given, including hymn study, Bible History, Catechism, memorization of Scripture passages and doctrinal statements, and instruction for Confirmation (though students are not required to be confirmed at our church),
  - iii. Make every effort to bring their children to sing with their class for the various scheduled church services.



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5. HEALTH: Please refer to the topic “HEALTH” further on in this booklet.

\*\*For K-8 students: Parents (or primary care givers/guardian), who are aware of any toileting independence issues with their child(ren), shall inform the principal and the respective teacher of this issue. A mutually agreed upon plan will be implemented to help the student achieve the desired goal.

### **Tuition & Financial Aid**

Please refer to current tuition rates available through FACTS.

Requests for tuition assistance may be made through the FACTS system. Tuition assistance, if needed, must be applied for annually. If parents feel the assistance approved by FACTS is insufficient, they are encouraged to speak to the principal and/or the Education Committee. Parents should also be aware of the state’s tax credit for tuition and registration fees.

### **Delinquent Financial Accounts**

The FACTS system will track financial accounts and send automated messages if a payment is unsuccessful and an account becomes delinquent. If a payment is unresolved and one month past due, the Finance Manager will reach out via email to resolve the account. If the account continues to be past due more than one month, the Education Committee or Director of Education will contact families requesting arrangements for payment to bring the account current. Families with a delinquent account will not be permitted to enroll their student(s) for the following academic year until all previous family bills are paid in full or arrangements have been made to settle the account.

### **Background Checks**

To maintain a safe environment for all students, faculty, staff, and volunteers supervising or responsible for students are required to have a certified background check on file in the school office. Each background check must be current (within 6 years). Each year the principal will provide the Education Committee with an update on completed background checks. Any red flags on a background check will be reviewed by the Education Committee before that person is permitted to have contact with students.

### **Health Requirements**

All incoming Kindergartners and other new students are required to have had a recent physical examination and are to present a medical provider’s certification confirming its completion. All fourth and seventh graders, and any new students above 4th grade, who wish to participate in any



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interscholastic sports activities are also required to have a physical examination for that year and must present a medical provider's letter of certification indicating completion and date.

All students must comply with state immunization laws by providing certification that they have either completed their required immunizations, have begun the immunization schedule, or have already had the disease.

### Minnesota Immunization Law Requirements

Alternatives to immunization are as follows:

6. A medical provider's certificate that the child has had the disease and is therefore immune.
7. A medical provider's certificate that such immunization would not be advised for the child because of medical reasons.
8. A notarized statement signed by the parent or guardian stating that the child has not been immunized because of conscientiously held beliefs.

This law also provides that students not in compliance with one of the above are to be excluded from any school in the state of Minnesota until such time as they are in compliance.

### Medication

Except for emergency first aid, teachers will not administer medication of any type (including aspirin) to students without written permission and instructions from the student's parent or guardian.

When a child needs to take medication during the school day, parents/guardians must provide written notification to the child's teacher specifying the medication name, dosage, and frequency. Forms are available upon request for this purpose. All medication must be sent to the school secretary and kept in the secretary's custody at all times. This policy includes cough drops and other common over the counter remedies.

### Illness

If your child is not well enough to participate in the day's activities, or if they have contracted a contagious illness please keep them home from school. Once you know your child will be absent from



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school due to an illness, please contact the school office. This helps the teachers prepare any necessary homework.

If your child has a temperature of 100.4 degrees or higher, please keep them home from school. Do not medicate your child with fever-reducing agents and send them to school.

To protect the health and wellness of others, your child should remain at home when he/she is sick and not feeling well. Your child must be symptom free for 24 hours without the aid of medication before returning to school. If your child vomits and/or is experiencing diarrhea he/she should remain home for 24 hrs from the last time they vomited or had an occurrence of diarrhea.

For more serious illnesses, please follow your medical provider's guidance regarding when your child may return to school. We may ask parents/guardians to provide information about the nature of the illness in an effort to help other parents/guardians monitor for symptoms in their own children and assist in preventing the spread of contagious illnesses. If a child becomes sick at school, parents/guardians will be promptly notified and asked to bring their child home.

## Lice

If your child has contracted lice, they must stay at home until they have effectively completed treatment. Before your child will be allowed to return to the classroom, the school office manager (or nurse, if present) will check the child to confirm that the treatment was effective and that no live lice are present. Our complete "Lice Policy" is available upon request through the school secretary.

## Academic Philosophy

At Salem Lutheran School, our students work hard - not for recognition or outward rewards, but to honor the One who gave them their intellectual gifts. Mediocrity is not an option; students are challenged to push themselves and to work to the best of their ability. Regardless of ability level, every student will be taught academic content and skills that prepare them for the rigors of high school learning and beyond.

Salem Lutheran School offers a Christ-centered curriculum that nurtures students of varying academic abilities, helping them develop their God-given gifts and preparing them for their future according to God's plan of service to Him. All courses are aligned with state or national educational standards and focus on the development of discipline-specific 21st century skills. The following areas are key components of our curriculum and help us achieve these goals:

Word of God: The Word of God is central to all that we do at Salem Lutheran School. Through it, we learn about our Savior and our purpose in this life. While the Word of God permeates every aspect of our day,



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special times are set aside for more in-depth study. The Holy Spirit works through this preaching and teaching to create and strengthen faith. It is by God's grace that students are assured of their eternal salvation and are thereby motivated to live lives of honor and service to the Lord while here on earth.

**Language Arts:** Language Arts are included in the curriculum of Salem Lutheran School because communication is a primary God-given gift. As Christians, we seek to shape all forms of communication to serve and glorify God. As we receive God's Word, we are to listen to that Word. Our response is then one of worship and praise.

Our primary goal is for students to effectively use the tools of language: reading, writing, listening, phonetics, handwriting, keyboarding, spelling, speech, vocabulary, and grammar. These tools are used to communicate the Gospel of Jesus Christ. We listen and read in order to learn God's message of salvation, and we speak and write in order to tell others of God's plan of salvation.

Our ability to read, write, speak, and listen - in both our temporal and spiritual lives - enables us to access written ideas and knowledge of the world so that we can function faithfully in this life. Students will be equipped to express themselves in a multi-media society, appreciate the work of those who have gone before them, and prepare for lives of honor and service to the Lord.

**Social Studies:** Social Studies is included in the curriculum of Salem Lutheran School to educate the students in the following areas:

History is the telling of "His story" \_ learning how our heavenly Father created the world and all that is in it, how He sustains the world, and how He has preserved it to the present day. Through the study of world and American history, our students learn from the past how they, as children of God, fit into the world and the opportunities that exist in spreading the story of God's love with all people.

Geography reveals the wide variety of climates, landforms, and peoples the Lord has created. It helps us understand the factors that influence history and shape the world in which we live. Geography teaches us our place among the many different cultures that exist and reminds us of our calling to preach the Gospel to all nations.

Civics prepares our children for their future roles as Christian leaders in the world by helping them understand the gift of government that the Lord has established. Our children will learn to serve both their Lord and country through responsible citizenship.

Current Events Studying current events helps students develop a better understanding of the world they live in. As the students study current events, they recognize the great need in this world for the Gospel of Jesus Christ.



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**Science:** Through the study of science, the students of Salem Lutheran School will recognize God’s design in the creation and preservation of the world around them. The students will also learn their role as good stewards of this world. God’s Word is a constant thread throughout the various branches of science.

**Music:** Music is included in the curriculum of Salem Lutheran School because it helps our students develop an understanding and appreciation for both sacred and secular compositions. Students learn to use their God-given talents to praise and thank God for the many gifts He has given.

**Art:** Art is included in the curriculum of Salem Lutheran School because it allows our students to express their creativity and God-given talents through a variety of media. Through art, students learn to develop an appreciation for works of art and the beauty of God’s creation.

**Mathematics:** Mathematics education provides students with a firm foundation in essential mathematics skills. When our students develop their abilities to think critically, reason logically, and problem solve in mathematics, they are equipped with skills that they can use to honor and serve God. Acquiring, understanding, and applying mathematical skills and principles enables students to be faithful stewards of their time, talents, and treasures.

**Technology:** Technology is included in the curriculum of Salem Lutheran School to equip students with current skills necessary for effective communication and knowledge acquisition. Technology is integrated into regular classroom instruction through hands-on experiences.

Since technology is part of God’s creation, students are taught to respect the proper use of it.

**Physical Education:** Physical Education is included in the curriculum of Salem Lutheran School because a healthy and skilled body contributes to a sound, alert, and well-trained mind. Through physical education, students will develop an appreciation for their bodies as gifts from God. Students will also acquire the knowledge and skills that provide a foundation for enjoyment, social development, and a physically active lifestyle.

**Field Trips:** To enrich certain areas of study, teachers may plan field trips over the course of the school year. Prior to the field trip, parents/guardians will be provided with the details of the trip. Permission forms must be signed in order for students to participate in these unique learning experiences. Anyone wishing to chaperone or transport students to a field trip must have a certified background check on file with the school. If driving in cars, the parent driver will also need to provide car insurance information to the office.



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## Transportation

Some students are transported by the Buffalo school district buses, while others carpool. All students, whether riding the bus or car-pooling, are expected to behave respectfully and to conduct themselves as Christians. Bus transportation is considered a privilege, not a right. Students who disobey the bus rules subject themselves to disciplinary action at school. This can include suspension from riding the bus for varying periods of time depending upon the nature and frequency of their misbehavior, as determined by school rules and the bus driver.

If a student will be going home by a different method than usual, or if they are to go to the home of another student after school, they are to present a note from their parent/guardian giving them permission to do so. This note should be given to the appropriate teacher, the bus driver, and the school secretary.

Prohibited Transportation Methods - Because of safety concerns on the roads, questions of liability on school grounds, and the amount of traffic both on highways and in the parking lot, students are not permitted to come to school on bicycles or any type of vehicle other than the two modes mentioned above.

## Bus/Carpool Safety

We are committed to ensuring the safety of all children during transportation to and from school. To achieve this, we rely on the cooperation of parents, students, bus drivers, and school staff.

There are two key areas of concern: the safety of the children and the well-being of the drivers and their equipment. When your child boards the bus, they are not only in the care of the driver but also under the driver's authority. This responsibility is significant - driving alone requires focus and caution, and transporting children adds further complexity, especially in challenging weather, on poor road conditions, or amid heavy traffic.

To help maintain a safe environment, we've established a set of basic rules for children to follow while riding the bus or carpooling. These rules are available through the school office and are also posted at the school.

We ask that you reinforce these rules with your children, just as we do at school. It is essential that students understand the importance of following bus safety guidelines and respecting the driver's instructions. While we expect students to behave appropriately, we also support the driver's authority to suspend bus privileges if a student's behavior compromises safety.



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## Drop Off/Pick-Up

Safety in our school's parking lot is a top priority. With increasing traffic from both vehicles and children, it is essential to have an orderly system for before- and after-school use of the parking lot. This requires the cooperation of everyone involved.

To ensure the safety of our students, please abide by the following guidelines when dropping off your children at school:

- Observe the designated parking lot traffic flow at all times
- Follow all posted signs and instructions to help prevent accidents
- If your child needs assistance unbuckling and getting out of the

vehicle, please park, assist them, and walk them in to school

When picking up your child (students in Kindergarten-8th grade only), please observe the following traffic flow:

- Line up along the north side of the gym. Vehicles may form two lines

once in sight of the main school entrance

- Please ensure your school-provided family name tag is ready to

present to staff

- Children will not be allowed to enter a vehicle without their

family nametag unless a designated parent/guardian has called the school office to inform of any adjustment to the person picking up a child. (For example, in an emergency that would cause someone who did not have a family sign, such as an aunt or uncle, to pick up a child.)

- Pull up to the traffic cones and park when you have reached the

front of the line. Staff will then inform your child(ren) that you are at school and to come out to your vehicle

- Leave the parking lot at a safe speed as other people/children or

vehicles/buses may be leaving the school at the same time.

When picking up your Preschool child:



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- You will sign out your child(ren) directly from the school office.

If you have arrangements for picking up your child that are different than what was set up at the beginning of the school year, please call the school office

We ask everyone to please observe the above procedures so that we can, as much as is possible, do our part to prevent a tragedy in some form of accident. Thank you parents, bus drivers, and students for your cooperation.

## Library

Our school library offers many excellent titles for our children to enjoy, whether for leisure or research. The library is accessible only when a librarian is present. Each student may only check out two books at a time. This policy helps reduce the chance of misplaced books, which can happen when a student has too many books to keep track of at one time. If a book is misplaced or lost, parents will be responsible for its replacement.

## Grading Policies

### Absences

Students will have the number of days absent plus one to complete assignments missed from absences. In the event that multiple days are missed in a row, students may consult with their teachers to create a written plan for making up missed assignments. It is the student's responsibility to follow up with any questions and/or concerns within 7 days of returning to school. After these 7 days, the student will receive a 0% on all missing work if they have not made alternate arrangements with their teachers

### Incomplete Assignments

Late Marks are counted within the trimester timetable. Late marks will reset at the start of each trimester. Consequences from Late Marks, however, may carry over from one trimester to the next. Consequences Late Marks in the 3rd trimester may carry over to the next school year.

- Late Mark #1: Late Mark Form to communicate with parents/guardians.
- Late Mark #2: Late Mark Form to communicate with parents/guardians.
- Late Mark #3: Late Mark Form, (5) days ineligible from

extracurriculars, 1 academic recovery and contact call from the teacher.

- Late Mark #4: Late Mark Form, (5) days ineligible from



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extracurriculars 1 academic recovery and contact call from the teacher.

- Late Mark #5: Suspension from activities, referred to the principal, activities director and classroom teacher

### Academic Probation/Ineligibility

All students of Salem Lutheran School must maintain minimum academic standards to be eligible for participation in extracurricular activities. Eligibility will be reviewed six times per year at mid-term and trimester grading periods. Students with an “F,” a “No Credit,” or who have a GPA of less than 1.665 (C-) at the end of the designated review period will be placed on academic probation. Students will have until the next grading period to raise both their failing grade and/or overall GPA; if they are unable to do so, they will be ineligible for participation in extracurricular activities until the student is able to meet minimum requirements at a future academic review. Students with an “I” (Incomplete) will be immediately ineligible until all work is completed, turned in, and GPA can be determined. Students who are either on probation or ineligible at the end of the school year will begin the following school year on probation and have the same period in which to raise their grade.

## Cheating

What is cheating?

Cheating is a form of academic dishonesty that attempts to gain a dishonest advantage in one’s grade. This includes, but is not limited to, the following:

- Copying any portion of another student’s work with or without his/her permission, or allowing someone to copy your work
- Contributing to the transfer of confidential information, such as test questions or answers, from one person or class to another
- Attempting to use unapproved notes or other class aids on a test, quiz, or other form of assessment.
- Having another student, parent, or guardian complete an assignment on the student’s behalf

### Consequences



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Students found to have engaged in cheating will receive detention from either the teacher who identified the misconduct or the Director of Christian Education.

Students will also have a note recorded in their academic file explaining the details of the offense, and a letter will be sent home informing parents/guardians of the situation.

The faculty, staff, and/or administration may request a meeting with the student's parents/guardians to discuss the situation and to identify ways to help the student avoid future offenses. Continued and/or deliberate cheating may result in further disciplinary actions, including (but not limited to) additional detention, suspension, or expulsion.

## Plagiarism

What is plagiarism?

Plagiarism is using another person's words or ideas and presenting them as your own without acknowledging the original source. This includes the following:

- Copying another person's ideas and/or work, whether intellectual or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citations in projects or papers.

If students use exact words/phrases or paraphrase ideas from another source, they must:

- Put quotation marks around the words and include appropriate citation, or
- Summarize the information in their own words and include an appropriate citation.

Note that simply changing a few words in a sentence or paragraph is not considered an acceptable summary.

Consequences



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Each offense of plagiarism is recorded in the school office, and consequences are determined based on the total number of offenses. For example, if a student plagiarizes an English assignment in the first trimester and a history assignment in the second trimester, the history assignment will be treated as a second offense, even though it may be the first offense in history class. If a student has committed plagiarism, the faculty, staff, and/or administration may request a meeting with the student's parents/guardians to discuss the offense and explore ways to help the student avoid future offenses.

## Standardized Testing

Students at Salem may take the FastBridge Assessment up to three times per year, with testing in the subjects of math and reading. The purpose of these tests is to provide data for student and instructional growth, as well as academic review and curriculum planning.

## Homework

General ranges for frequency and duration of assignments:

Kindergarten: occasional short homework assigned

Grades 1-2: approximately 10-20 minutes per night

Grades 3-5: approximately 30-50 minutes per night

Grades 6-8: approximately 60-80 minutes per night

\*Ranges are cumulative nightly and certain circumstances may require additional time. This does not include time spent reading or learning assigned memory treasures.

## Make-Up Work

### When Your Child Is Ill

When your child is absent from school, we know that both parent and child often worry about "work missed." At Salem Lutheran School, we believe the child's primary focus should be on getting well. However, if a parent/guardian feels their child is well enough to complete school work, the parent/guardian should contact their child's teacher to arrange for homework assignments to be picked up in the afternoon.

Please note that homework will only be given for concepts already taught - not for future lessons - and assignments may be modified to suit the student's situation. As previously stated, students will have the number of days absent plus one to complete missed assignments. However, if an extended amount of



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time is needed or unusual circumstances arise, parents/guardians and teachers should communicate to make appropriate arrangements.

### **When Your Family Is On Vacation**

Regular attendance is essential for good academic performance. Students with excessive or irregular attendance often struggle to keep up with school assignments. Daily classroom instruction, which explains curricular content, is crucial for a full understanding of the material.

Please plan family vacation times to coincide as much as possible with school breaks and holidays. Vacations during school days are not encouraged. However, we are aware that sometimes the family vacation has to be taken when school is in session. We know that travel can be a wonderfully enriching experience for everyone. To help your child get the most from a

vacation and to keep up with school work, the following vacation guidelines have been developed:

- Please notify your child's teacher in writing at least two weeks

prior to your scheduled vacation. The note should include the dates your child will be absent and the general geographic areas you will visit. If your child's teacher deems it appropriate or necessary, they will communicate with you regarding any assignments to be completed prior to or during the vacation

- Please do not expect schoolwork to be assigned or provided prior to

vacations. Make-up work will be assigned after your child returns to school. The amount of work may be modified to best meet the needs of each child. One day of make-up time will be allowed for each day of absence. Unusual circumstances regarding make-up work should be discussed between parents/guardians and teachers.

- Teachers may ask children to engage in activities related to their

vacation experience - such as creating scrapbooks, picture diaries, journals, or maps marked with places/dates - which can then be shared with the child's classmates on return

### **Attendance**

Since most learning is cumulative in nature, it is essential that all students are on time and attend school regularly in order to advance from one grade level to the next. Therefore, in accordance with school laws, all students are expected to maintain regular and punctual attendance. A record of each child's attendance is kept and recorded on his/her report card at the end of each trimester. All tardies and absences are to be explained by parents/guardians either in writing or verbally to the teacher(s)



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involved. Such excuses are not necessary in the case of a child becoming ill or injured in school and being dismissed unless the absence extends beyond the day of the dismissal.

Unexcused absences will be tracked, with total absences (excused and unexcused) marked on the report card. Generally, absences due to medical problems and illnesses are considered excusable. However, we realize that there may be some circumstances that require absences for other reasons. Under such circumstances, these types of absences are to be discussed with the teacher(s) at least 2 weeks before they occur so that appropriate arrangements for assignments can be made. Please note that teacher plans may change during the absence period and students are responsible for completing any additional work that may be assigned.

Participation in non-school sponsored activities during school hours on a regular basis is not considered an excusable absence. Families are encouraged to schedule medical and dental appointments and to plan vacation trips outside of school days whenever possible.

To report an absence, late arrival, or early dismissal, please call the school office by 7:30AM.

In cases of prolonged absence from the classroom, Salem Lutheran School will communicate with parents/guardians if an alternative education plan is needed to meet educational requirements.

Please note the following guidelines:

9. If absences are beginning to interfere with the learning process, the classroom teacher will communicate with the parent/guardian to address and help correct the situation.

10. If a student is absent 5 or more consecutive school days due to illness, a medical provider's note should be submitted to the school office upon return.

11. If total absences exceed 15 days within a school year, the teacher will arrange a meeting with the parents/guardians to discuss alternatives that could help the child make up for lost instructional time. The Principal and Education Committee will be notified.

12. If total absences exceed 20 days, the teacher, principal, and parents/guardians will collaborate to develop a written education plan, which is designed to make up for lost instructional time. A copy of this plan will be provided to parents/guardians and placed into the student's cumulative file. This plan may include home instruction, summer school, or retention. The



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teacher will notify the principal when a student reaches 20 absences. If summer school becomes necessary, parents are responsible for making arrangements through Salem Lutheran School or the local public school. An additional fee may be charged to compensate for this service.

## TRUANCY

The principal handles cases of suspected truancy or educational neglect. Parents will be notified as soon as possible if their child is truant.

- After 3 unexcused absences\*: A letter will be sent to parents/guardians notifying them of the concern. The principal will reach out to parents/guardians in an attempt to identify the issue and work through possible solutions. The student will serve a 1-hour detention.

- After 5 unexcused absences\*: A second letter will be sent to parents/guardians and a referral may be made to county social services.

- After 12 unexcused absences\*: By law, the county social services will be notified. The student will serve a 1-hour detention

\*BHM (Buffalo-Hannover-Montrose) District policy establishes 3 unexcused tardies as equivalent to 1 unexcused absence.

Salem will work with the Be@School Truancy Program for all cases of extended truancy or educational neglect

Whenever a student arrives more than 30 minutes after the start of the school day or leaves more than 30 minutes before dismissal, it will be recorded as a half day absence. The following guidelines are used to record absences and tardies.

- Tardy: Arrive 7:46-8:15am
- ½ Day Absent: Absent 31 minutes to 4.5 hours
- 1 Day Absent: Absent more than 4.5 hours

To maintain a consistent school and work schedule, it is necessary to have all students in their classrooms at the scheduled starting time. Our days begin with devotion at 7:45am, which is followed by the day's religion class. All students should be on time to hear God's message for them. However, if for some reason a student is late, he/she should quietly enter the room to avoid disrupting the devotional



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reading or prayer. Parents who do not provide a valid excuse for their child's tardiness within 24 hours will have the tardy occurrence recorded as unexcused.

## Athletics and Extracurriculars

The Salem Lutheran School mission is to prepare youth as disciples of Christ for dedicated service to their Lord. Athletics at Salem accomplishes this by instilling in each student-athlete the desire to bring honor and glory to their Lord in their competition and teamwork.

We believe:

\*Athletics at Salem is another facet of training the total person.

\*Athletics is an avenue to develop Christ-like character in our young people.

\*That our success at utilizing our God-given talents is measured far more by effort, conduct, and progress than by our win-loss record.

Here at Salem Lutheran School, the athletic program offers 8 sports for our students. Some of these sports are cooperative with other schools.

Our athletic administration, staff and coaches are committed to providing a challenging, supportive and caring environment where our student-athletes can reach their academic, spiritual, athletic and personal potential.

The parents play a pivotal role in providing support, energy, and enthusiasm for our athletes and coaches. This is done through positive cheering and support as outlined in our athletic handbook as well as helping sports through fundraisers and working in our canteen.

I look forward to helping each student-athlete grow spiritually and physically through athletics at Salem Lutheran school.

Matthew Krueger, Athletic Director

\*Some sports have a cooperative arrangement with other schools.

Athletic schedules for fall, winter, and spring sports can be found in the athletic handbook and on FACTS. Note: This document may be updated throughout the season.

## Drama



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Each spring, Salem's Grade 5-8 Drama Club puts on a performance for the student body, family, and friends. Grades K-4 put on a spring musical biannually.

## School Safety

A safe school environment allows students to thrive in an atmosphere that encourages both social and creative learning. When their basic safety needs aren't met, students may feel uncomfortable at school, become reluctant to attend, or remain on edge throughout the day.

Salem Lutheran School is committed to safeguarding the special community we share and protecting every student's right to learn and enjoy school. Our goal is to maintain an environment free from harassment, bullying, discrimination, and favoritism. We want students to feel secure not only from external threats to their physical safety, but also from internal situations that can cause anxiety or insecurity.

Romans 12:2

Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.

## Tobacco, Drugs, Alcohol, and Vaping Policy

### Tobacco/Nicotine/E-Cigarette Policy

Salem Lutheran School is a nicotine-free school. Nicotine refers to any form of nicotine or tobacco product, including but not limited to: cigarettes, cigars, e-cigarettes, chew, snuff, plugs, pipe tobacco, etc. The use or possession of nicotine in any form by students is not permitted on school grounds or in the general vicinity of campus. The use or possession of nicotine is not permitted at any school sponsored events, on or off campus, including but not limited to: athletic events, graduation, retreats, and school trips.

### Alcohol and Drug Policy

No student shall possess, use, sell, distribute, deliver, supply, or be under the influence of alcohol or any illegal, controlled, or mood-altering substance. No student shall possess, use, sell, distribute, deliver, or supply drug paraphernalia, or misuse prescription drugs, at any time, at any place, on or off school property. "Supply" includes hosting a party in which alcohol or any illegal controlled or mood altering substance is present.

Searches: Salem Lutheran School reserves the right to make periodic locker checks and searches. Backpacks, purses, electronic devices, and anything else a student brings on campus are also subject to



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search. If chemicals are found in or on a student's personal property, including but not limited to items found in a school locker, backpack, purse, jacket, coat, or vehicle, this policy will be enforced and law enforcement may be contacted.

## Weapons

Salem Lutheran School has a zero tolerance policy for weapons on school grounds and in the building. Students, faculty/staff, and others visiting the school are forbidden to possess or store in an area subject to one's control, any weapon or "look-alike" weapon in school, on school grounds, or in connection with any school event regardless of where it is held. The policy covers the following objects:

- All firearms and ammunition, including "look-alikes" of any kind
- Knives of any type
- Artificial knuckles, blackjacks, etc.
- Explosives
- Poisons or substances capable of causing bodily harm
- Any other device used to intimidate, threaten or inflict harm

In the event of any violation of this policy, the police may be called and a student may be required to leave the school immediately in the custody of a parent/guardian. Violation of this policy may result in discipline up to and including detention, suspension, and/or expulsion.

### Locker, Property, and Personal Searches

Each student is assigned a locker for personal use. It is the responsibility of each student to maintain it in good condition. Any damage will be charged to the student. Lockers remain the property of Salem Lutheran School, and the school reserves the right to inspect them for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions stored in lockers may be searched when school officials have a reasonable suspicion that the search will reveal evidence of a violation of law or school rules. This policy applies to all lockers issued to students throughout the school year.

School desks are also the property of Salem Lutheran School. The school retains exclusive control of desks at all times. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.



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The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will reveal a violation of law or school rules. The search will be reasonable in scope and intrusiveness. When necessary and possible under the circumstances, a staff member of the same gender as the student will conduct the search to preserve the student's privacy.

It is a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband on their person or in their personal possessions.

## Parent/Guardian Services

### Transcripts & Records

A student transcript is an official record containing the academic history of a student while at Salem. A transcript contains the following: Student name; Parent name and address; Student date of birth; Date of enrollment; Date of graduation (or withdrawal); Course name, credit, and letter grade earned by semester; and GPA information. Disciplinary incidents are not part of the student's official transcript. In order for a student's record to be released, all financial accounts must be settled, including tuition, payment for lost textbooks, and fines for unreturned athletic equipment and library materials.

### Parent volunteer policies

Parents/guardians who have a reason to enter the building during school hours must report to the office. Because of our commitment to school safety, those who are there to volunteer will receive a visitor badge and further instructions from the office staff before being allowed to proceed through the building. All adults who volunteer must submit a completed form for a background check. Forms are available in the school office.

### Technology Acceptable Use Policy

At various times throughout the year, students will be using technology, including the Internet, to carry out research and other academic pursuits. The use of any such technology at school, including the Internet, is a privilege, not a right. Students are expected to exercise common sense and good Christian judgment when using technology. All students are required to agree to the Acceptable Use Policy through our online FACTS program (see below Acceptable Use Policy Agreement).

This Acceptable Use Policy is intended to ensure students use the Salem technology system responsibly by :

- Being responsible users who prioritize personal safety while using



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the internet and other communications technologies for educational, personal and recreational use.

- Treating the school’s technology systems and equipment with care, maintaining them properly, and avoiding any misuse—whether accidental or deliberate—that could compromise the security of the systems or their users.

Acceptable Use Policy Agreement:

I understand that I must use the school technology system in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the technology and its users.

For my own personal safety and for the safety of others:

- I understand that the school will monitor my use of the technology systems, email and other digital communications.
- I will not share my username and password with anyone, including other students, nor will I try to use any other person’s username and password.
- I will be aware of potentially harmful situations and conversations when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will not access, send, or receive material or sites that are illegal, pornographic, or otherwise inappropriate.
- I will immediately report to the Salem administration any inappropriate material and any offensive or ungodly communications viewed when using the Salem technology system.
- I will not send bulk email from Salem devices’ hardware.
- I will not engage in cyber-bullying, cyber-stalking, or cyber harassment.



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- I will not send messages or communications that bully, harass, intimidate, insult, threaten, or gossip.
- I will not record video or pictures of any students or teachers for personal use without permission.
- I will not use my phone or other device in the school locker room or bathroom.
- I understand that my personal electronic devices may be searched if it is believed that a criminal or school policy violation has occurred.

I agree that all Salem users have equal rights to use technology as a resource:

- I understand that the school technology systems are primarily intended for educational use and I will not use the systems for personal or recreational use such as online gambling, social networking, and internet shopping. In addition, gaming, file sharing, or video broadcasting (eg. YouTube) should not be used unless I have permission to do so.

- I will not (unless I have permission from Salem faculty or staff) make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- I understand that downloading materials or images not relevant to my studies is in direct breach of the school's acceptable use policy. This includes videos and movies.

- I will only make print-outs from the school's printers for classroom use. A three-page limit is observed; anything exceeding three pages must be approved by the classroom teacher.

I will act as I expect other users to act toward me and I will comply with copyright laws:

- I will respect other users' original works and property and will not access, copy, remove or otherwise alter any other user's devices or files without the owner's knowledge and permission.



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- I will respect copyright restrictions when accessing and using research information online. Where property is protected by copyright, I will not download copies (including music and videos).

- I will be polite and responsible when I communicate with others. I will not use strong, aggressive, or inappropriate language when communicating, but instead will appreciate that others may have different opinions.

- I will not take or distribute images and/or videos of anyone without their permission.

I recognize that Salem Lutheran School has an interest in maintaining the security and integrity of the technology it offers me. To ensure the efficient running of the school:

- I will only use my personal, hand held /external devices (mobile phones / USB devices, etc...) in school if I have permission. I understand that if I do use my own devices in school, I will follow Salem policies and the rules set out in this agreement, in the same way as if I was using school equipment.

- I will not use any programs or software that might allow me to bypass the filtering / security systems in place which are designed to prevent access to inappropriate materials.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not open any attachments to emails, unless I know and trust the person / organization who sent the email, due to the risk of the attachment containing viruses or other harmful programs.

- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings including screensavers and backgrounds.

- I will only use chat and social networking sites with permission and



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at the times that are allowed (Google Suite, Edmodo, Moodle, etc.).

When using the internet for research or permitted recreation, I recognize that:

I need to use discretion in checking that online information I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behavior that are covered in this agreement. These incidents may take place in school, out of school, and/or where they involve my membership of the school community (examples would be bullying, cyberbullying, discrimination, and sexual harassment; use of images or personal information). I understand that these policies apply both while school is in session and while school is out of session.

Consequences: Failure to comply with these policies will result in discipline including, but not limited to, loss of device use, restrictions on Salem issued devices, detention, suspension, and/or expulsion.

### **The Use of AI**

As technology continues to evolve, so do the tools available to people for learning and creating. Artificial Intelligence (AI) tools, like chatbots or writing and research tools, are becoming more common. Salem Lutheran students are learning important life skills -- communicating, researching, critical thinking, and brainstorming. The use of AI at an early age can inhibit a child's development in these important areas. Therefore, the use of AI tools are prohibited, unless the teacher is teaching the proper use of AI (5th - 8th grade).

Any student caught using AI for an assignment will receive an F for his/her grade for any offense after the first cheating, plagiarism, or misuse of AI offense. It will also be noted in his/her behavior file. Continued incidents could lead to further consequences, such as detention and suspension from extracurricular activities.

### **Student Dress Code**

Salem Lutheran School views student dress as important. Our students, who know the love of Jesus, are encouraged to reflect that love in their lives. Every student is a witness in our community and his/her manner of dress should enhance that witness. As parents, we are called to teach our children to give glory to Jesus in all they do, including how they dress. May this be our shared guide and source of cooperation in this matter.



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The staff will use good judgement to determine when clothing and accessories do not meet the dress code or pose a safety concern. Should questions arise concerning clothing worn to school, the Education Committee has entrusted the faculty and staff with the discretion to make decisions regarding dress as they see fit. The following expectations shall be applied:

Students are required to dress in clothes as listed below during the school day. Teachers, on a trip-by-trip basis, will announce any field trip-related dress codes.

The following statement applies to all sections listed below:

Any wearable article with logos, pictures, or terminology representing alcohol, tobacco, drugs, secular music groups, concerts, or album covers, cursing, vulgarities, skulls, satanic symbols, morbid images, and anything else that may upset a Christian community are prohibited. Salem students should come to school dressed in a way that is God pleasing and does not cause a distraction in the learning environment.

SHIRTS - All shirts worn to Salem Lutheran must have sleeves.

### Acceptable

- Sweatshirts, hoodies, vests, blouses
- Cardigans, T-shirts, short sleeve shirts, pullovers

### Not Acceptable

- Shirts and blouses unbuttoned below the second button unless there

is another high-neck shirt underneath it

- Any midriff-exposing attire
- Any shirt pertaining to secular music or musicians
- Spaghetti strap dresses/tops

PANTS - All pants worn to school must be free of holes, frays, or patches

### Acceptable

- Jeans, khaki pants, athletic/wind pants, sweatpants
- Leggings can be worn in Kindergarten through grade 4.
- Form fitting pants (leggings, jeggings, and spandex pants, etc) are



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acceptable in grades 5-8 ONLY when worn underneath a dress or skirt.

### **Not Acceptable**

- Excessively baggy pants, pajama pants, and/or lounge wear

SHORTS - Shorts must be of appropriate length (mid-thigh or longer)

\*Shorts may not be worn between Oct 16, 2025 and April 14, 2026.

### **Acceptable**

- Khaki shorts, cargo style shorts, jean shorts, athletic shorts

### **Not Acceptable**

- Boxer shorts
- Shorts with holes or frayed cuffs
- Biker shorts/Spandex shorts
- Excessively baggy shorts

DRESSES - All dresses worn to school must have sleeves.

### **Acceptable**

- Mid-thigh or longer

### **Not Acceptable**

- Spaghetti straps
- Sleeveless dresses

### **SHOES**

Outside shoes should be exchanged upon arrival to school for a clean and dry pair. Athletic shoes are required for any gym use or physical education/recess time. Because of safety and hygienic issues, socks and or/stockings should be worn at all times.

Acceptable - INSIDE SHOES (also to be worn for indoor physical education)

- Non-marking soles
- Tennis shoes
- Velcro straps



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### **Not Acceptable**

- Flip flops/sandals, open toe shoes, slippers, clogs/Crocs

### **HAIR**

Hair must be neat, clean, and well-groomed. Hairstyles must be kept in moderation and not cause distractions. Hair style and hair color that either draw attention to the student or become disruptive to the class or school environment will not be allowed.

### **MAKEUP**

Light make-up is allowed for girls, but must neither draw attention to the student nor become disruptive to the class or school environment.

### **JEWELRY**

Jewelry that either draws attention to the student or becomes disruptive to the class or school environment will not be allowed.

### **HYGIENE**

Students are expected to be properly groomed and to wear clean clothing. It is also important that they learn and practice good hygiene habits. Please avoid excessive perfume and cologne application.

### **Dress-Up Day Exceptions**

For School dress-up days, the faculty may make exceptions to pajamas or other areas of the dress code as they see fit with Principal permission. Exceptions shall not include areas of the dress code pertaining to length of pants and button placement on shirts. The clothes must also have sleeves, be clean, and remain free from holes or frays.

### **Dress Code Violation Consequences**

If a student is found to be in violation of the dress code, they will be given a copy of the dress code with the specific violation noted, and parents/guardians will be notified. Students will be sent to the school office for violations that are substantial, relate to modesty, or create a distraction to the academic environment. Options to address the violation may include turning clothing articles inside out, being provided replacement clothing (when possible), or parents/guardians bringing other clothes. Ongoing dress code violations, or individual instances of severe violations, may result in further disciplinary actions.

Students not following the above rules will be spoken to privately by a member of the faculty or administration, and may be asked to change into more appropriate clothing.



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## Conflict-resolution procedure

Every attempt is made to maintain Christian discipline at all times, both in the classroom and on the playground. Teachers strive to treat all students fairly in accordance with God’s Word. During the course of a school year, conflicts may arise between students, teachers, and parents, even in a Christian setting. It is essential that such conflicts be resolved through proper communication. As a Christian school, all decisions are guided by the truths in God’s Word:

“My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, because human anger does not produce the righteousness that God desires.”  
James 1:19-20

Parents should follow these steps when they have a concern regarding a conflict.

13. Parents/guardians must not degrade or criticize teachers, pastors, or the principal in the presence of their children. Undermining a child’s respect for his/her teacher, pastor, or principal can lead to excuses to misbehave and disobey.

14. If a parent/guardian has an issue with a teacher, pastor, or the principal concerning their child’s experiences at school, that concern must first be addressed directly with the individual involved following the guidance of Matthew 18:15. Sins against the Eighth Commandment (such as gossiping or slandering) can cause significant harm to relationships within the church, school, and home

15. Should the matter remain unresolved, the parent/guardian should contact the principal. The principal will review the conflict with all parties involved and determine whether to become involved. If appropriate, the principal will work to resolve the issue. This may involve meetings with the parent/guardian and teacher

16. If there is still no resolution of the conflict, the student/parent/guardian may present their case to the School Pastor.

17. If conflict resolution is still not reached after working with the School Pastor, the parent/guardian may ask to present their case to the Education Committee, which will provide a final determination in the matter



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\*Matters concerning overall school policy or school procedures should be discussed with the principal, who will then bring the issue forward to the Education Committee as appropriate.

## Books and Supplies

Salem furnishes textbooks for most courses. Any excessive wear or abuse of textbooks will result in a fine being levied at the conclusion of the school year. A complete list of school supplies for each grade is sent to students and parents/guardians each summer and is available on the school's website. Each student will receive one personal copy of the Bible (preferably NIV) and Christian Worship Hymnal. Students who need a second copy of either one due to loss or damage will need to purchase one through the school office.

## Building Hours & parent pick-up hours

Policies regarding building hours are put in place for the safety of the students. The school building will be opened at 7:15a.m. each school day.

Students who arrive before 7:45 a.m. should proceed to their classrooms to complete any tasks assigned by their teacher, recite memory work, and prepare for the day. During the school day, all external doors will be locked. Visitors entering the building must report to the school office to sign in upon arrival and receive a visitors pass. After school, students who are not involved with an activity should be picked up by 2:30. Any students still waiting for rides at 2:30 or after will be placed into Afterschool Care and will be charged Afterschool Care rates.

### Afterschool Care (SailorCare)

Afterschool supervision is offered to the students of Salem Lutheran School in grades K-8, Monday – Friday (when school is in session). There will be no Afterschool Care on early dismissal days. Cost: \$6.00/hour (broken down into 15 minute increments - \$1.50 upon entering each 15 minute segment) starting at 2:30pm

- After school care is provided from 2:30-5:00pm.
- For late pickup: Parents will be charged \$25 for every 15 minutes

after 5:00pm

- Students may elect to do school work, read, quietly visit, play a board game, etc. during Afterschool Care time



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- The group meets in a classroom, but the supervisor may take students to the gym or playground if all of the students are finished with homework. Additional classrooms may be available for supervised study.

- Any student staying after school, unless detained by the teacher for classroom work, must be in the Afterschool Care room. Asking a teacher to watch your student in the teacher's room because you are running late is not permissible

- All students participating in Afterschool Care are subject to the same expectations for conduct with the same disciplinary guidelines as those that apply during the school day

## Emergency Closing

Salem is part of the Buffalo-Hanover-Montrose (BHM) school district. If severe weather forces a late start, early dismissal, or closure in the BHM school district, Salem will be included in their announcement. All school closings, delays, and early dismissals will be announced on most local television stations, and the FACTS Parent Alert system (text message alert). These alerts will only go out to those who have signed up for the instant alert system through their FACTS Family Portal. The office staff will also send out notification emails to families. If severe weather exists in your area and school isn't canceled, parents always have the option to keep their child at home. A telephone call to the school is expected if you do this.

Extra-curricular activities may be cancelled on days when school is closed for any weather condition.

## Special Dietary Concerns at School

Currently, Salem Lutheran School has not banned any specific foods. The school does, however, reserve the right to restrict students from bringing foods to school that might be harmful to classmates who have special conditions, such as severe food allergies.

Such determinations are made on a case-by-case basis and apply to children with food allergies or life-threatening (anaphylactic) reactions to specific foods. Parents/guardians must inform the school when these conditions exist and must be supported with a statement signed by a recognized medical authority.

The medical statement must include:



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- Identification of the medical or dietary allergy which affects the child
- The specific food(s) that must be omitted due to allergies or life-threatening reactions
- The extent to which the allergy may affect the child

Once this information is provided, the child's teacher, school principal, and parent/guardian will collaborate to develop a plan of action for the student and their classroom. The principal will make the final decision regarding implementing this plan. It is the responsibility of the parent/guardian to supply this information to the school if such a plan is to be put into place.

### **Lunch and Milk**

Each child is to bring his/her own lunch to school each day except for on special occasions as they occur and are announced. Generally, hot lunch is provided on Fridays. A schedule will be made available to parents/guardians. Please place students' names on their lunch boxes or bags. Milk (1/2 pint) is available for all students. During enrollment, parents/guardians will indicate whether their child will drink white or chocolate milk (or forgo milk) for the year. Preferences may be changed at any time by contacting the administrative office.

### **Insurance**

All students in the school are covered under AICLM's insurance policy. This insurance is secondary to whatever coverage the individual has. Additional information is available upon request from the school or from the AICLM treasurer.

### **Mission Offerings and Hanover Foodshelf**

A special mission collection is taken each week at Chapel where students and teachers contribute gifts to a designated mission outreach of the church. This gives our students the opportunity to bring an offering that can be sent in their school's name to a mission field of the Lord's church.

In addition, students have an opportunity to show their love for their Savior and others by bringing food shelf items to school during the last week of each month. These items are then shared with needy families within the congregation and the food shelf in Hanover.

### **Property Damage**



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We teach students to respect the property of others and to care for it as well as they would their own; therefore, in accordance with the Seventh Commandment, they are taught not to take the property of others or to destroy it in any way or render it unusable. Any student damaging school property or that of another student whether willfully or negligently will be expected to make restitution. Lost or ruined textbooks or library books will also be replaced at the student's expense at current replacement costs.

## Christian Conduct

Students are expected to conduct themselves in a manner consistent with God's Word, allowing their light to shine through their behavior. When students register at Salem, they agree to uphold this standard in their thoughts, words, and actions.

Any conduct that reflects negatively upon a student's character or the reputation of Salem Lutheran School, whether on campus or off, will be addressed in a spirit of love with the hope of reconciliation. Discipline in accordance with these policies, spiritual counseling, and civil consequences for such actions will be addressed accordingly.

## Gender Identity

God wonderfully and immutably creates each of us as male or female. These two distinct, complementary sexes together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person (Genesis 1:26-27). In accordance with Biblical teachings, Salem recognizes only a person's biological sex. This policy applies, but is not limited to, all persons who are school employees, personnel, volunteers, and students.

**Designations and Pronouns:** A person's name and pronoun usage must correspond to that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing.

**Bathrooms and Locker Rooms:** All persons must use the bathroom or locker room which matches their biological sex.

**Attire:** All persons are required to follow the dress code or uniform that accords with their biological sex.

**Athletics, Programs, and Extra-Curriculars:** Participation in single-sex school athletics, programs (e.g. camps or retreats), and extra-curricular activities, is restricted to persons of the designated biological sex.

**Gender Reassignment Medication:** No person is permitted to use, possess, or distribute any medications for the purpose of gender reassignment (including but not limited to "puberty blockers") while on school



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premises, while on school business or participating in school athletics, programs, or extracurriculars (whether or not on school premises), or while representing the school.

Expressions of Identity: Expressions of a person's sexual identity are prohibited when they cause disruption or confusion regarding the Biblical teaching on human sexuality, as described in this policy.

Communication: Salem will communicate with parents or guardians about their child's behavior at school, and inform them of concerns relating to the physical, emotional, social, and spiritual health, safety, or welfare of the child, except when directed otherwise by law enforcement or a social service agency.

## Telephone

Students must have their teacher's permission to use the school phone. Parents/guardians are asked to call the school between the hours of 7:30am and 3:00pm when the office manager is here to answer the phone and take a message. If a parent wishes to speak with a teacher, please call from 7:15am-7:45am or after 2:15pm.

## Leaving Messages

Calling after regular office hours or occasionally during the day may result in your receiving the voicemail system. Please leave a message on that system. We will return your call at the earliest opportunity.

If you are trying to contact a teacher who is currently teaching class, you will be directed to his/her voicemail system. The teacher will return your message as soon as possible.

## Lockers

Hall lockers and gym lockers are assigned at the beginning of the school year. Lockers are the property of the school, on loan to students. The school reserves the right to inspect lockers at any time for a reasonable cause. Students are expected to keep their lockers and surrounding hallway areas clean. Students should not jam the locker at any time to prohibit it from closing. Lockers should not be left open. Broken lockers are to be reported immediately to administration.

Students in grades 5-8 may have locks if they wish, especially for use over the weekends. The lock combination or a duplicate key must be given to the designated faculty representative for safekeeping. Salem is not responsible for money, valuables, or other property left in lockers. For their own protection, students should observe the following rules:

- Do not keep valuables in your locker.



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- Keep your locker locked and your combination to yourself.
- Report any damage, loss of property, or complaint about your locker

to the office.

- Do not change lockers without office permission.
- Do not keep food in your locker overnight

### Lunches/Food and Drink

Food and drink may be consumed only during snack time and lunch period unless directed by the teacher. Lunch bags are to be stored in the students' lockers until lunchtime. All food should be removed from the locker each night. Hot lunches are ordered and paid for through the FACTS program.

Water bottles that close and do not spill when tipped over are allowed in school. Students should be drinking only water in the classrooms. Gatorade or sports beverages may be included in a student's lunch but not drunk in the classrooms. Tea and other flavored drinks may be part of a student's lunch but not drunk in the classroom. Parents should make arrangements with the teacher if a student needs to drink something other than water due to a medical condition.

Teachers and students should be sensitive to allergy restrictions.

### Parental Classroom Visits

Parents/guardians and grandparents of students are invited and encouraged to visit their child's classroom. Because some days are test days and because the week before a major holiday or special school event can result in other than "normal" days, it is requested that you make arrangements with the teacher(s) in advance of the day or time that you wish to visit.

### Parent Teacher Club (PTC)

All parents are encouraged, urged, and invited to attend PTC meetings regularly as scheduled on the school calendar. This organization provides food for school parties, sponsors health programs, pays for all athletic equipment for the school, pays the difference between student cost and the actual cost of chartering buses for field trips, purchases student awards for extra-curricular activities and gifts for coaches, referees, and volunteers, and does a variety of other projects to support the school.

### FERPA Rights



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Salem Lutheran School upholds all of the legal rights of parents and students as outlined in the Family Educational Right and Privacy Act.

Parents - <http://www2.ed.gov.policy/gen/guid/fpco/ferpa/parents.html> Students - <http://www2.ed.gov.policy/gen/guid/fpco/ferpa/students.html>

#### ANNUAL NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

18. The right to inspect and review the student's education records

within 45 days after the day Salem Lutheran School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected

19. The right to request the amendment of the student's education

records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Salem Lutheran School to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

20. The right to provide written consent before the school discloses

personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or



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contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

#### 21. The right to file a complaint with the U.S. Department of Education

concerning alleged failures by Salem Lutheran School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202

#### Directory Information

Directory information refers to information from student records that may be used by the school in a variety of ways. Directory information is considered public; however, parents/guardians have the option of excluding the use of certain directory information by providing written notification to the school at the time they register. For a complete list on what is considered directory information, how it may be used, and the FERPA laws that govern it, please contact the school office.

### Image Display

Throughout the year we like to keep our school families, congregation, and community informed about the exciting things that are happening at Salem. Each family completes an Image Display Permission form at enrollment. If your preference changes during the school year please contact the school office.

#### Phones/Cell Phones/Devices



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Students will be allowed to make phone calls from the phone in the office with permission from the office.

Students may not use cell phones or smart watches for any reason during school hours. All students are encouraged to keep such devices at home. If a cell phone or smart watch is brought to school, it will need to be handed over to the office for safekeeping during the day and can be picked up upon leaving school, whether at the end of the school day or leaving Afterschool Care.

Extracurricular activity directors (coaches, directors, etc.) may allow for cell phone use at their respective discretion. Any cell phone/device misuse during the school day will result in the cell phone/device being confiscated and placed in the school office until a parent is able to pick it up from the office. A detention may also be assigned. Further violations may result in revoking the student's ability to bring a cell phone/device to school or suspension from extracurricular activities. In case of family emergency and/or the need to contact a student, parents are encouraged to contact the school office (763-498-7283)

## School Day Schedules

The school year begins at 7:45am on the first day of school with an opening service at 8:00am. in the church. Parents and other interested persons are cordially invited to attend. On regular school days, classes begin at 7:45am. and are dismissed at 2:15pm. Students should not arrive before 7:15am, nor should they remain after 2:30pm unless in the Afterschool Care program or other arrangements have been made with the teacher(s) involved. Upon arrival in the morning, all students are to change into their inside shoes, put coats and lunches into their proper places, and go to their classroom. Students are not to loiter in the hallways, restrooms, or outside the building. Students are not to leave the school property during the course of the day without teacher permission. Parents/guardians must notify their child's teacher of special circumstances.

Each classroom will follow a daily schedule which may vary depending on the activities planned for the day. For quick reference, please ask your child's teacher for a copy of their classroom schedule.

## Field Trips and Educational Tours

All field trips, educational tours, and class trips are planned by and are under the direction of a teacher or faculty advisor for the benefit of student learning. Students may be expected to bear the cost of these activities and for transportation. Field trips occur in various classes at the classroom teacher's discretion. Every other year an educational tour to Washington D.C. is offered to Salem's 7th and 8th Grade students and their parents/guardians.

## Student Visitors



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The school building is locked during the school day. All visitors must ring the doorbell for entrance and are required to register at the office immediately upon arrival. They must also sign out upon departure. Unauthorized persons entering the building are to be brought to the attention of office personnel immediately.

Outside visitors wanting to eat lunch with a Salem student are allowed to do so with permission from the principal and/or office personnel; visitors are not allowed to attend classes with the Salem student. These visits must be scheduled at least one day in advance, pending administrative approval. Visitors are not allowed to leave the campus with the Salem student without verbal, written, or emailed permission from the student's parent/guardian.

## Harassment & Bullying

Salem Lutheran School, in partnership with families, strives to create and maintain a positive learning environment where students are treated with dignity and respect. Our goal is for students to celebrate and grow in their faith, discover their academic potential, and become concerned, respectful, and responsible Christians. This philosophy forms the foundation of our harassment and bullying policies. Our school will not tolerate harassment or bullying on school grounds, at school functions or activities, or on school transportation.

This policy also applies to any student whose conduct at any time or in any place constitutes harassment, bullying, or other prohibited conduct that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to any act of cyberbullying regardless of whether such act is committed on or off school district property, with or without the use of school resources.

## Harassment Definition

Harassment is defined as any verbal, written, or physical conduct that is intended to or has the effect of being threatening, intimidating, or coercive. Harassment may include, but is not limited to, verbal abuse, implied or overt threats, and physical acts of aggression or violence.

Harassment is determined by the school administration, not by the intentions of the actor.

Harassment also includes sexual harassment, which consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, sexual gestures, comments, jokes, or symbols, inappropriate questioning or remarks, displaying sexual images, or other conduct or communication.



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## Bullying Definition

Bullying is a type of harassment. It is defined as unwelcome verbal, written, or physical conduct by an individual or group that is intimidating, threatening, abusive, or harmful. The following is a non-exhaustive list of actions that may be considered bullying:

- Physically harming a student (e.g., hitting, kicking, spitting, pushing, or invading one's personal space in an aggressive manner).

- Damaging, extorting, or taking a student's personal property.
- Placing a student in reasonable fear of physical harm.
- Placing a student in emotional unrest by spreading rumors,

manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, or ridicule.

- Cyber-bullying: forms of verbal and psychological bullying that

occur on the Internet through e-mail, instant messaging, or personal profile websites such as Facebook or other social media. This may include the unauthorized use of photographs or images in the likeness of a person.

- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

- Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

## Reporting Harassment & Bullying

Any person who believes they have been the victim of harassment or bullying, or any person with knowledge of conduct that may constitute such, should report the alleged acts to a staff member or school leadership.

Any school employee or volunteer who receives such a report or has such information must forward the information to the principal as soon as possible.

## Investigation of Reports



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Upon receipt of a report, the principal shall promptly begin an investigation or designate a third party to do so. The investigation will include an interview of the complainant, the respondent, and - where appropriate - witnesses, to determine whether the alleged conduct occurred.

If necessary for the safety of other students or to avoid disruption to the school social or academic environment, the accused student may be separated from the reporter, or may be placed on a temporary out of school suspension pending the investigation. Depending on the nature of the offense, law enforcement officials may be notified.

After completion of the investigation, the principal will make the determination as to whether harassment or bullying has occurred and, if so, what disciplinary action and/or remedial response is appropriate. Discipline may include, but is not limited to, detention, removal from class, suspension (in school or out of school), referral for counseling, remediation and restitution, or expulsion. Remedial responses are measures to stop and correct prohibited conduct and to protect, support, and intervene on behalf of the student who is the target of the prohibited conduct.

In the course of the investigation and upon conclusion, the principal will record pertinent information regarding the investigation and any remedial or disciplinary responses.

The complainant and the alleged victim will be informed of the general outcome of the investigation.

## Confidentiality

While the school will make efforts to keep student information confidential, it cannot guarantee the anonymity of any individual reporting or participating in an investigation of harassment or bullying.

## Retaliation Prohibited

The school does not tolerate any retaliation against any person reporting or participating in an investigation of harassment or bullying.

### Discipline, Suspension & Expulsion

Each student is responsible for his/her own behavior and for helping to maintain a Christian atmosphere within the school. As a Christ-centered school, we value learning, respect, and responsibility.

Our general school rules are:

- Be prepared and ready to learn
- Keep hands, feet, and other objects to yourself



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- Use appropriate language - no put-downs, insults, or swearing
- Be peacemakers
- Be respectful to others
- Listen and follow directions
- Take good care of our resources, property and materials
- Do what is right according to the teachings of Christ

### Minor Misconduct

Generally, minor misconduct or policy violations may result in lighter discipline. However, continued infractions, aggravating factors, or more severe behavior may result in more substantial discipline. Because each child and situation is unique, in determining the appropriate response to a disciplinary situation, the school will take into consideration the age of the student, the type of misconduct, the frequency of the student's misconduct, and the severity of the problem. Various methods may be used to assist each student in taking responsibility for their own behavior and to guide them in finding positive solutions to the problem. These may include the following.

- Time-out
- Warning note or call to parent/guardian
- After school detention
- Development of a student behavior plan
- Loss of school privileges
- Mediation
- In-School suspension
- Out of School suspension
- Expulsion

### Severe Misconduct

There are certain behaviors where, due to the severity of the action, more substantial and immediate consequences may be necessary. This may include any of the above-listed general disciplinary actions, as well as immediate removal of the student from the classroom, immediate meeting with parents/guardians, in-school or out-of-school suspension, and expulsion. The duration and conditions of



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a suspension will be determined by the principal. If necessary for the safety of other students, or to avoid significant disruption to the school's social or academic environment, the student may be placed on a temporary out-of-school suspension pending appropriate resolution.

Examples of severe misconduct include (but are not limited to):

- Continued/repeated misconduct
- Violence
- Fighting/Bullying/Harassment
- Blatant disrespect for authority
- Use or possession of alcohol, drugs, or weapons on school property

or at school events

- Abusive behavior (verbal or physical)
- Inappropriate language or actions
- Sexual misconduct
- Academic dishonesty
- Theft or vandalism

## School Discipline

Students, employees, or volunteers who are aware of severe misconduct should report it to the principal as soon as possible.

Disrespect is defined as any behavior that is discourteous, profane, or rude in word or action and is directed toward another person. This encompasses teachers, pastors, special helpers, volunteer drivers, janitors, coaches, students, or anyone else with whom students come into contact at the school. The Fourth Commandment, Ephesians 6:1-9, and other Scripture references clearly outline God's plan for the ordering of society. Children, due to their age, lack of experience, and sinful nature, do not always understand why adults find certain behaviors unacceptable. This challenge can be further compounded by the negative influences sometimes found in today's media and culture. Our modern society often struggles with respect for authority, which can affect children's attitudes. At Salem Lutheran School, we emphasize the importance of respecting all adults. Disrespect for any adult will not be tolerated and will be addressed according to the guidelines below. Students who refuse to obey proper correction and discipline will be subject to school day and after school detentions, with expulsion being the last resort.



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The following plan will be used to address any student who:

22. Does not show Christian love and respect for teachers, pastors, bus drivers, and any other adults associated with the school.

23. Disrupts the classroom to the extent that teaching is being hindered and children are being short-changed in the instruction to which they are entitled.

24. Treats fellow students in a disrespectful or harmful manner so that their physical or mental well-being is jeopardized to the extent that he/she cannot receive an education in a reasonable or peaceable manner.

25. Refuses to obey school and bus rules

Corrective Steps:

A. The first corrective steps will be taken by the teacher to whom the student is responsible. If the teacher feels that the student is not responsive to these steps, the parents/guardians will be called to discuss and resolve the problem. If no satisfactory results are evident then:

B. The teacher will refer the matter to the principal who will inform the School Pastor of the situation along with the reason for the referral. The principal will discuss the matter with the student (including parents and pastor if needed). After school detention and/or suspension from extra-curricular activities will be in place until the matter is resolved satisfactorily.

C. If the problem still is not resolved at this point, the student will again be referred to the principal who will then meet with the parents/guardian, and the School Pastor. The Education Committee chairman will be informed of the situation. The student will be suspended from classes until the situation is resolved.

D. Should the student need to be referred to the principal for a third time, the parents/guardians, pastor, principal, and the Education Committee will meet to discuss possible expulsion from school. At this point, expulsion will become automatic if the problem re-occurs. Parents/guardians may request an appeal within 5 days of the decision (see process below). The parents may voluntarily remove their child from school, in which case no expulsive action would be taken. Any expulsion or voluntary removal will be in effect for the remainder of the school year. An appeal for re-admission may be made by the parents before the beginning of the next school year.



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E. Certain behaviors can result in immediate suspension as well as meeting with the teacher, principal, parents, School Pastor, and LES Director or Education Committee. These actions include vandalism, use of tobacco products or other illegal substances, and causing flagrant or intentional injury to others.

## Detentions and Suspensions

Our students are expected to use their God-given talents to their fullest in extracurricular activities, but their first responsibility is academics and behavior. Detentions are counted within the trimester timetable. Consequences from Detentions may span from one trimester into the next. Suspensions from the 3rd trimester may be carried over to the following school year.

26. Detention #1: Disciplinary Notice to communicate with parent/guardian, 1 detention time after school, (5) days ineligibility from extracurriculars, contact call from teacher

27. Detention #2: Disciplinary Notice to communicate with parent/guardian, 1 detention time after school, (5) days ineligibility from extracurriculars, contact call from teacher

28. Detention #3: Disciplinary Notice to communicate with parent/guardian, 1 detention time after school, (10) days ineligibility from extracurriculars, contact call from teacher

29. Detention #4: Disciplinary Notice, 1 detention time after school, suspension from all activities, referred to principal, activities director and classroom teacher.

30. Suspension: Disciplinary Notice, suspension from all activities, contact call from principal, referred to principal, activities director and classroom teacher

Suspension and expulsion sound harsh, but at times may be necessary. These forms of discipline will be used out of respect for God and a love for the child's soul. Hebrews 12:11 – "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Such measures are in place and will be used only after other forms of admonition have failed and the student persists in the behavior. Expulsion by acts of the Education Committee will not be employed unless the matter has first been discussed among all parties involved. On the other hand, Christian students can also do much to create an atmosphere of good Christian order. Some of the things that we can expect from our students are as follows:



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31. They cheerfully obey and respect the pastors, all members of the faculty, and every person connected with the school management as persons placed over them by God Himself.

32. They cheerfully uphold all of the school rules for the sake of decency and order.

33. They accept admonition and discipline as necessary to curb outbreaks of sin and to help them “live not for themselves, but for Him who died for them and was raised again.” - 2 Corinthians. 5:15

34. They do not let a feeling of injustice fester into a single grudge.

35. They are punctual and honest in doing work which is assigned to them.

36. They are aware that their bodies are temples of the Holy Spirit; therefore, they will not abuse them by using substances or doing acts that are unacceptable to God.

37. They realize that each student has the right to be free from assault by physical or verbal abuse and report any inappropriate activity to the teacher or supervising adult.

#### SUSPENSION POLICY

Any student found in possession of or to be using inappropriate items (see below) may be suspended for 3 school days (and accompanying extra-curricular activities) and suspended for 3 game-days if that student is involved in sports (carrying over to the next sport or next school year, if necessary).

The principal and the School Pastor will make the decision to suspend a student. The suspension may begin the day after the offense/violation has occurred. Parents and the suspended student will meet with the Education Committee, principal, and pastor during the suspension to discuss the violations that brought about the suspension and to be notified of the next steps – including potential expulsion from Salem Lutheran School following another violation.

Upon a second violation of this policy, the student may be expelled from Salem Lutheran School. This expulsion will be made in consultation with the principal, the pastor and the Education Committee.



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Families have the right to appeal a suspension or expulsion within 5 days of the decision (see Appeals Process)

Items for which suspensions can be issued include, but are not limited to:

- Alcohol, drugs, tobacco possession or use
- Media (i.e. Cell phones, DVDs, MP3s, CDs, tapes, pictures, items

used for advertising) containing pornography, obscenity, violence, anti-Christian slogans, morally offensive materials

- Violent behavior towards teachers, students, or others on campus
- Weapons, such as knives, guns, etc

Appeals Process for a Suspension or Expulsion

38. Request an appeal by contacting the LES Director or School Principal.

39. Parents and the expelled student must meet with the Anchored in Christ Council of Ministry to present their appeal.

40. The School Principal will be present at this meeting to clarify the reasons for expulsion and will refrain from voting.

41. A final decision will be made by the Anchored in Christ Council of Ministry.

Behavior On & Off Campus

The school may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Grades K-4 Discipline Approach for Minor Misconduct



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Children in Kindergarten-4th grade may still be learning how to be respectful, and what behavior is appropriate or inappropriate. For this reason, our school has guidelines for handling minor misconduct within these grades. Each teacher will evaluate the needs of the children in each class to determine the most effective approach to discipline for those particular students.

The following steps are general guidelines for minor misconduct:

- A verbal warning from the teacher for the first infraction.
- A second verbal warning, with a conversation about appropriate

behavior with the child.

- A third verbal warning, with a behavior notice sent home for a parent/guardian to read, sign, and return the following school day. If the notice is not returned, the teacher will have direct verbal communication with the parent/guardian. The principal will be informed

- A fourth behavior notice will result in direct verbal communication with the parent. Students in grades 3-4 may receive detention. The principal will be informed.

At any time during this process, the teacher may deem it necessary for the child to conference with the principal to further assist the child in his/her decision-making process. Ongoing or more severe misconduct may result in more substantial discipline, in accordance with the school's general discipline policies. Under such circumstances, the classroom teacher will inform the principal of the misconduct.

## Parent Partnership Agreement

As parents/guardians of a student at Salem Lutheran School, we agree to actively support the school's vision, mission, and goals of academic excellence and Christian teaching. We agree to encourage and reinforce these same values in our homes as well. We understand that the school is a Christian, Wisconsin Evangelical Lutheran Synod (WELS) school, and this means that the school has prayer, biblical teachings, belief in Christian principles, doctrines, and ethics that are found in the Bible, and that the school follows and teaches the faith and doctrine of the WELS.

We understand that education is a joint responsibility between parents/guardians and the school, and that the school expects that we will model acceptable behavior to our children.

As parents/guardians, we understand and agree to:

- Support, in words and actions, the mission and philosophy of the



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WELS education.

- Respect the decisions made by the school administration, even if we disagree with them.
- Work in trust with the school for the common goal of achieving what is best for all.
- Communicate with the school in a supportive manner, which does not interfere with the administrative functioning of the school.
- Interact with the classroom teacher and all employees of the school in a positive and supportive manner, working collaboratively to support our child's education and address any behavior issues.
- Support our child in all educational endeavors with praise, encouragement, and interest.
- Understand and model the importance of a parent/child/school relationship and communicate any concerns to the school in a constructive, appropriate manner.
- Observe, support, and adhere to the school policies as outlined in the Student/Parent Handbook.
- Support the school in its efforts to maintain a positive teaching and learning environment.
- Refrain from engaging in gossip and hearsay by communicating directly with the school and always modeling good manners for your child/ren.
- Refrain from publicly challenging or "campaigning" against school decisions or policies.
- Encourage and model community building, positive relationships, and



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interactions.

- Value the school community and its reputation, and refrain from any offensive or derogatory comments regarding the school community, especially when engaging with social media.

#### Potential Corrective Actions

As part of the partnership of educating our children, parents are expected to uphold and follow the policies and procedures in this partnership agreement and Student Handbook. The school administration will review behavior contrary to this agreement and the Student Handbook and will choose the most appropriate corrective action on a case-by-case basis. Listed below are potential corrective actions:

- Verbal and written warning
- Removal of individual(s) from the premises by authorities
- Banning of individual(s) from entering/being on school grounds
- Termination of enrollment of parent's child(ren)

### Salem Parent Handbook Sign-Off Form

After reading the Student Handbook, please sign the appropriate lines below and return the form to the Front Office.

Our family understands that our partnership with Salem Lutheran School is contingent upon our cooperation with the philosophy, policies, and procedures of the school as they may be amended from time to time. We have received and reviewed the Student Handbook that contains the school's policies, beliefs, and this Agreement, and understand that adherence to the policies and this Agreement is a condition for admission and continued enrollment of our child. We understand that Salem Lutheran School reserves the right to make changes to the Student Handbook, program content, materials, or schedules as it deems necessary. We understand that this agreement is in place for the duration of our child's enrollment at Salem Lutheran School.

Last Name (Please Print)

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date



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Signature of Parent/Guardian Date

Signature of Parent/Guardian Date

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