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MISCELLANEOUS ITEMS21

Salem Lutheran School

14940 62nd Street North
Stillwater, MN 55082
1-651-439-7831 or Toll Free 1-877-439-7831

The purpose of this handbook is to give information about Salem Lutheran School to parents and other interested persons. **Please Read This Handbook Carefully.** After reading it, please file this book in a place where it will always be available.

Directory of Staff

Mr. Terry Graf	Principal/Grade 8	(651) 558-1043	tgraf@salemlutheran.org
Pastor Marcus Birkholz	Pastor	(651) 430-2391	mbirkholz@salemlutheran.org
Pastor Jonathan Brohn	Pastor	(715) 381-1120	jbrohn@salemlutheran.org
Mrs. Jane Grobe	Preschool	(651) 398-1577	jpgrobe@salemlutheran.org
Mrs. Dee Kane	Preschool Aide		
Mrs. Ann Gutzke	Kindergarten	(715) 386-7348	agutzke@salemlutheran.org
Mrs. Linda Noack	Grade 1	(715) 386-1715	lnoack@salemlutheran.org
Mrs. Nancy Hasselquist	Grades 2-3	(715) 294-2317	nhasselquist@salemlutheran.org
Mrs. Kristie Raasch	Grade 2-3 Aide		
Mrs. Debbie Hansen	Grade 4/Athletic Dir.	(651) 430-2138	dhansen@salemlutheran.org
Mr. Jason Snodie	Grade 5	(715) 531-1618	jsnodie@salemlutheran.org
Mr. Dave Noack	Grade 6	(715) 386-1715	dnoack@salemlutheran.org
Mr. Seth Zimmermann	Grade 7/Athletic Dir.	(651) 253-4531	szimmermann@salemlutheran.org
Mrs. Kay Brohn	Grade 8	(715) 381-1120	kbrohn@salemlutheran.org
Mrs. Jean Reiners	Piano/Edu. Support	(651) 439-9336	jreiners@salemlutheran.org
Mrs. Dianna Rott	Food Service Manager	(612) 819-4168	drott@salemlutheran.org
Mrs. Diane Light	Administrative Asst.	(651) 351-2027	school.office@salemlutheran.org
Mrs. Jocelyn Fahrendorff	Administrative Asst.	(651) 714-9784	school.office@salemlutheran.org
Mrs. Debbie Swanson	Administrative Asst.	(715) 294-2370	dswanson@salemlutheran.org
Mrs. Daniele Golish	Morning Care	(651) 439-1422	dlgolish@yahoo.com
Mrs. Jill Lamers	After School Care	(612) 351-5092	jilllamers@hotmail.com

Education Board Members

Jim Spencer, Chairman	(651) 351-0079
Bill Drier	(651) 439-3667
Nate Goplen	(715) 247-2274
Shon Kane	(651) 738-1733
Steve Scholz	(715) 386-6423

Education Committee Members

Amy Enter	(651) 275-0362
Beth Wurst	(715) 294-3488
Heather Yanta	(715) 549-6346

ORGANIZATION, HISTORY, PURPOSE

Salem Evangelical Lutheran School is a Christian Elementary School, maintained and supported by Salem Lutheran Congregation of the Wisconsin Evangelical Lutheran Synod (WELS).

The school began in the fall of 1974 with classes for grades K-5. At the present time, a Christian education is provided for Preschool ages 3-5, as well as Kindergarten through 8th grade. There are twenty-two full and part time staff members, along with many volunteers. Salem Lutheran School has served people in the St. Croix Valley for over 30 years.

Salem Lutheran Church established a Christian Lutheran Elementary School for the purpose of assisting parents in carrying out their God-given privileges and responsibilities of bringing up their children in God's Word. Salem Lutheran School is oriented to meet the needs of the whole child. Not only do we teach needed physical and mental skills, but we also provide the tools so the Holy Spirit can help them grow spiritually in their faith. The Holy Spirit works through the Word of God, which is studied on a daily basis. The children are instructed with a well-rounded, Christ-centered elementary education in both the religious and secular fields of study. Our School does not exist in opposition to public schools, but seeks to provide a Christ-centered, values education, which the public school is unable to supply. All children desiring a Christ-centered education are welcome at Salem Lutheran School.

MISSION STATEMENT

Equipping the soul, mind, and body for a lifetime and beyond in Christ.

PHILOSOPHY

Salem Lutheran School is a mission arm of Salem Evangelical Lutheran Church established to assist parents with their God-given responsibilities of bringing up their children in God's Word. In doing so, Salem provides a Christ-centered, quality education in the truths of God's Word, in all secular subjects and through various extra-curricular activities. Students are guided to live their faith as a child of God and as a responsible citizen of the world.

We at Salem Lutheran School believe:

1. that the Bible is God's inspired and inerrant Word and the sole authority in faith and conduct (2 Peter 1:21; 2 Timothy 3:16; John 17:17; John 10:35)
2. that the world was created perfectly by God in six, twenty-four hour days (Genesis 1; Psalm 8: 4-8)
3. that since the fall into sin all are in need of God's forgiveness (Isaiah 64:6; Romans 3:9 - 19,23; Romans 5:12,16, Romans 6:23)
4. that God sent his Son, Jesus, as the only Savior from sin (John 3:16; Romans 5: 6-8, I John 2:2)
5. that the Holy Spirit brings us to faith in this Savior God by the power of his Word and baptism. (Romans 5:1; Romans 8:1; Titus 3: 4-7)
6. that the Christian will strive to show his love to God by using his gifts and talents to help spread the Word of God and show love to his neighbor (Matthew 25: 31-46; Matthew 28:19; Psalm 51: 10-13,15; 2 Corinthians 5:14,15)
7. and that the Lord gave parents the primary responsibility for training their children. (Deuteronomy 6: 7-9; Ephesians 6:4)

OBJECTIVES

In keeping with Salem Lutheran School's mission statement and philosophy, the objectives of the school are:

1. to assist parents in the Christian training of their children;
2. to nurture and strengthen the faith of each child;
3. to cultivate in the children a positive self-image as redeemed children of God;
4. to provide systematic and thorough instruction of God's Word;
5. to strive for excellence in the curriculum by providing Christian training in all secular subjects;
6. to give children an opportunity to live their faith in daily Christian fellowship;

7. to teach children to use their time, talents and treasures to glorify God in a life of faithful service and Christian witness;
8. to encourage children to live as obedient citizens of their country; and
9. to strengthen the congregation and the church-at-large through the training of its future members.

CORE CURRICULUM

Salem maintains a rigorous program of instruction in all of the core subject areas using traditional teaching methods and modern research about how children learn.

Reading Students in the primary grades use time proven strategies to help students become fluent in decoding and comprehension strategies at an early age. Most students begin reading by the end of their kindergarten year.

In the middle and upper grades teachers use a variety of methods, including use of award winning and classic literature to help students develop higher order reading skills to increase their comprehension abilities and develop a lifelong enjoyment of reading.

Math Students use traditional methods to master math concepts, problem solving and facts. Most students complete a year of high school level Algebra by the time they graduate. Students with high ability are given the opportunity to complete high school Geometry.

Language Arts Students are taught grammar and punctuation rules in the primary grades. These skills are practiced and expanded throughout the grades. Students are also encouraged to develop their writing skills through a variety of writing opportunities. Each week the students are taught rules regarding spelling and are given a test on a list of words which reinforce those rules.

Science The K – 8 science program combines the need for science knowledge and facts with an investigative approach. All our instruction gives glory and credit to God alone for the wonders of his creation. The teachers guide students to discover the wonder of God’s creation while being discerning when it comes to ideas that assume evolution.

Social Studies The K- 8 curriculum emphasizes world and U.S. geography and history. We want students to view all people as a wonderful part of God’s creation and emphasize the need for sharing the Gospel to all nations. Beginning in kindergarten students learn about world cultures and countries. Throughout the primary grades students learn of various world climates, countries and cultures as well as places and people in the history of the United States. In the middle and upper grades students get an in depth study of the history and geography of the United States and world.

ENHANCED CURRICULUM

Students are well rounded with various additional classes and electives.

Music Throughout K – 8 students learn songs about Jesus which they sing in various worship settings. They also learn secular songs and music theory through classroom instruction. Beginning in the middle grades students are encouraged to develop God-given musical talents through participation in

- Band
- Junior Choir
- Hand bells
- Piano

- Art Students learn art techniques through classroom art instruction. An art appreciation component runs throughout the grades and includes studies of works of art and trips to art museums.
- P.E. Physical education is taught throughout the grade levels with emphasis on large and small motor development, fitness, and God-pleasing sportsmanship.
- Spanish All students in grades 1 – 8 participate in a Spanish program of instruction.
- Technology Using our computer lab, technology is used to help reinforce creativity and concepts. A planned program of instruction for K – 8 ensures that students develop the skills necessary to use technology as a tool to enhance their learning and communicate effectively. Students use computers to reinforce and practice skills in other subject areas, gather information, communicate with others, create projects, and make presentations.

EDUCATIONAL SUPPORT

As a caring Christian community, we recognize that God has gifted each person uniquely. That is why we have on staff a person for Educational Support Services. This person helps us to identify students' special needs and plan a program of instruction for them. This teacher also gives individual attention to students who require it. We also cooperate with the local public school to supply services for students with severe learning needs.

ORGANIZATION / CONTROL

Salem Lutheran Church, through the Church Council, operates Salem Lutheran School. Two groups, the Education Committee and the Board of Education are responsible for the operations and staff of Salem Lutheran School. The Education Committee is entrusted with the day-to-day activities of the school. This committee consists of a chairman who is elected by the congregation and six additional members appointed by the Church Council and ratified by the congregation. The Board of Education is responsible for the teaching staff. They set policy for teachers and school. The principal acts as the agent of the congregation and Education Committee in the direct administration of the school. The Pastors are responsible for all spiritual leadership. The Church Council makes the final decisions regarding school policies. Full and final control, however, is vested in the congregation's voter assembly.

SALEM PARENT TEACHER ORGANIZATION (SPTO)

The mission of Salem Parent Teacher Organization is to support, encourage, and participate in the spiritual and academic development of our children through the sponsoring of family-centered events that further the objectives of Salem Lutheran Church and School.

All parents are encouraged to attend and participate in SPTO events with their children. Our annual events have been the Fall Carnival, a Book Fair or Read-a-thon and a year end School Picnic.

SPTO provides an excellent opportunity to become involved with our school and to meet other parents. New members and new ideas are always welcome. Meeting dates and activity times are published in the school newsletter and church bulletin.

POLICIES OF SALEM LUTHERAN SCHOOL

Admissions Policy

I. Admission

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

II. Enrollment

- A. Salem Lutheran School enrollment is open to all students. Priority is given to the children of Salem congregation and returning families.
- B. Students entering Kindergarten must be five years old on or before September 1 of the year of enrollment.
- C. Kindergarten and 7th grade students must have a physical examination before entering school. All students must have a record of immunization on file showing compliance with state requirements. Forms are available in the school office. Students who do not have the proper health forms on file may be sent home until the necessary paperwork is completed.
- D. **Intent to Register:** Families wishing to enroll their children must submit an Intent to Register form along with a non-refundable \$50.00 fee in order to hold a student's spot for the next school year. All students will need to complete this form each year. Students currently attending Salem will have the opportunity to pre-register in the spring. Intent to Register forms must be returned to school by August 1 in order to begin the school year at Salem. Forms received after August 1 will be accepted upon review of the Education Board and Committee. In the event that a class is full, students will be placed on waiting list in the order in which they are received.
- E. **Registration:** Registration forms, emergency information forms, school calendar, and other pertinent information will be sent out to families in mid July. These forms should be returned to school on a date set by the school office and prior to the start of the school year.
- G. **Informational Meeting:** Families who are not members of Salem Lutheran Church or another Wisconsin Ev. Lutheran Synod (WELS) congregation are required to attend an information meeting in order to help parents understand what their child will be learning in religious instruction.
- F. **New Students:** New families interested in Salem should meet with the principal and then do the following:
 - 1. Make an appointment for the Informational Meeting
 - 2. Submit the following forms to the office
 - a. intent to register form
 - b. signed Salem Family Agreement
 - c. registration fee

The Education Board and Committee will review the application. If the class is full, the student will be put onto a waiting list in the order in which it is received. If there is room in the classroom, and the application is approved, the student is considered enrolled.

III. Salem Family Agreement

Salem Lutheran School agrees to provide a high quality education for children and their parents in faith and life skills.

The parents and their children enrolled are expected to follow the Salem Family Agreement for member and nonmember families adopted by the Education Board and Committee (see appendix). Failure to do so could result in discontinuation of enrollment.

APPENDIX

I. Member Guidelines

The children of member families will be accepted into and remain students in Salem Lutheran School provided that these guidelines are followed.

- A. Parents will support the work of the teachers and the Education Board and Committee.
- B. Parents will seek to continue the child's religious instruction at home.
- C. All children will be expected to participate in all worship activities of the school, such as Christmas Eve services, singing in church services, etc.
- D. The children will participate in all required religious instruction.
- E. The children will attend Confirmation class when they reach the seventh and eighth grades.
- F. The children and parents will observe all policies and rules of the school.
- G. The children will complete their school work in the time and manner prescribed by the teacher and be on time for the start of each school day.
- H. Tuition payments must be made according to school policy and the payment schedule agreed upon with the principal.

II. Non-Member Guidelines

The children of non-member families will be accepted into and remain students in Salem Lutheran School provided that these guidelines are followed.

- A. The parents will agree to have their children participate in all required religious instruction and will seek to continue their child's religious instruction at home.
- B. The children will be expected to attend the pastor's Confirmation instruction class in grades seven and eight. Confirmation at Salem is not a requirement.
- C. The parents and children will not seek to hinder the classroom instruction of the confessional Lutheran doctrines being taught.
- D. The children and parents will observe all rules and policies of the school.
- E. The children will complete their school work in the time and manner prescribed by the teacher and be on time for the start of each school day.
- F. The children will be encouraged to participate in all religious activities outside of the classroom, including Christmas services, singing in church, and Sunday School. The school realizes that this may not always be possible, however, the children will still participate with others during rehearsals of the activities.
- G. Parents of children will attend an informational meeting in order to help parents understand the church's perspective and acquaint them with what their child will be learning in religious instruction
- H. Tuition payments must be made according to school policy and the payment schedule agreed upon with the principal.

TUITION POLICY

Salem Lutheran Congregation generously supports the Christian education of children through Salem Lutheran School. The congregation pays over half of the operational costs. Parents are asked to help in paying the cost as well.

Therefore tuition is charged for both members and nonmembers of Salem Lutheran Church. Since members of Salem are encouraged to generously support the congregation through their regular offerings to the Lord, the tuition charged to them is a smaller percentage of the educational cost than nonmembers. Member parents are asked to consider the actual cost of educating their children as they plan their congregational giving.

Tuition for families who are not members of Salem will be set at the nonmember rate and payment schedules set up accordingly. If at any point a school family becomes a member of Salem, the tuition will be prorated according to the member tuition rate for that family from the time the parent(s) is officially received into membership by the church council for the remainder of the school year.

In consultation with the principal, parents will set up a plan to pay their tuition in full by the end of the school year. Parents may choose to pay annually, quarterly or monthly. All tuition must be paid according to the agreed upon payment plan.

Annually

Parents may make a one-time payment on or before Welcome Day for the total tuition cost.

Quarterly

For parents who choose to pay quarterly, tuition is due no later than the first day of each quarter. First quarter payment is due on Welcome Day. Reminder notices will be sent home prior to the start of a new quarter.

Monthly

Parents may choose to pay monthly. All monthly payments will be made using automatic withdrawal. The monthly payment will be collected on the fifth of each month. Any withdrawal requests denied for insufficient funds will be charged an additional \$25 to cover resulting school expenses.

Salem is committed to ensuring that all students are able to attend regardless of financial issues. For this reason, parents may request additional options from the Education Board and Committee. Financial assistance may also be available to help cover the cost of tuition that parents are not able to pay. Parents may bring their request to the Education Board and Committee through the school principal.

Late Tuition

In order to ensure that the school has the necessary funds to operate and to promote good financial stewardship with families, the school must receive all tuition on time. If a special circumstance arises that may prevent this, please initiate conversation with the school principal. Parents will be given 30 days to bring past due student tuition current. If the tuition account remains past due longer than 30 days, but not to exceed 60 days, a one-time extension is allowed, however, parents must contact the school principal. Any student whose tuition is 60 or more days past due will not be allowed to attend school or re-enroll for the next school year until the tuition account is once again current.

ATHLETICS

Aside from curricular physical activities, Salem offers athletic participation in a league composed of Twin Cities area Lutheran schools. In general, children in grades 5-8 participate. The various events and schedules will be announced as the year progresses.

Salem Lutheran School provides a sports program for girls and boys based on the following schedule:

<u>SEASON</u>	<u>GIRLS</u>	<u>BOYS</u>
Fall	Volleyball & Soccer	Soccer
Winter	Basketball Cheerleading	Basketball
Spring	Track & Field	Track & Field

Salem has adopted a sport's policy for eligibility and participation of students. This policy covers players' behavior, attendance at school, commitment to a team, academic eligibility, and technical fouls. The policy also reserves the right of the coaches, principal, or the athletic director to withhold players from playing for inappropriate behavior. You may obtain the complete policy from the school office or the athletic director.

Parents are responsible for the supervision of their children at games. Children who are at games as spectators should not be running around unsupervised. Children attending games must be accompanied by an adult, who will be responsible for their behavior.

All spectators are reminded to cheer in a positive way. Booing and other negative comments, as well as poor sportsmanship, will not be tolerated. All types of jewelry and watches should not be worn for practices or games. Players and spectators should also be aware that gum, snacks, or drinks are only allowed in designated areas. Students are responsible for transportation to and from games and practices. Schedules of the sports will be printed and distributed to students before each season. Younger children will not be allowed to wait after school while an older sibling is participating in an afternoon practice or game, unless the younger children are accompanied by their parent.

ARRIVAL TIME

Classes begin at 9:00 a.m. School doors will open at 8:30 a.m., however, we encourage students to arrive after 8:45 a.m. Upon arrival at school, students should proceed directly to their classroom. Any student arriving before 8:30 a.m., **not** here for a school function, will be sent to morning care and the family will be billed.

AFTER SCHOOL

School is dismissed at 3:30 p.m. Students who walk or bike to and from school must leave the school grounds immediately after school. **Parents must pick up their children no later than 3:45 PM.** Unless there is a written note or phone call from parents to make another arrangement, bus students will be sent home on the bus. Students waiting for their rides must wait in the entryway of the school building until their ride arrives. All students who are walking, biking, or getting picked up from school should exit through the main school entrance when leaving school. This is to ensure that no one is left in another part of the building unattended.

BEFORE SCHOOL CARE (BSC) PROGRAM

Our after school care giver, Mrs. Jill Lamers, will continue to provide after-school care services which have been pre-arranged with her. All billing will be done through her at costs similar to our former after-school care program. You may contact Jill at 651-351-5092 to enroll your child in her program.

Salem's Before School Care program will compliment rather than duplicate the school day by presenting children in K – 8 with opportunities to explore and build on their own interests and skills. As in all developmentally appropriate programs, the staff will act as facilitators. They set up an environment, provide materials, and plan special activities to ensure that the program expresses the ages, skills, and interests of the children attending. Independence is encouraged as children solve their

own problems, make and carry out plans, and become part of the community within the program. Here is an environment where children relax, pursue interests, and socialize with peers and adults in a safe, Christian environment.

Our environment provides:

- Interest areas(centers)
- Space for children to store personal belongings
- Areas for group and quiet activities
- Materials, equipment, and supplies that are accessible to children
- Exercise time

Before School Routine:

7:15 – 7:45	Welcome / Activity Centers
7:45 – 8:00	Story / Activity Centers
8:00 – 8:30	Group Activity / Activity Centers
8:30 – 8:40	Clean up / Prayer
8:45	Dismiss for classrooms

Admission & Registration

All students registered at Salem Lutheran School in grades K – 8 are eligible to attend. Parents must enroll their child in the program by filling out the BSC registration form. Health History and Emergency information will be obtained from the school office and on file in the care room.

Students who are not registered may still enroll for drop-in care. There is an extra fee of \$3.00 for each time a student “drops-in.” We want to make sure we have all the necessary emergency information for the children present. Parent cooperation by registering the children prior to use is greatly appreciated.

Monthly Reservations:

Fill out reservation forms each month for the following month. Include your child’s name, grade, and estimated time of arrival or departure. This will assist us in our planning.

Check-in Procedures:

For security reasons, the only door for entering school is the main school entrance. All other doors remain locked. Parents should escort their child into the building, check their child in and communicate to the caregiver. Always turn off your engine when the car is unattended.

For your child’s safety, he/she will only be released to parents with legal custody, legal guardians, or persons named in writing on the registration form. We need a note or a phone call if someone other than the usual person will be picking up your child, even when they are named in writing on the registration form. Teachers must know the adult or will ask for identification before releasing the child.

For your child’s safety, no child will be dismissed to a person (whether authorized or not) who is under the influence of an intoxicant or a controlled substance.

Charges:

Before School:	<u>First child</u>	<u>Each additional</u>
	\$5.00	\$3.00
After 8:15	\$3.00	\$3.00

The clock at the check-in area is an atomic clock and will be used for determining drop-off times and charges.

Medication / Health:

The Before School Care program follows the same health and medication policies as the school. Before Care staff will not dispense any medication. Medication must be given before the child arrives, in the school office prior to dismissal per our medication policy for the school, or after the child is picked up.

Behavior Policy:

The Before School Care program will follow the same policy as the school. Behavior issues occurring in the morning requiring parent notification will be given to the principal to communicate. After school behavior issues will be communicated by the care provider when the child is picked up.

Calendar & Closings:

The BSC program will follow the regular school calendar. It will be open on any days that school is in session unless there is a late start or early dismissal, whether emergency or scheduled. If the school is closed, the BSC program is also closed. If the school has a late start, there will be no BSC in the morning.

Operations:

BSC will operate in the fellowship hall. It will have several activity centers open each day. The centers will have supplies and a mat for each on a roll out cart stored in the furnace room off the fellowship hall. Centers can include: puzzle, construction center, game center, arts & craft center, book center and homework center.

Group activities can include a group game, art or craft activity, book reading, video, etc. and should rotate each day unless the activity is a part of a larger project that requires several consecutive days.

Snacks and non-consumable snack supplies will be stored in a designated area of the old kitchen and refrigerator / freezer and reserved for BSC use.

All students not involved in a school sponsored activity will be required to be in the BSC program or under direct supervision of their parent. Staff will not be charged for their children’s care.

Staff:

All staff must be at least 18 years of age and have a current first aid, AED, and CPR certification (paid training). Staff will be hired according to the guidelines in the HR handbook and be under direct supervision of the principal. They must arrive no later than five minutes before their scheduled shift. They will be given keys to the outside and a master for the inside. The staff/student ratio will be 1:20. Staff will receive \$15.00 per hour of care, plus \$7.50 of base pay to allow for ½ hour of set up and take down time.

ATTENDANCE

State Law requires all school-age children to be in school every day. Please call the school office if your child will be absent or late for school. **If we are not contacted by telephone, a written excuse will be needed when your child returns to school or the absence will be considered unexcused.**

Children are not allowed to leave the school property without parent’s written permission. If a child needs to leave early, please inform the teacher with a written note. Leaving early can be disruptive and should be avoided if at all possible.

Washington County has enacted a School Attendance Program that Salem will follow. Washington County has defined excused and unexcused absences as follows:

Excused Absences are defined as follows:

- Parent/Doctor verified illness.
- Family Emergencies (death, illness, or injury of an immediate family member)
- Scheduled Appointments (doctor, dentist, etc.)
- Religious Holidays
- Prearranged Family Vacations
- Transportation Problems
- School Activities
- Court Appearance
- Weather

Unexcused Absences are defined as follows:

- Over Sleeping
- Child Needed at Home
- Family Vacation not prearranged
- Leaving School without Permission
- Babysitting
- Shopping
- Missed Bus
- No Call or Note from Parent
- Work

The Washington County Policy states that if a student is absent or tardy without a valid excuse for three days in a single school year, parents will be notified. If the student reaches seven unexcused absences or tardy 21 times, Salem will send a Truancy Offense Report to the truancy social worker. The truancy social worker will then contact the student’s parents.

Planned absences are discouraged. Appointments, vacations, etc., should be scheduled when school is not in session. If a planned absence is required, the teacher will not give out assignments prior to the absence. It will be the responsibility of the parents to make sure the student does the required make-up work with-in the time frame of the number of days absent. (i.e. A student missing three days has three days to make up the work.)

BAND & PIANO

Salem offers a band program to interested students in grades 4-8. The lessons are given once a week by Mrs. Julie Balk. Salem also offers piano instruction for students of all grade levels through Mrs. Jean Reiners. Lessons are scheduled during the day. Band rehearsals are also during the day. Current cost information is available in the school office. Mrs. Balk & Mrs. Reiners will handle all of the billing and scheduling of lessons, etc. If your child would like to be in band or piano, contact the office for registration forms.

BUS POLICY

Children living in District 834 have been granted the privilege of bus transportation. They should be respectful and mannerly at all times while riding the bus. Christian behavior is expected. Students should be in the designated loading areas promptly. District 834 will give parents bus schedules and bus pick-up locations in late August. Busing is not available for students living outside the District 834 attendance area. All students will participate in a bus safety program within the first month of school, since we use buses for field trips.

BICYCLES

Children may ride bikes to school. Bicycles are not to be ridden on the school grounds during the day. All student bicycles are to be parked and locked to the bike rack located behind the garage by the preschool.

CHILDREN'S WORSHIP SERVICE

The children of Salem have a special opportunity to worship and praise on a weekly basis in church. Parents are welcome to attend these services. Special mission projects are supported by the children's offerings received during these services. The services will be printed on our monthly calendar and weekly newsletter.

CHURCH AND SUNDAY SCHOOL

Attending church on a regular basis is a very important part of a child's spiritual growth and training. It is hoped that parental example will support the teachings learned in school regarding devotion to God's Word. Students of Salem Lutheran School are encouraged to attend Sunday School which meets every Sunday morning at 9:15. An adult Bible study also meets at this time, so the entire family may study God's Word on Sunday morning. Church attendance will be taken at the beginning of each week and recorded on the quarterly report card for discussion purposes.

CLASSROOM/SCHOOL VISITS

Parents may visit classrooms. Parents must call the teacher to prearrange a visit to their classroom to minimize distraction/disruption. Any time you visit the school, you are asked to sign in at the school office and wear a visitor's pass. Please sign out when you leave the building. This is for the security of the school and the children. Other visitors are asked to call the school office and schedule a visit. If you are visiting a class, we ask that you limit your visiting time to 1 or 2 hours. If you wish to speak with a teacher, this should be scheduled before or after school as to not disrupt classroom instruction time.

CONFIDENTIALITY OF STUDENT RECORDS

All information contained in the student files will be kept confidential unless otherwise stated in writing by the parent or legal guardian. The student files will be accessible to the teachers, pastor, and parents. The health aide will have access to the separate health files.

CONFLICT RESOLUTION

It is hoped that a healthy relationship exists between the home and the school, and among all who work as staff, faculty and volunteers, and that any difficulties encountered at the school can be worked out in a God pleasing way. Should problems arise, consider these encouragements from God's Word.

"Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit – just as you were called to one hope when you were called." Ephesians 4:3-4

"Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble." 1 Peter 3:8

By his Spirit, God empowers his people to approach each other humbly, peacefully, and harmoniously. In that spirit God's people at Salem have established a series of steps in keeping with the principles found in Matthew 18 that will hopefully lead to a peaceful and God pleasing conflict resolution.

A) In matters dealing with an individual

- 1) Discuss the matter with the teacher, director, supervisor, or whoever was directly involved with the matter. More than one meeting may be needed for the issue to be understood and action to be taken.
- 2) If the conflict has not been resolved, then discuss the matter with the principal along with whoever was previously involved with the matter. Again, more than one meeting may be needed for the issue to be understood and action to be taken.
- 3) If conflict has not been resolved, then discuss the matter with the pastor(s) along with whoever was previously involved with the matter. Again, more than one meeting may be needed for the issue to be understood and action to be taken.
- 4) If the issue has not been resolved, then discuss the matter with the Education Board and Committee along with all parties previously involved with the matter. More than one meeting may be needed for the issue to be understood and action to be taken. The Education Board and Committee is the governing body of the school and its decision is the final word on the matter.

If the conflict is between two employees or with the pastor or principal, step four is to bring the matter to the Board of Elders rather than to the Education Board and Committee.

B) In matters dealing with school policies and procedures

- 1) Discuss the matter with the principal.
- 2) If the issue has not been resolved, then discuss the matter with the Education Board and Committee. The Education Board and Committee is the governing body of the school and its decision is the final word on the matter.

In all matters of conflict between fellow Christians we have the reassurance that Jesus can heal the conflict and bring resolution through the forgiveness he won for us. *"Therefore if anyone is in Christ, he is a new creation; the old has gone, the new has come! All this is from God, who reconciled us to himself in Christ and has given us the ministry of reconciliation."* 2 Corinthians 5:17-18

COUNSELING SERVICES

Wisconsin Lutheran Child and Family Service (WLCFS) have a counselor/school psychologist on staff who serves the Twin Cities area. The services of WLCFS are available to families where at least one parent is a member or is obtaining membership in a Wisconsin Evangelical Lutheran Synod (WELS) or Evangelical Lutheran (ELS) church, or a son/daughter attends a WELS elementary school. The services offered by WLCFS include direct help to families whose children are experiencing educational or behavioral problems either at home or in school. Consultation with teacher and/or principal about troubled situations is also

available. A psycho-educational evaluation can also be completed when a child is suspected of having a learning disability, an emotional problem, or an intellectual delay. The purpose of the evaluation is to assist in understanding the child and planning for remediation of existing problems. All of these services are provided with a distinctively Christian approach, acknowledging the centralness of God and His Word in our lives.

WLCFS/Twin Cities
1641 Robert Street Suite B30
West St. Paul, MN 55118

e-mail: wlcfstc@usfamily.net
651-455-0580

DRESS CODE

Two principles should guide selection of school clothing – modesty and decency. For this reason students are asked to refrain from the following:

- ✓ overly short skirts
- ✓ tight fitting clothes
- ✓ low cut tops
- ✓ bare midriffs
- ✓ poorly groomed hair
- ✓ tattered and ragged clothing
- ✓ shirts which advertise cigarettes, alcohol, rock groups, or companies not appropriate to the age level
- ✓ tank tops or bare shoulders
- ✓ clothing with offensive sayings

In addition, the following guidelines must be adhered to:

- ✓ Undergarments should not be showing. If students wear low rise pants, their shirts should be long enough to cover their midriff.
- ✓ For safety reasons, shoes must be worn at all times. Flip flops are not acceptable shoes.
- ✓ During the winter months, a second pair of shoes or boots should be available at school.
- ✓ In spring and fall, students should have jackets, especially on rainy days.
- ✓ Every student needs to have a pair of non-marking shoes for use in the gym.
- ✓ Students should also have jackets, mittens or gloves, and hats during the winter.
- ✓ Hats or caps will not be worn inside.
- ✓ Boys are allowed to wear earring studs only

In general, if clothing causes too much attention or is a distraction from learning, it should be avoided. This applies to jewelry and make-up also. All appearance issues are at the discretion of the staff and administration. If students arrive at school dressed inappropriately, parents will be notified to bring in different clothing, or the teacher will ask the student to wear something else. Students will not be allowed to return to class until they are dressed appropriately. ***Please mark clothing so we can identify the owner if it turns up in Lost and Found.***

DISCIPLINE POLICY

God has instructed parents to discipline their children and has attached his promise of blessing to loving discipline. "Train a child in the way he should go and when he is old he will not turn from it." (Prov. 22:6) When parents enroll their children in Salem Lutheran School, they give to the teachers the right and duty to assist them in bringing up their children "in the training and instruction of the Lord" (Eph 6:4), and discipline is an important part of that training.

The ultimate goal of all disciplinary actions is the eternal welfare of the child, so that they repent of and turn from their sins and are motivated by Christ's forgiving love to gladly serve him through obedience to God's representatives and love toward his/her neighbor.

It is expected that students comply with school rules regarding order, safety, and the completion of work, and show proper respect for and comply with the requests of the faculty. Therefore, in order to show the student the seriousness of his/her sins and discourage the sinful nature, the following steps will be taken when school rules are broken.

General Discipline

Salem has determined a list of general school rules. The classroom teacher may include rules that govern the students in their care. When rules are broken, the teachers may employ disciplinary means which include revocation of privileges or recess, assignment of various tasks, or after school detentions according to guidelines established and explained by the teacher at the beginning of the school year. In the case of after school detentions, the teacher will contact the parents first to make sure that such an arrangement is possible.

Suspension - In cases where repeated offenses occur the following steps will be used:

Step 1: The teacher will notify the parent(s) and meet to plan a course of action.

Step 2: The teacher, principal, and parent(s) will meet further to discuss the situation and to join in a united effort in disciplining the child.

Step 3: Disciplinary action will be taken by the school and will be determined by the school's administration.

Action 1: Loss of all privileges for a period of 5 school days. This includes classroom privileges, field trips, and extra-curricular activities.

Action 2: Two (2) day suspension and loss of privileges as in Action 1.

Action 3: Three (3) day suspension and loss of privileges as in Action 1.

Expulsion - An expulsion may take place after all other attempts at discipline have failed. All cases for expulsion will be determined by the Education Board & Committee. Parents and/ or student may be present when such a determination is made. If an expulsion occurs, all paid tuition is forfeited.

In situations where a child's sinful nature has exerted itself in open rebellion against God's Word, swift and immediate steps need to be taken. As examples, the following are considered grounds for disciplinary action: threats, fighting, profanity, deliberate truancy, stealing, open defiance or disrespect, vandalism, the use or possession of alcohol, other drugs, tobacco products, and use or possession of weapons. In these cases one of the above actions will be taken immediately.

GENERAL SCHOOL BEHAVIORS

These rules are established to ensure general school safety and order.

1. Students must walk in the school building.
2. Students must not throw snowballs, rock, sticks, etc.
3. Students must remain quiet in all areas of the school.
4. Students must not chew gum on the school property.
5. Students must remove their hat when in the building.
6. Students must be respectful of school property (walls, textbooks, playground, etc.)
7. Students must use God-pleasing language.
8. Students must show respect and courtesy to others. (must not intimidate, threaten, or fight)
9. Students must show God-pleasing respect for teachers and follow their God-pleasing directions.
10. Students must complete their assignments in the manner and time prescribed by their instructor.
11. Students must follow rules regarding technology as outlined in that student policy.
12. Students must be honest in their work and words.
13. Students must be ready for their school day when the school day begins.

ELECTRONIC DEVICES

Electronic items can be a distraction from learning and an easy target for theft or damage. To minimize those negative results, Salem believes that parents should closely monitor and advise their children against bringing any electronic devices not needed for class into school. Electronic devices include phones, video games devices and/or games, any music player (and CD's or the like), cameras, etc.

Unless specific permission is granted to a student for a specific reason, the following rules will govern all electronic items:

1. Any electronic device must be turned off upon entering the building and remain off unless special permission is received from a teacher.
2. All items must be kept in the backpack or a locked locker during school hours.
3. For student safety all music listening devices are not to be used on school grounds from the time students arrive until 3:45 PM.

Failure to follow the above rules will result in the item being confiscated by the teacher for the day and a warning given to the student. If the problem persists the offense will be treated according to the guidelines of our discipline policy.

EMERGENCY CLOSING

In the event of severe weather in the wintertime, **when school District #834 is closed, Salem is also closed.** The school district superintendent makes the final decision to close the school. Please tune to WCCO (830) for possible School District #834 closing announcements. Do not call school. If school is closed, there will not be anyone in the office. The decision to close or delay start is usually made before 6:30 AM.

FIELD TRIPS

Field trips are valuable learning experiences and are considered as part of the school curriculum. Trips to points of educational interest will be undertaken whenever possible. Written consent from parents is needed for each child planning to go on each of the trips. Sometimes drivers will be needed for field trips. There is often an extra expense for these field trips. There are on average four field trips per year, per class.

GRADING

The following is a scale used in arriving at letter grades from percentages:

100%	A+	91% - 89%	B+	82%-80%	C+	73%-71%	D+
99%-95%	A	88%-86%	B	79%-77%	C	70%-68%	D
94%-92%	A-	85%-83%	B-	76%-74%	C-	67%-65%	D-

Not all subjects or task are graded by percentage. Some are graded with a subjective letter grade. The following letters and their meanings are used:

E - Exceptional S - Satisfactory U - Unsatisfactory N - Needs Improvement

If work is not completed by the end of the quarter, an incomplete (I) will be marked. This work must be completed before the mark is changed.

AWARDS POLICIES

Awards

A special time is planned during the end of the school year in order to recognize the achievements of students through out the course of the year, typically on the last day following the closing service. All families should try to attend this special event.

Honor Roll Policy

The Lord has given each person unique gifts and abilities. It pleases him when we develop our abilities to our full potential and

use them to his glory. In order to encourage our students to use their academic gifts and to recognize the students' achievements, Salem Lutheran School creates an honor roll after each quarter's grades are reported. To qualify, the students in grades 6 – 8 need to achieve an average grade of A- for the quarter with all grades being a B- or higher.

The students will be recognized for their achievement by receiving a letter of congratulations from the principal and publication in the school newsletter and local newspaper. Other awards may be issued in conjunction with business promotions.

Presidential Education Award

All students who maintain an A- (3.5 on a 4 point scale) or better average for grades 4 – 8 and score at the 85th percentile or higher in reading or math on a nationally normed standardized achievement test will be awarded the Presidential Education Award upon Eighth grade graduation. This is a national award given by the president of the United States. All recipients receive an award signed by the president and have their names added to a plaque in the school entryway.

Gary Campbell Communications Award

The purpose of the Gary Campbell Communication Award is to give glory to God by recognizing significant achievement made by a graduating student in the area of oral and written communication, to motivate him/her for the continued pursuit of excellence, and to use his/her example to inspire others. The award designates a student who has used the gifts and abilities that God has given him/her, whether great or small, faithfully, and as a result has been blessed with even more talents. The purpose is not necessarily to recognize the greatest language gifts, but instead to recognize significant growth through faithful use of whatever gifts the Lord has given.

The award is given to an eighth grade student graduating from Salem at the end of the eighth grade year. The 8th grade language teacher and principal will submit a list of qualified individuals to Mr. Gary Campbell who will select an individual to receive the award. The student will receive a \$500 U.S. savings bond and have his/her name affixed to a plaque on display in the school entry.

HEALTH AND SAFETY

Emergency Drills

Children are instructed in the proper procedure for fire drills, lockdown drills, and tornado emergencies. An emergency plan is in place for these and other safety items. We will conduct 5 fire drills and 5 lockdown drills each year.

First Aid

Small scrapes and cuts will be cleaned with soap and water and a bandage will be applied under the supervision of a teacher. Cold packs may be applied at the teacher's discretion to areas of small bumps and bruises. Parents/guardians will be notified of any injury that is sustained at school that the school personnel have been made aware of by the student.

Injury or Illness

Injury or illness situations will be handled according to instructions on the Emergency Contact Document that is on file in the office. **All students are required to have an Emergency Contact Document completed and on file with the school.** This form is available for update at registration. In severe cases of illness or injury, emergency services personnel (911) will be notified first, then the student's parents/guardians will be notified.

Medications

School personnel will never diagnose an illness and provide students with over-the-counter or non-prescription medications.

Medications should be administered at home and not during school hours whenever possible.

If medication is prescribed by the student's physician to be taken during school hours:

- The school administrative assistant will administer the medication in compliance with the physician's orders, and a record will be kept of the administration of the medication which after completion will be kept in the student's file.
- Students are not allowed to keep over-the-counter and most prescription medication in his/her possession during school. The medication will be kept in a designated locked cabinet located in the school office. Only school personnel

will have access to the medication cabinet. Epi-pens will be kept in the kitchen (old) for quick access in case of emergency to an allergic reaction to food. Inhalers may be kept by the student for quick use.

- All prescription medications must be accompanied by the Health Care Provider & Parent Permission form signed by both the parent AND the student's physician and must include: student's name, name of medication, purpose of medication, dosage and time to be administered, and start and termination dates for administering the medication.
- School staff will never administer the first dose of any newly prescribed medication. The initial dose of medication should be given at home in order to watch for potential side effects.
- All medications should be supplied in a prescription bottle labeled by a pharmacist or physician. Inhalers must be properly labeled by a pharmacist or physician and placed inside a plastic bag or container which is labeled with the student's name. If the student is to receive injections (for example, if the student is diabetic), the syringes must be covered and labeled with the student's name in a plastic container.
- If the medication must be refrigerated, it will be kept in a designated locked medication container inside the refrigerator in the old kitchen.

Illness

1. Do not send student to school if he/she is actively sick with vomiting, diarrhea, cough, sore throat, or fever above 100 F. Students must be fever and symptom free for 24 hours before returning to school.
2. Do not send student to school if he/she has had a positive strep test until they have been on antibiotics AND are fever free for 24 hours.
3. Do not send a student to school if he/she has a rash that you think may be contagious. Call the student's physician for an appointment/advice prior to returning to school.
4. Do not send a student to school if he/she has any open wound with drainage in which the drainage cannot be contained inside a bandage, and does not seep. Open wounds must be covered.
5. Do not send a student to school if he/she has been diagnosed with a contagious disease such as strep throat, mono, pink eye, or chicken pox. Do not return to school until a physician's advice has been obtained as to when your student is no longer contagious.
6. If a student or sibling has been attending school and is then diagnosed with a contagious disease such as strep throat, mono, pink eye, or chicken pox, notify the school as soon as possible.
7. If a student is attending school and becomes actively sick with vomiting, diarrhea, cough, sore throat, or fever above 100 F, the student's parent/guardian will be notified and the student will be sent home. If a student is attending school and develops a suspicious rash that the school personnel feel may be contagious, the student's parent/guardian will be notified and the student will be sent home. The student will wait in the school office until the parent/guardian arrives in order to prevent possibly infecting other students with a contagious disease.
8. School personnel cannot make diagnoses of students, but will use their judgment and will be the determining factor in sending any student home who is exhibiting signs of physical, social, or emotional distress. Information gathered from the student's complaint will include subjective data (the location, frequency, duration, severity, associated symptoms) and objective data (signs of an illness, ex: temperature, vomiting). Collectively this information will guide the action taken.

Allergies

A record will be kept of any student allergy (food, animals, environmental) on the student's health form and placed in the student's file. Parents/guardians must notify the school of any student allergies. If a student has an allergy, the school health nurse will assist the parent/guardian to submit a course for treatment in writing in the case of accidental exposure to the allergen.

Hearing & Vision Screenings

Hearing and vision screenings are one each year for selected grades and are coordinated through the school nurse and neighboring Oak Park Heights School. Parents will be notified of the results.

Notification of Health Diagnoses/Concerns

School personnel only know what the parent/guardian inform us about a student's current health issues and concerns. The health form must be completed and in the student's file. The school requests that any special health issues or concerns be discussed with the student's teacher. Although not required, it is requested that the parent/guardian voluntarily provide a written note to be kept in the student's file giving permission to share the student's diagnoses and special health concerns with relevant school personnel (anyone caring for the student during the day) in order to provide the best care and overall environment for your child.

HOMEWORK

Students will generally have some homework, especially memory work. The students in lower grades are given opportunity to complete most of their assignments while at school. Students in the upper grades may have up to an hour of homework on average. A good rule of thumb for homework time is 10 minutes of homework, per grade, per day. If a child has missed school, homework will need to be completed within a reasonable time frame set by the teacher. We expect parents to assist the teachers by making sure your child is completing their assignments on a daily basis. Parents of younger students should check their child's backpacks/folders for work that may need to be completed or notes regarding work from their teacher.

LIBRARY

Salem Lutheran School has its own library with many books to offer the students for reference and required reading assignments. Students and members of the congregation are allowed to check out three books for a period of two weeks. They are responsible for the books borrowed from the library and if lost or damaged, are responsible to replace or repair them. Fines will be levied for overdue books. The library is located next to the conference room.

LUNCH

Hot lunch is available through the Salem Food Service program. Lunches are prepared on site and served each school day. This year we will again be participating in the National School Lunch Program. All lunches meet or exceed the nutritional guidelines set by the USDA and regulated by the MN Department of Education*. Through this USDA Child Nutrition Program, free and reduced lunches will be available to all students who qualify. Applications were sent to each family with the registration packet. Contact the church office for additional copies or with any questions.

Lunch rates for 2009-2010

Students K-8	\$2.65	Reduced price lunch	\$.40(with approved application)
Adults	\$3.25	Free lunch	\$0 (with approved application)
Milk	\$.40 (for snack, or cold lunch)		

Each family will have a separate account for lunch. Parents are responsible for keeping a positive balance in their account. Deposits into lunch accounts may be made at any time. Hot lunch and milk will be deducted from your account according to student sign-ups. You will receive notice if your account has a balance of \$5 or less (by phone or email). If lunch account balances are -\$10 or more, students will be asked to bring a lunch from home until their account has a positive balance.

Children may bring their own lunch from home. Milk is available during lunch and snack times. We do ask that children eat their own lunch and not trade food for health and nutrition reasons.

*In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint, write USDA, Director, Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 or (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

MEDIA CENTER

The Media Center houses all the computers and related equipment. Students are given time to spend using the computers during the school day. The computer technician and teachers assist children with the use of computer equipment. Students have access to the Internet. Parents sign a permission slip allowing Internet use as long as it is supervised and used for educational purposes only.

MOVIES IN CLASSROOM

Movies and videos are gifts from God, an important part of our society and useful in the classroom as teaching tools and incentives or rewards. They also can leave an impact on those who view them. Some instructional and entertainment videos or movies may have content that parents do not want their children to view. Therefore Salem teachers will use the following guidelines when selecting and showing movies or videos in the classroom:

- 1) All movies or instructional videos must be previewed by the teacher.
- 2) Any movie which is rated for General Audiences (G-rated) may be watched by a class without parental permission.
- 3) A permission note must be sent home one week prior to the showing of any graphically portrayed instructional videos which contain sensitive topics (i.e. violent war scenes, abortion, etc).
- 4) A permission note must be sent home one week prior to the showing of any Parental Guidance (PG) movie to allow the parents to give their guidance. Parents or guardians not wishing to give permission for their children to view a classroom movie may discuss alternatives with the teacher.
- 5) No movie that is rated higher than PG will be allowed.

NEWSLETTER

The school sends home monthly newsletters and weekly updates in order to keep open communication between home and school. The monthly newsletter features articles about past events at school, as well as upcoming events. Weekly updates will be sent home on Thursday or Friday with reminders about the week ahead. Flyers and lunch menus will accompany the weekly reminders.

NO BUS DAYS

Salem Lutheran School will sometimes deviate from the District calendar during the school year and have school when the District does not. Please note these days on the school calendar. On these days, parents are responsible for their child's transportation to and from school. On some days Salem will have no morning bus available since the local public schools are starting late. Parents are responsible for getting their students to school on those mornings. These dates are marked on the yearly school calendar so plans can be made ahead of time.

PHYSICALS

All students entering kindergarten and 7th grade will need a health physical before the school year begins. Forms are normally available at kindergarten registration and given to the 6th grade in early spring.

PRESCHOOL

Salem Lutheran Church operates a pre-school for children who are three to five years of age. Children who are 3 by Sept. 1 meet on Tuesday and Thursday from 9:00 - 11:30 AM. Children who are 4 or 5 by Sept. 1 meet on Monday, Wednesday, and Friday from 9:00 - 11:30 a.m. A mixed 3-5 age class is held on Monday, Wednesday, and Friday afternoons from 12:30 – 3:00 p.m. Registration and tuition costs are found at the end of this handbook. A preschool handbook is available from the school office.

PROMOTION/RETENTION

The promotion of each student is based upon the student's satisfactory achievement of required class work. A child will not be retained without previous consultation with the parents.

REPORT CARDS

Report cards are issued quarterly. Some teachers do mid-quarter grades as well. Mandatory Parent/Teacher Conferences are scheduled after the first quarter to give parents and teachers the opportunity to discuss the child's learning. Parents may also call or set up appointments with their child's teacher at other times of the year to discuss their child's progress. Teachers may

also request a visit at anytime during the school year. Grade updates are also available on Edline:
www.edline.net/pages/SalemLutheranSchool.

SCHOOL PICTURES & YEARBOOK

Student pictures are taken in the fall of the year. Parents may purchase these pictures, as well as a composite picture of the entire class.

A school yearbook is made available in the spring of each year. Parents and children may submit photographs of events during the year for the yearbook.

SINGING IN CHURCH

Children are scheduled to sing during our church services at different times throughout the year. **We encourage all children to participate in these services.** The school newsletter will list the dates and times when children sing. All students are expected to participate in the Children's Christmas Service. A written excuse is needed from those who are unable to participate.

SNACKS

Snack break will be held during the school day. Students are encouraged to bring a snack for the day. Milk is also available.

Please note the State regulation regarding food from home to be passed out at school for treats, birthday, etc.:

The State of Minnesota Public Health Department forbids any person from bringing any homemade candy, cookies, food, and other consumable goods to school with the intention of passing them out to other students. Any consumable goods have to be individually wrapped at the store (not at home).

SUPPLIES

Children in grades K - 8 are to bring their own supplies. Each teacher will provide a list of materials needed for their own room. ***Personal items should be labeled.***

TELEPHONE USE

Students will be given permission to use the telephone when there is an emergency only. Parents are asked to leave messages for their children with the secretary. Arrangements should be made before school begins to keep telephone use to a minimum.

TUITION TAX DEDUCTION

Minnesota Families are eligible for tax deductions for tuition and registration fees paid to a non public school. Families with household incomes of \$33,500 or less with two children may be eligible for a refundable tax of up to \$2000. All families, regardless of income, are eligible for tax deductions in the amount of \$1625 per child in grades K-6 and \$2500 per child in grades 7-12. You will need a receipt from the school in order to take advantage of these benefits. Please let the school office know when you are paying your tuition if you plan to take advantage of these and if you need a receipt.

VOLUNTEER PROGRAM

Salem operates a volunteer program for anybody interested in helping the faculty and school. The work can be done at school or at home. Some examples of help are bulletin boards, individual student help, working with groups of students, copying papers for teacher lessons, giving spelling tests, correcting assignments, etc. Contact the school office if you are interested in volunteering your time. Many more volunteers are needed as the school continues to grow. Volunteers are a valuable part of the educational program at Salem.

MISCELLANEOUS ITEMS

Campbell Soup Labels: The school collects Campbell Soup labels in the school office. Labels may be dropped off anytime in the barrel by the office door. The school receives a variety of school equipment from these labels.

Big “G” Box Tops For Education: The school is also involved in collecting the Big “G” Box tops found on the top of General Mills cereals. The tops need to have the “Box Tops for Education” logo on them with the current date.

Kemp’s Give ‘Em Five Program: We collect the marked caps for the Give ‘Em Five Program. We will receive \$.05 per cap.

Computer Printer Cartridges: Salem collects empty ink jet printer cartridges. We receive reimbursement for these from Cartridge World in Stillwater.

Aluminum Beverage Cans: Salem collects aluminum cans. Clean aluminum beverage cans may be left in tied plastic containers by the preschool garage. The money collected from this is used for sports & phy-ed equipment.

Skateboards, etc.: Skateboards, Scooters, Roller Blades, Roller Skates, Snowboards, etc., are not allowed at school. There are many safety concerns regarding these items.

No Hard Baseballs: For safety reasons, no hard baseballs are allowed at school.

