

MEMORIAL LUTHERAN CLASSICAL SCHOOL

“BUILDING A STRONG FOUNDATION”
fundamentum firum perficiendum

FAMILY HANDBOOK

2018-2019 ACADEMIC YEAR



REVEREND ROBERT PAUL, ASSOCIATE PASTOR AND HEADMASTER

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www.memoriallutheralschool.org

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MLS FACULTY AND STAFF

HEADMASTER:

REVEREND ROBERT PAUL

ADMISSIONS:

DIRECTOR: MRS. LOUANN WEBBER

RECEPTION: MRS. GRACE MWAMBA

INFANT AND EARLY START

DIRECTOR: MRS. WHITNEY RAMMAGE

INFANT CARE

MS. JUDY BUSTAMANTE

MS. JESSICA CARTER

MS. FELICIA JOHNSON

MS. ESTHER LUZBET

MRS. TAMARA WHITE

EARLY START

MISS MEGAN FLORA

MRS. CAMIE HOWARD

MRS. DIANNA KOUTSODONTIS

PRESCHOOL 3

MRS. HILDA KUNZ

MRS. ELIZABETH LINN

PRE-KINDERGARTEN 4

MRS. JAMIE HERNANDEZ

MRS. ELIZABETH TAYLOR

ELEMENTARY

KINDERGARTEN

MRS. KIM BOHOT

FIRST GRADE

MRS. ANNA KAVUGHA

SECOND GRADE

MRS. KRISTINE GAUB

THIRD GRADE

MRS. ASHLEY GRAF

FOURTH GRADE

MISS LEA ZIMMERMAN

MIDDLE SCHOOL

FIFTH GRADE HOMEROOM

ENGLISH: MR. KEITH BRDA

SIXTH GRADE HOMEROOM

MATH: REV. RICHARD GAUB

SEVENTH GRADE HOMEROOM

HISTORY: MR. ALEX GRAF

EIGHTH GRADE HOMEROOM

SCIENCE: MRS. DEBBIE JEFFERS

GENERAL MUSIC

REVEREND DR. CHRISTOPHER AHLMAN

BAND

MRS. LAURA MOLITOR

ORCHESTRA / STRINGS

MR. TSZ TO WONG

MS. SIYU ZHANG

EARLY CHILDHOOD MUSIC

MISS CAROLINE KRAUSE, INTERIM

MRS. AMY PAUL

LATIN

MR. ALEX GRAF

MRS. MARY VIDAL

REV. ROBERT PAUL

LIBRARY

MRS. SHAYE REAVIS

ART

MR. ROB PETERS

ATHLETIC DIRECTOR/P.E.

MR. SAM AKAWIEH

RELIGION

MR. KEITH BRDA

REV. RICHARD GAUB

REV. IAN PACEY

REV. ROBERT PAUL

SCHOOL BUSINESS OFFICE

ACCOUNTANT: MRS. DAWN BENNETT

FACILITIES

MANAGER: MR. AUGUSTO ABREU

STAFF: JUAN AND MARTA BENAVIDES

MLS PARTNERS

Below are the names of people and programs that partner with Memorial Lutheran School to provide additional support to our students and families. Occasionally additional after-school partners are added during the school year.

SIMPLY FRESH KITCHEN –

346-571-7971

The Simply Fresh Kitchen offers hot lunch prepared daily. To order meals, visit the company's website:

<https://new.thesimplyfreshkitchen.com/>

SOCCER SHOTS – 281-995-7208

Houston@soccershots.org. Soccer basics – their goal is to impact children in soccer education and character development. 3yrs – 2nd grade.

Learn more at

www.soccershots.org/houston

TIPPI TOES DANCE – 713-291-2431

Tippi Toes provides ballet to our early childhood children and hip hop & jazz to 5 to 12 year olds. www.tippitoesdance.com

LANDS' END SCHOOL UNIFORMS

Shop online or in-store

12524 Memorial Drive, 77024

TUMBLING CO. OF HOUSTON

Coach Robbie and his team work with young children to develop tumbling skills.

www.tumbleco.com/memorial-lutheran/

Memorial Lutheran School Mission, Vision and Core Values

“Building a Strong Foundation” *fundamentum firmum perficiendum*

Mission

Memorial Lutheran School’s mission is to “build a strong foundation” for the love of God and the neighbor. This is done through the spiritual foundation of the preaching and teaching of the Gospel and the academic foundation of a comprehensive, classical education.

Vision

Memorial Lutheran School (MLS) seeks to care for the Church and the world by forming each student to be equipped academically for service to the neighbor, with faith in Christ that is evident in his or her life.

Core Values

Lutheran: Gospel-Centered

MLS curricula and programs are in accord with the doctrine of the Holy Scriptures as taught in the Lutheran Book of Concord as a correct exposition of Scripture, and serve to share the Gospel of the forgiveness of sins in Christ Jesus.

Classical: Excellence in Education

MLS is committed to teaching the Liberal Arts and Sciences through the humanities (literature, history, art, and music) in order to incline students towards academic excellence and in this way provide a comprehensive, classical curriculum.

Catechesis

Students are raised in the Christian faith through daily chapel services as well as religious instruction. Through memorization of Luther’s Small Catechism, Scripture verses and hymn stanzas, students are prepared to confess their faith in the congregation as well as in the world.

Vocation

Students, prepared through catechesis, are thus ready to live out their vocations (callings into which God has placed them). Students learn their roles in the classroom, at home and in society, as well as how they can serve their neighbor in the future.

MEMORIAL LUTHERAN CHURCH AND SCHOOL PHILOSOPHY AND PURPOSE

"BUILDING A STRONG FOUNDATION" *fundamentum firum perficiendum*

Building a Strong Foundation is our mission at Memorial Lutheran School. It reflects our commitment to give children both a strong spiritual foundation and a strong academic foundation. Spiritually we build on the Rock that is Jesus Christ. Jesus said, "Everyone who hears these words of mine and puts them into practice is like a wise man who built his house on the rock. The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock" (Matt. 7:24-25).

In order to carry out these God-given goals and objectives, Memorial Lutheran Church has established a Lutheran Day School, working with the same purpose and with the same doctrinal commitment as the congregation itself. All subjects are taught from a Christian (Lutheran) perspective that is compatible with the doctrine and practices of the Lutheran Church-Missouri Synod with which it is affiliated.

Memorial Lutheran Church also believes, in accordance with Scripture, that Christian education begins with Christian parents and that the primary agency for the Christian education of children is the Christian home, for the Bible says: **"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."** (Ephesians 6:4) and **"These commandments that I give to you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."** (Deuteronomy 6:6-7)

The most effective Christian education takes place when parents are informed in the Christian philosophy of education in which their children are taught, and when they practice these Christian principles.

These principles, drawn from Scripture and focused on the cross and resurrection of Jesus Christ, the Son of God and the Savior of the world, provide us assurance of eternal life through faith in Christ and the power for a Christian life following Jesus in our daily behavior. What follows is the Statement of Faith of Memorial Lutheran School, taken from the Lutheran Confessions in the Book of Concord.

STATEMENT OF FAITH

We believe, teach and confess:

- That there is one God in three persons: The Father, the Son, and the Holy Spirit.
- That every person is conceived and born in sin (original sin), and deserves temporal death and everlasting damnation for both original and actual sin.
- That Jesus Christ is the incarnate Son of God, born of the virgin Mary, was truly crucified, died and was buried, and rose again in His body on the third day. He ascended into heaven, and will come again on the last day to be our judge. See also the three ecumenical creeds.
- That a person is saved (justified) entirely by God's grace, through faith, which is created by the Holy Spirit where and when He pleases.
- To obtain this faith, God instituted the Office of the Holy Ministry (preaching office). Through the means of the Word and the Sacraments the Holy Spirit creates saving faith.
- Believers must do good works, but they are not to trust in them for their salvation.
- There is one holy, catholic (Christian) Church, with Jesus Christ as her head.

- The Sacraments of Holy Baptism, Absolution, and the Lord's Supper are to be retained in the church.
- That the Augsburg Confession (of which the above items are a summary of the first thirteen articles) is a true and faithful exposition of Holy Scripture.
- The books of the Old and New Testaments are the true, inspired, inerrant Word of God.
- The rest of the Book of Concord is, like the Augsburg Confession, a true and faithful exposition of Holy Scripture, and we subscribe unreservedly to it.

CLASSICAL EDUCATION

Our school is both classical and Lutheran. Our school is centered on teaching the truths of the Bible as presented by our Lord Jesus Christ through his prophets and apostles. These Biblical truths permeate all instruction and daily life at Memorial Lutheran School.

Classical education forms children in order to be life-long learners and to serve their neighbors by means of whatever vocation they may have. This formation hands over the treasury of knowledge that is common to Western Civilization namely, the Liberal Arts and Sciences. The Liberal Arts are sevenfold: the *Trivium* (three ways) or Language Arts (Grammar, Logic, and Rhetoric) and the *Quadrivium* (four ways) or Mathematical Arts (Mathematics, Music, Geometry, and Astronomy). Other traditional subjects fit into these. The Liberal Sciences are fields of knowledge (*scientia* means knowledge in Latin), chiefly philosophy, law and theology. These arts and sciences along with the main contents of the humanities (history and literature) flesh out the content of the rich education Memorial delivers to each student.

Classical Lutheran Schools also use the arts of the *Trivium* in order to emphasize children's God-given strengths at each stage of growth to help them learn. Our youngest students enjoy memorizing, singing, and rhymes; therefore, in the *grammar* stage a strong foundation is laid in each subject of study. The *logic* stage in middle school is where children are taught to develop their ability to reason and discern truth. At the *rhetoric* level students learn how to present their ideas persuasively. The result of a Classical Lutheran education is a young person who knows what they believe and why, and can positively impact the community around them.

All of this is intended to equip children for the future in order to care for those around them (their neighbors). Our goal at Memorial is to build a strong foundation on the Gospel of Christ and wisdom of Western Civilization to equip every student to love God and their neighbor.

ACADEMICS

The following subjects are offered at Memorial Lutheran School:

✚ Religion	✚ Logic (middle school)
✚ English (Phonics/Grammar/Reading/Spelling/Vocabulary)	✚ Philosophy and Rhetoric (8 th grade)
✚ Mathematics	✚ General Music
✚ History and Geography	✚ Choir, Band, Orchestra, Strings Group, Handbells
✚ Latin (grades 1-8)	✚ Art
✚ Science	✚ Physical Education
✚ Handwriting	

Religious Instruction

In keeping with the chief purpose of the school, emphasis is placed on the study of God's Word. All children enrolled at Memorial Lutheran School are expected to participate in the full religion program of the school including Religion classes, memory work, and Chapel services. Religion is taught as part of the curriculum by classroom teachers in grades K-4. Religion for grades 5 - 8 is taught by the ministry staff and faculty of Memorial Lutheran Church. Luther's Small and Large Catechisms are taught throughout the religion curriculum of our school. Parents are urged to be an active member of a Christian congregation. If you have no church affiliation, you are welcome to join Memorial Lutheran Church. Please contact the church office at 713.782.6079 for more information.

Curriculum is more than just the textbooks used or the instruction given in a classroom. It is the entire experience that a student has while in our school. Teaching each student to obey everything that Jesus commanded as outlined in His Holy Word will be the focus of everything that we do in the classroom, on the field, on the court, or on the playground.

All parents and children are given the opportunity for group worship at our regular Chapel services held each morning.

Grading Periods and Scale

Report Cards will be distributed on a nine-weeks basis, with Parent-Teacher Conferences held at the end of the first nine weeks. The grading scale used at Memorial Lutheran School is as follows:

93 – 100	A
85 – 92	B
76 – 84	C
70 – 75	D
0 – 69	F

Skill Set Grades used at Memorial Lutheran School:

E – Extraordinary (Does what is asked or required above and beyond expectations)

G – Great work (Does what is asked or required very well)

S – Satisfactory (Does what is asked or required)

N – Needs Improvement (Does not consistently do what is asked or required)

U – Unsatisfactory (Does not do what is asked or required)

Criteria for Promotion/Non-Promotion

Elementary

Promotion and non-promotion is determined by the teacher conferring with the parents, faculty and administration. When necessary, non-promotion will be discussed in detail. Promotion and non-promotion are up to the discretion of Memorial Lutheran School.

Middle School

To pass a subject a student must have a passing year-end grade (a letter grade of "D" or above). If a student fails two or more subjects, he/she will not be promoted and must repeat the current grade level unless a certificate from an accredited summer school is presented for at least one of the failed classes. The subjects with which promotion or non-promotion is based are as follows:

- Reading/Language Arts
- Mathematics
- History/Geography
- Science

TUITION POLICY/FINANCIAL INFORMATION

All tuition and childcare charges are collected via FACTS Management. Detailed information concerning this program can be found on our school website.

1. Tuition is an annual fee that may be paid in full or over 10 months (PS 3 to 8th grade) or 12 months (infants and early start). Intention to withdraw from MLS must be presented in writing to the business office 60 days prior to your intended date of leaving the school. Families are still responsible for payment of tuition during those 60 days.
2. All financial obligations must be met before any records will be released to the parents or the new school. Merely notifying a teacher is not considered official notification.
3. If, at the end of the school year, all tuition and fees have not been paid in full, student records will not be released to any other school until full payment is made, and delinquent accounts may be transferred to an outside agency for collection.
4. Students whose tuition and/or fees (including before/after school childcare fees) for the current year are in arrears will not be allowed to re-enroll until all outstanding charges have been cleared. In addition, a student's place for the following year will not be held for re-enrollment.
5. The final authority in arbitrating policy disputes will rest with the Memorial Lutheran School Board.

ATTENDANCE POLICY

The highest priority should be given to school attendance; this is the student's "job" at this time in his/her life. According to Texas State Law, attendance at school is compulsory.

Absences

School attendance should have a higher priority than other outside activities. Excessive absences may jeopardize a student's promotion and/or re-enrollment.

Parents are to phone the school office on the day of the absence before 9:00 a.m. If the student is absent, he/she must submit a written excuse by the parents upon return to school. Written excuses for absences must be submitted within three days of the student returning to school. The note should include the following:

- Dates of absence
- Signature of parent
- Reason for absence

Absences may be either excused or unexcused. An unexcused absence will be given to the student if a note is not received within three days of the child's return to school.

Homework cannot always be provided in advance of a planned absence. All homework missed due to an absence becomes the responsibility of the student and parents. Homework and/or classwork not turned in will be considered incomplete. While most homework may be made up, classroom activities and instruction cannot be duplicated. Please contact the teacher for missed work.

Students with a doctor's appointment at any time during school hours must provide a doctor's note in order for the appointment to not be counted against his/her attendance record. If a doctor's note is presented and the student has been present during the school day prior to or upon returning from the doctor's appointment, the student will be counted as if he/she has been present all day.

Students arriving after 9:00 a.m. will be counted absent for ½ day. Students arriving after 1:00 p.m. will be counted as absent one full day. Upon the student's arrival to campus or departure from campus,

parents are required to come to the school office and sign the student in or out and state the reason for the absence. Students leaving in the afternoon before 2:20 p.m. will be assessed a half-day absence. This absence may be excused or unexcused.

Students may not have more than five (5) unexcused absences in a semester. Students will be allowed to make up work for those five days. If a student has more than five days of unexcused absences, students will not be allowed to make up the work given during that unexcused time.

For any student to take part in a school-sponsored activity, the child must be in attendance at school the day of the activity. In case of a weekend activity, the Headmaster or teacher responsible for the activity must be contacted for permission to be granted.

In the event that a student must be absent from school for several days, the parent needs to inform the teacher and headmaster in advance in writing to see whether the absence will be excused or unexcused. If the absence is excused by the headmaster, the student may be assigned a special project to complete and present to his/her class.

School Hours

School is in session each day from **8:00 a.m. to 3:30 p.m.** Students should not be picked up before 3:30 p.m. unless they have a scheduled appointment that requires them to leave early.

Arrival to School

We ask that students arrive at school no earlier than 7:30 a.m. If your child must arrive before that time, the child must go to the extended childcare program. There is a charge for this program. All students are to go directly to the gymnasium upon arrival at school between 7:30 a.m. and 8:00 a.m. After 8:00 a.m. students must go through the school office to check in and are marked as tardy.

Departure from School

If a student needs to leave school before the end of the school day, the parent must present a written note stating why the student must leave early and sign the child out in the school office before leaving campus. Students should leave school by 3:45 p.m. unless enrolled in an After School Program (ASP). If students are not enrolled in the After School Program, parents will be called to pick up students remaining on the grounds after 3:45 p.m. If parents have not already enrolled the child in an After School Program, they will be charged \$10 per half-hour for that afternoon of childcare. Students authorized by parents to walk off campus should have a "Walk-Off Campus" permission slip on file in the school office.

Time Clock Usage for All Students

Students must use their Student ID cards to clock in each day. Parents of Infants thru Pre-K must accompany their child to assist in the clock-in process. Upon leaving the campus, children should be clocked out. If you must pick up your child early, you must clock your child out before leaving. If you return to school on the same day, you must clock your child back in. This allows the school to keep track of who is on campus at all times.

Pick-up and Drop-off Procedures

Keeping our children safe at drop-off and pick-up times is very important. Please use the painted crosswalks when going from the parking lot into the school in the morning. We have a roped-off area for pick-up in the afternoon. Please follow these rules:

- Always drive very slowly while on school property and watch for children.
- Please do not use a handheld cell phone while driving on school property.
- Please enter the parking lot at the north Bering Drive entrance only and depart at the south entrance. (Infant Program parents will drop off their child in the baby classroom, parking on the Westheimer side of the campus)
- Please have name-sign clearly visible on the dashboard or visor so teachers can prepare your child by lining them up at the cross walk.
- Cars may have a double line for car pool drop-off and pick-up.
- Pedestrians are asked to cross the pick-up and drop-off lanes at the yellow crosswalks only.
- Please do not delay the pick-up line—pull into a parking space to consult with teachers or visit with others.
- Do not pull around a car in front of you.
- Do not let your child exit your vehicle until you have pulled up to the gym under the overhang.

TARDINESS

Students should be in the classroom by 8:00 a.m. and ready to begin the day. Students may be dropped off as early 7:30 a.m. in the gym (if not in morning care). Students will be picked up by their teachers at 7:50 a.m. and proceed to the classrooms. Any student entering the school after 8:00 a.m. will be considered tardy and must check in at the front school office to be marked as tardy. The only excuse accepted for late arrival is one in which the student has had a healthcare appointment and has obtained proof (i.e. note from doctor, invoice) of the appointment. Other reasons for being late will be considered on a case-by-case basis.

The following disciplinary action will be taken if a child is consistently tardy:

- 2nd – 4th Unexcused Tardy: Note to Parents
- 5th Unexcused Tardy: Conference with Headmaster, Teacher and Parent; thereafter, unexcused tardies will be counted as days absent.

ILLNESS

If your child is ill and will not attend school, please call the school office before 9:00 a.m.

A written excuse must accompany your child when returning to school following any absence.

Any student with a fever or vomiting must be kept at home.

Should your child develop an illness including a cold or the flu, please keep him/her at home until he/she has fully recovered.

Your child must be fever-free for 24 hours without the aid of medicine before returning to school. Colds, flu and other viruses are very contagious and can spread rapidly in a classroom.

Children who contract highly contagious diseases such as measles, mumps, chicken pox, head-lice, or conjunctivitis (pink-eye) may not return to school until they are completely through the contagious stage or with a doctor's written permission.

Those students who contract poison ivy or poison oak are to be kept at home until the skin rash stops weeping and scabs begin to dry.

MEDICAL POLICIES/PROCEDURES

Immunizations

Memorial Lutheran School, in accordance with the Texas Department of State Health Services, requires current documentation of every student's immunization record upon entrance into the program/school.

Illness/Injuries While at School

Minor cuts and scrapes will be treated by teachers or office staff as they occur. The parent will be notified in the case of a head injury. If a child is severely injured or a medical emergency occurs, we will arrange for emergency medical treatment and transport to the nearest emergency treatment facility while contacting the parent/guardian for specific instructions.

Vision and Hearing Screening and Spinal Screening

Under chapter 26 of the Health and Safety Code, all children who meet certain grade and age criteria must be screened or have a professional examination for possible vision, hearing and spinal problems.

Memorial Lutheran School screens the following students:

1. 4-years old by September 1
2. Kindergarten students
3. Any other first time enrollees
4. 1st grade
5. 3rd grade
6. 5th grade
7. 7th grade
8. Spinal Screening is required, for girls ages 10 and 12 and boys ages 13 and 14.

Infectious Diseases/Conditions

To prevent the spread of disease, students may not attend school with the following ailments:

1. Vomiting in the previous 24 hours
2. Fever in the previous 24 hours
3. Lethargy
4. Severe cold with nose drainage
5. Irritability
6. Diarrhea
7. Rash
8. Purulent Conjunctivitis (pink eye), until 24 hours after treatment has been initiated
9. Impetigo, until 24 hours after treatment has been initiated
10. Streptococcal Pharyngitis (strep throat), until 24 hours after treatment has been initiated **and** until the child has been without an elevated temperature for 24 hours
11. Varicella (Chicken Pox), until the completion of the 7th day from onset of rash
12. Pertussis (Whooping Cough), until the completion of 5 days of antibiotic therapy (total course of treatment is 14 days)
13. Mumps, until 9 days after onset of neck swelling (parotid gland swelling)
14. Pediculosis (Head Lice), until the head is totally free of the lice and nits (eggs). Students **MUST** be checked by a designated school official prior to re-entrance to school
15. Rubeola (Measles), until 4 days after the onset of the rash
16. Influenza, until fever subsides
17. Viral Meningitis, until fever subsides
18. Bacterial Meningitis, with written permission from physician

On Campus Student Medication for 2 year olds – 8th grade

1. It is understood that Memorial Lutheran School is administering medication to your child in accordance with a physician statement and/or written note from a parent or guardian. All medications are stored at a designated location on campus and administered and documented by a designated employee of the school.
2. Students are not permitted to have medication in their backpack or on their person. Medications shall be dispensed by authorized school personnel only.
3. For all medications (prescribed and over the counter) parent/guardian must complete the school Medication Request Form in the school office and leave the medication at the front desk. All medication for 2 year olds through the 8th grade is to be brought to the school office. Before medication is dispensed, the parent/guardian must sign a Medication Request Form giving authorization, the dosage, and instructions as to how often medication is to be given.
4. Medication must be labeled with the child's name, name of drug, dosage and administration instructions. Prescription drugs must be in the original prescription bottle/container from the pharmacy. If a prescription medication needs to be taken for more than one day, ask the pharmacist to provide a second original container that can be left at school. It is the parent's responsibility to deliver and pick up all medications.
5. Over the counter medications must be labeled with the child's name and dosage. All non-prescription medication must be in the original container. There shall be no more than one (1) medication per properly labeled container. If medication requiring injection is provided for acute reaction, such as asthma, insect bites or stings, etc. it must be accompanied by a physician's written authorization as well as the parent's written request. Epi pens will be kept in your child's classroom with the accompanying notes giving the teacher authorization to administer the medication.
6. Any medication that is to be administered on an "as needed" basis may be authorized for the school year. If the medication on hand expires, parents will be notified in order to provide replacement medication. Authorization must include information on symptoms for which medication must be given. Parents will be contacted before medication is dispensed.
7. For the children in our Infant Care Program needing medicine, parents must fill out and sign the school's Medication Request Form in their child's classroom. All medication must be in the original container with the child's name on it. Prescription drugs must be in the original prescriptionbottle/container from the pharmacy. Your child's teacher will administer the medicine in the class room.

MEMORIAL LUTHERAN SCHOOL UNIFORM POLICY

Memorial Lutheran School adheres to a school uniform policy for students in **Preschool 3 through 8th** grade. Children are to wear the official uniform each day of the week except for designated dress days announced during the year.

Lands' End is our new uniform supplier as we transition from Parker. Parker uniforms will be permitted for the 2018-19 and 2019-20 school years.

Full Dress Uniform – To be worn on Wednesdays and other designated days as assigned

- **Boys**
 - Long khaki pants (no shorts) and the white monogrammed button-down oxford shirt.
 - The plaid tie is required for boys in K-8. The tie is optional for boys in Preschool 3 and Pre-K 4.
 - The navy monogrammed sweater vest is required November through February for boys in Preschool to 8th grade. (PS 3 parents speak with the office about items that may not be available in toddler sizes)
- **Belt requirements for boys**
 - If the pants have belt loops, **a black or brown leather belt must be worn.**
 - Belts are optional for Preschool-Kindergarten classes.
- **Girls in Preschool 3 and Pre-K 4** (plaid or navy jumper)
 - Lands' End Jumper - PS and PK girls may wear the navy jumper with white polo especially for the smaller size(s), or the plaid jumper with the dress blouse - Peter Pan collar with navy piping.
 - Parker plaid jumper - the white sailor blouse and navy tie must be worn
- **Girls in K through the 3rd grade** (plaid jumper)
 - The Lands' End plaid jumper is to be worn with the white blouse - Peter Pan collar with navy trim.
 - The Parker plaid jumper must be worn with the Parker sailor blouse and navy tie.
- **Girls in the 4th through 8th grade**
 - The plaid skirt or skort and white monogrammed blouse with the appropriate navy tie are to be worn.
 - If purchasing the new Lands' End uniform, there is a different navy tie to be worn with the white blouse.
- **All girls in Preschool 3 through the 8th grade** are required to wear the navy monogrammed cardigan November through February.

Non- Dress Uniform (may be worn on days other than designated Full-Dress uniform days)

- **Boys**
 - **Navy or green** monogrammed polo shirt - short or long sleeved-worn with khaki shorts or long pants.
 - Elastic waistband shorts/slacks are for Preschool, Pre-K and Kindergarten only.
- **Boys - Belts**
 - A black or brown leather belt is to be worn if the slacks or shorts have belt loops.
 - Belts are optional for Preschool, PreK and Kindergarten.
- **Girls in Preschool 3 through 4th grade**
 - The **navy or green** monogrammed polo shirt - short or long sleeved-worn with the plaid skirt or skort
 - The **navy or green monogrammed polo dress** is also an option. Please note that green or navy modesty shorts are required to be worn under the polo dress.
- **Girls in the 5th through 8th grade**
 - The navy **or green** monogrammed polo - short or long sleeved – worn with the plaid skort or skirt.
- **Girls in Preschool 3 through 3rd grade – special mention of requirements**
 - The Parker jumper must be worn **only** with the white sailor blouse and navy tie.
 - The Lands' End jumper requires the Peter Pan collared blouse; the white polo shirt is for Preschool and PreK only with the navy jumper option).
 - Colored polos **may not** be worn with the jumpers. That is not an acceptable uniform combination.
- The Full Dress uniform may be worn any day of the week.

Sock Requirements (applies to each day)

- **All girls in Preschool 3 through 8th grade**
 - Must wear white socks that are at the ankle or higher (ankle socks or knee socks).
 - In the winter months, girls may wear white or navy tights or navy leggings.
- **All boys in Preschool 3 to 8th grade**
 - Must wear white socks that are at the ankle or above – crew/athletic socks.

Shoe Requirements (applies to each day)

- **Girls in Preschool 3 to 8th grade**
 - Solid white or solid black tennis shoe, a combination of white & black tennis shoe, a black Mary Jane style shoe or black flat, or the oxford saddle shoe
 - All shoes must be closed toe.
 - Colored logos are not allowed.
- **Boys in Pre-school 3 to 8th grade**
 - Solid white or solid black tennis shoe, or a combination of white & black tennis shoe
 - Colored logos are not allowed.

Designated Non-Uniform Days

- Designated non-uniform days will be determined by the Headmaster and faculty, and criteria will be sent home for the students to follow.

P.E. Uniforms 5th - 8th grade

- Students in 5th through 8th grade will need to purchase the P.E. uniform Lands' End.

Jackets/Sweaters

- The only jackets/sweaters allowed in the classroom are the monogrammed cardigans or vests, or the school-issued jackets/sweatshirts. On very cold days, any type of coat or sweater is allowed when students go outside. Lands' End carries the navy fleece and all-weather jackets.

Neatness and Appearance

- Hair should be clean, neat, and kept trimmed. Hair styles should be in good taste and is at the discretion of the headmaster. Any extreme style is not appropriate. Boy's hair length must be above the collar. Girl's hair must be neat and out of their eyes. All hair bows, ribbons or other decorative hair ornaments must match the colors of the uniform and should not be a distraction. Acceptable colors are uniform plaid, black, white, yellow, green, and navy.
- All boys' and girls' polo shirts must be tucked in. Polo shirts are to be buttoned. All boys' oxford shirts must be tucked in. Belts are to be worn appropriately. Pants and skirts are also to be worn appropriately.
- All uniforms must be maintained and in good repair, clean and appropriate in size, fit, and length. (Girls' skirts must be of length that is past the fingertips.)
- Girls may wear stud earrings (posts). No other types of earrings are allowed. Only one pair may be worn at a time. Boys may not wear earrings. A wrist watch may be worn, but no other jewelry is acceptable. Smart watches (Apple Watch, FitBit, etc.) are not permitted.
- Girls in 5th-8th grade are allowed to wear makeup, but it may not be excessive. Girls not adhering to this policy may be asked to remove the makeup. Nail polish is not permitted.

Uniform Non-Compliance Disciplinary Action

As a result of not wearing the proper uniform, the following actions will be taken:

Pre-school through 4th Grade

- A parent will be contacted and required to bring the appropriate clothing to school.

5th – 8th Grade

- Uniform violations are handled according to the Middle School Discipline Policy.

If your child's appearance necessitates immediate action, you will be contacted. For more details on the Uniform Policy ask for information in the school office.

SCHOOL DISCIPLINE

"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." Hebrews 12:11

"The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline." Proverbs 1:7

Memorial Lutheran School has been established by God's grace and blessing for the purpose of delivering the Gospel of Christ to children and training them through proper Biblical instruction.

Memorial Lutheran School holds the philosophy that all people live under the grace and mercy of our Almighty God, and that we receive love and forgiveness from Him, even though we do not deserve it. This is due to the redemptive work of Jesus Christ. As God loves and forgives us, we are to love and forgive each other (Colossians 3:12-13).

Memorial Lutheran School believes and teaches that our responsibility in bringing children up in the "training and instruction of the Lord" (Ephesians 6:4), includes teaching and maintaining a standard of behavior consistent with that Biblical training and instruction. All students of Memorial Lutheran School are therefore expected to conduct themselves in a God-pleasing manner at all times and to set an example as "living sacrifices" according to the principles set forth in Romans 12.

The goal of all classroom discipline is to come alongside parents to discipline their children in the training and admonition of the Lord. Toward this end, teachers will strive to train students to develop habits that promote learning and order in the classroom as well as Christ-like character in the student. The majority of discipline problems are handled by the teacher at the classroom level. Memorial Lutheran School seeks to teach and train children to demonstrate their love for God by giving honor and obedience to their parents and the authorities placed in their lives.

Based on these Biblical guidelines, it is the policy of Memorial Lutheran School to follow the steps listed below:

Schoolwide Expectations:

All students are expected to obey the following expectations:

- A. Follow the written behavior expectations as distributed and explained by the teacher.
- B. Treat school staff members with courtesy and respect.
- C. Students will address staff members by their last names and appropriate titles: Pastor Paul, Mrs. Jones, Miss Smith, and Mr. Taylor and/or 'Yes, Sir' or 'Ma'am.'
- D. Treat school property and the property of others with respect.
- E. Complete their own work and be truthful in all situations; do not plagiarize.
- F. Refrain from disrupting learning.
- G. Be respectful and gracious to other students.
- H. Obey instructions immediately, cheerfully, even if no one is looking. (Hebrews 13:17)
- I. Be respectful and kind to one another. (Ephesians 4:29, 32)

Discipline Procedure and Consequences:

A classroom teacher may use any of the following means of discipline at their discretion and according to the situation:

1. Verbal discipline: admonition, correction, warnings, and rebukes. In all cases of misconduct, students shall be reprimanded for their misdeeds, directed to the Ten Commandments and asked to repent.
2. Denial of privileges: Various privileges (recess, etc.) may be denied to a student who misbehaves.
3. Withdrawal: The student may be removed from the classroom. This is especially appropriate for students who are seeking to gain attention by misbehavior.
4. Restitution: This is to be used in cases of theft or destruction of property, following the appropriate replacement and/or reimbursement for damages.

In communicating discipline issues with the student's parent(s), the teacher should endeavor to communicate with the father/head of household. In applying any of these methods, the teacher is expected to remind the student that being subject to discipline is a manifestation of God's grace toward him/her.

Due to the varying maturity levels of primary grade students, appropriate consequences will be established by the teachers; however the following schoolwide policy will be enforced:

1. **First Time:** Warning from teacher to student
2. **Second Time:** Appropriate consequences for student
3. **Third Time:** Appropriate consequences for student and parent is contacted
4. **Fourth Time / Severe Disruption:** Father (Head of household) called immediately, child sent home.

Headmaster Involvement

The Headmaster is involved in the classroom discipline process. He is involved in the discipline process, or intervenes when teachers require additional support. In order to address student offenses and behaviors, the Headmaster will meet with students and teachers, call parents (the head of household), and confer with teachers and parents as needed.

In the case of persistent patterns of disobedience or disrespect, or when student behavior is grievously inconsistent with Scripture, the Headmaster may issue any of the consequences listed previously. The discipline will be administered in light of the individual student's issue, attitude, and other relevant information. All discipline will be based in the Scriptures. (i.e. confession, repentance, and absolution)

***Memorial Lutheran School will not administer corporal punishment.*

Five basic behaviors will automatically necessitate discipline from the headmaster, rather than the teacher. These behaviors are:

1. Dishonesty in any situation while at school, including lying, cheating, and stealing.
2. Rebellion, i.e. outright disobedience in response to instructions.
3. Fighting, i.e. striking in anger with the intention to harm the other student(s).
4. Obscene, vulgar, or profane language or content.
5. Bringing dangerous items, weapons, or illegal substances to school.

The Headmaster will determine the nature of the discipline based upon the offense.

CODE OF CONDUCT

Students involved in the following practices on or off campus may jeopardize their privilege of attending Memorial Lutheran School:

- Undermining the philosophy and objectives of the school
- Leaving the campus or any school sponsored activity without proper permission
- Defiance, willful disrespect, or insubordination (not following instructions) of any school or classroom policy or to any staff, faculty member, or adult during any school activity or event
- Wearing, displaying, or having in one's possession anything which indicates gang affiliation
- Using profane or indecent language, improper conduct involving persons of the same or opposite sex, practicing lewd conduct or suggestive activity, possessing or displaying obscene literature, pictures, or articles
- Possessing or using weapons of any size, firearms, matches, lighters, explosives of any type, or any instrument used as a weapon to threaten or injure others while on campus
- Vandalism and/or careless use of school property or that of another student
- Tampering with school fire equipment or fire alarm equipment, along with unauthorized use of keys and facilities
- Gambling and/or betting
- Possessing, using or furnishing to others, on or off campus, any form of tobacco, alcoholic beverages or other intoxicants, illegal drugs, or drug paraphernalia
- Dishonesty and/or deception in any form, including theft, cheating on examinations, class work, or any phase of school business
- Conspiracy to, or participation in, hazing, initiations, committing any act that injures, degrades, or disgraces a fellow student or faculty member

OUR SCHOOL EXPECTATIONS

- We will always be in uniform.
- We will always be on time.
- We will respect ourselves, our peers, and our school property.
- We will honor pastors, faculty, staff, and our parents with respect.
- We are responsible for our academic success.

MIDDLE SCHOOL SPECIFIC POLICIES (GRADES 5-8)

Use of Phones/Electronic Devices

Devices used during the school day will be confiscated. These devices will be held by the teacher who confiscated it. Parents must contact that teacher either by phone or in person to make arrangements to recover the device.

- Use of devices on field trips is up to the teacher's discretion and will be announced prior to the field trip.

Calling Home During the School Day

Students will not be permitted to call home for forgotten homework, school uniforms, band instruments, music, or P.E. uniforms. Arrangements for students to go home with another student should be made before the school day begins and communicated to the teacher. If something should come up at the last minute, parents may call or email the school office with information about their child's after school arrangements.

Homework Policy

Homework is due at the beginning of each class period. Homework turned in after this time will be considered late. Late homework is treated as a missing assignment. Parents will be informed that the assignment was turned in late, and the student will have 10% marked off of their grade. Students emailing homework should do this before arriving at school. Emailed assignments received after the assignment is due will be considered late assignments.

Homework for Absentees

Students are responsible for getting all make-up assignments from their various teachers. Students will be given two days, following their absence, to make up missing assignments. For example, if a student misses Monday the assignments would be due on Thursday. Students are encouraged to complete make-up work earlier if possible. Exceptions to this must be approved ahead of time by the subject area teacher. Not having materials at home will not be an acceptable reason for not having homework completed.

Cheating

Cheating is defined as:

- Plagiarism of a website or part of a website
- Copying another student's work
- Allowing another student to copy your work
- Working with other students as a group when the activity given was an individual assignment

Consequences for cheating:

- First Offense: A zero will be given for the assignment and the parent will be informed.
- Second Offense: A zero will be given for the assignment, the parent will be informed, and a detention will be served.
- Third Offense: A zero will be given for the assignment and the parent will be informed in order to set up a meeting with the teacher and headmaster.

ATHLETICS

In Christian education, there are many opportunities to develop our God-given talents and to use them to His glory. One of these opportunities is in the area of organized athletics. Please see MLS's **Athletic Handbook** for specifics with regards to involvement, ethics and policy.

Grades K-4 Sports

MLS participates in the West Houston Christian Athletic Association. Basketball is offered in the winter months if there is enough interest. These teams are parent-coached, so parent involvement in this program is needed. Speak with our athletic director about this special sports program.

After-school soccer for students through age 7 is offered by Soccer Shots, with payment being made to them.

Grades 5-8 Sports

MLS participates in the Houston Lutheran Athletic Conference for Grades 5 to 8. This league sponsors a great variety of sports for both girls and boys: soccer, basketball, track, volleyball, softball, baseball and cheerleading. The conference consists of other Lutheran schools in the Houston area. Games are played after school during the week and sometimes on Saturdays (tournaments usually), depending on the sport played. Each game is started with a prayer led by one of the athletes, and both teams join together in the prayer. Christian sportsmanship is stressed for both students and parents. Parents are encouraged to applaud all players from each school when they participate.

GENERAL PARENT INFORMATION

Communication Between Parents and Teachers

Teachers will communicate to parents through RenWeb, email, phone calls, or personal contact. Parents may contact the teacher by email, phone calls, or appointment. Teachers are to be respectful to all parents and provide opportunities to show successes and concerns for their child. Parents are to be respectful of teachers' time, be conscious of appropriate times to make contact, and will be respectful to the teacher when discussing a situation. If a situation cannot be solved between a teacher and a parent, then a conference will be scheduled with the teacher, parent, and Headmaster. Parents who have a classroom concern or question, should first talk to the teacher before meeting with the Headmaster. It is important to read all communication that is sent from your child's teacher(s).

Communication from the School Office

Email is the main form of communication that comes from the school office. E-newsletters via Constant Contact are sent weekly and group emails through our RenWeb database system are routinely sent out when needed. Occasionally a special Parent Alert will be sent to your email and phone in special emergency situations such as school closings due to weather, for example. Please make sure to read all communication that is sent from the school office.

Classroom Interruptions

Any forgotten item such as lunches, books, clothing, etc. are to be left in the school office. The office personnel will do their best to get items to students; however, it is the student's ultimate responsibility to collect personal items. Please do not disturb the classroom once the school day has started. Appointments with the teachers should be scheduled before 7:30 a.m. or after 3:30 p.m.

Closed Campus Policy

Memorial Lutheran School is a closed campus. No student is permitted to leave the school grounds once he/she arrives on campus unless accompanied by a parent/guardian. During the school day, parents are to sign students in and out of school in the school office. We appreciate your cooperation and consideration in these matters.

Electronic Devices and Mobile Phones

Students are not to bring electronic devices to school. Such devices include, but are not limited to cell phones, iPods, Gameboys, or any other entertainment devices. They can be a distraction to others and can easily be lost or broken. Memorial Lutheran School will not be responsible for loss or damage to personal electronic devices brought onto the school property.

Field Trips

At various times throughout the year, the classes will take field trips in and around the Houston area. The trips will be either by school bus, school van, or private cars. In private vehicles, students must wear seat belts. You will receive notice of the date and time before the trip. Students are expected to be on their best behavior and follow the rules set down by the driver of the vehicle. Any driver of a private car for a school function must have a copy of their license, registration, insurance, and background check on file in the school office.

A nominal charge may be assessed to help cover the cost of the bus and driver.

Library

Each class at Memorial Lutheran School may visit the school library. The privileges of the library are free to all students. Students will be charged for lost or damaged library materials. Reference books may not be checked out at any time. Students are asked to take care of all materials and follow carefully any rules or procedures described by the librarian or teacher.

Lost & Found

All articles found should be placed on the rack directly behind the gymnasium. All articles not claimed by the end of each semester are either given to the PTL Uniform Exchange (if MLS uniforms) or donated.

Lunch Program

Memorial Lutheran School offers a hot lunch program on a daily basis. All lunches can be ordered directly from The Simply Fresh Kitchen at <https://new.thesimplyfreshkitchen.com/>. Select our school and set up your account for payment method and student profile. Students not purchasing hot lunch are responsible for bringing their own lunch to school.

Parent Participation

We encourage all parents to participate in school activities. We ask that you please contact the classroom teacher to ask how and when you might best participate in activities.

Parent Visitation During the School Day

Parents are welcome to visit their child's classroom for school parties, to have lunch with their child or to assist the teacher with special projects. Parents should not visit the classroom during instructional time. If a parent wishes to observe, please set up an appointment with your child's teacher.

Arrangements should be made in advance through the teacher to schedule the time for all visits. Any parent who has not gone through our Raptor system will be required to present his or her driver's license before entering.

Parent Teacher League

The Parent Teacher League is an organization designed to assist and support all of our school's programs through activities that promote fellowship and education within the Christian body. All parents and teachers of Memorial Lutheran School are automatically members of our PTL. Your participation and assistance to organize and/or implement the special PTL events in addition to volunteering at school, in the classroom, library, or lunch time are needed and appreciated. By actively participating in PTL, we are serving and supporting our families, our school, and our Lord!

The PTL Board consists of the following:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Fall Festival Chair
6. Teacher/Appreciation Day Chair
7. Go Texan Day Chair
8. Faculty/Staff Birthday Chair
9. Restaurant Fundraising Night Chair

The Headmaster's Newsletter will carry more information on each event as we progress through the school year. These communications will be distributed to parents via email periodically. Please make sure your current e-mail address is on file with the school office.

Student Records

Parents or legal guardians have the right to inspect their child's permanent record file in the presence of the Headmaster and by appointment. The Family Educational Rights and Privacy Act gives parents the right to inspect, correct, and control access to their child's cumulative file. Official transcripts are mailed to the receiving school or delivered by a school official. They are never given to parents or students for delivery to the school.

Student Welfare /Child Abuse Reporting Obligations

When the student's academic, physical, mental, or emotional well-being is in jeopardy, the school will inform the parents of our concern. We reserve the right to require appropriate outside professional intervention as a condition for continuance at Memorial Lutheran School. Known or suspected cases of abuse, neglect, or serious disregard for the welfare of a child by a parent or guardian will be reported to Child Protective Services as required by law (see reporting obligations below). The school reserves the right for the teachers, counselors, and administration to collaborate in working with the students.

In accord with Texas State Law all of our teachers and support staff are classified as Mandated Reporters. This means that we are obligated under penalty of a fine and jail term to report reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. Contrary to procedures in most legal matters, in the case of child abuse the school cannot contact parents in advance of making a report to legal authorities. School staff will make such reports in the best interests of the child once reasonable suspicion is established. For more information, parents may contact our local licensing office at 713.940.5271, the child abuse hotline at 1.800.252.5400, or visit the Protective and Regulatory Services website at <http://www.dfps.state.tx.us>.

Telephone Policy

Phone calls home by students are not permitted, except in the case of forgotten lunch. Otherwise only emergency calls will be permitted.

If you find it necessary to contact your child during the day, please call the school office (713.782.4022), and every effort will be made by the office personnel to get the message to your child. Telephones throughout the school are reserved for parents, faculty, and staff only. Parents should not send homework assignments electronically to school without teacher approval.

Visitor Registration

Memorial Lutheran has implemented the Raptor Technologies' V-soft Visitor Registration System to assist the front office personnel with monitoring visitors. All visitors to the school will be required to provide the front office with their driver's license in order to be registered as a visitor. This system will provide all employees knowledge that this visitor has permission to be in the area around children. A badge will be printed showing name, picture of the individual, time arrived and purpose of the visit.

- People who regularly volunteer will be issued a special permanent visitor's badge. This will allow us to better monitor who is in the building at all times.

Yearbook

Memorial Lutheran School publishes a yearbook. Under the direction of a faculty member, this book is a pictorial review of the school year and is offered to all families.

CHILDCARE INFORMATION

Childcare Program

Memorial Lutheran School provides year-round all-day childcare for children in our Infant and Early Start programs, and before/after care to all children enrolled in the school.

There is a summer camp for children in Preschool 3 to 6th grade with extended childcare hours.

Registration is required for extended childcare and summer camp.

- Before-school childcare students (arriving before 7:30 a.m.) should enter through the gym door and be signed-in (Infant parents enter through the Westheimer side).
- After-school childcare students (picked up after 3:45 p.m.) will be checked-out at the front school desk. Parents should enter through the main school office for sign-out (or classroom in the infant wing).

- Before/After School Childcare is not provided on national holidays and other designated closure dates as noted on the school calendar.

Late Fees

- Childcare hours are from 6:30 a.m. to 6:30 p.m.
- If you drop off or pick up your child after your scheduled time, a fee of \$10 per half hour will be charged.
- There is a late fee of \$25.00 per half-hour per child for children picked up after 6:30 p.m. (the MLS Employee's time clock will determine actual time).

Minimum Standards and Childcare Licensing

All parents may review a copy of the state minimum standards for our childcare operation. You may also visit the school office to see our most recent licensing inspection report (posted on the office bulletin board).

Policy Changes

Any changes made to the student handbook (policies and procedures) during the year will be communicated to parents in as many ways as possible (letters, web site, weekly newsletters, teacher newsletters, etc.).

Please note: any policies adopted and published by the Faculty or Administration during the school year is just as binding as those printed in this Family Handbook.

MEMORIAL LUTHERAN CHURCH

Memorial Lutheran School is a vital component and important ministry of Memorial Lutheran Church, helping to fulfill the Church's ministry goals.

MLC offers public worship services each Sunday at 8:15 a.m. and 11:00 a.m. We encourage all of our children to attend worship opportunities in their home congregations every week. Special recognition is given to those children who have faithful church and Sunday School attendance.

MLC also offers a wide range of Bible studies throughout the week. Church membership classes are offered twice each year beginning in August and in January. The classes cover the information taught in our school religion classes, preparing parents to assist their children with the school religion assignments.

For more information, please call the church office (713.782.6079) or visit the congregation's website: www.mlchouston.org

MEMORIAL LUTHERAN SCHOOL BOARD

MR. KEN ZIMMERMAN (CHAIRMAN)

MR. KARL BRAND

MRS. RUTH HANSON

DR. HOLLY SMITH

MS. ANN MATHIS

MRS. RACHEL ODOM

MRS. SHAYE REAVIS

MR. BRYAN JANHSEN

MR. JAVIER MARTINEZ

Memorial Lutheran School is owned and operated by Memorial Lutheran Church of Houston, Texas. Its policies are set by the Memorial Lutheran School Board, which is appointed by the congregation. This Board is accountable to the Memorial Lutheran Church Voters' Assembly. Direct supervision of the school is carried out by the Headmaster.

The Memorial Lutheran School Board oversees the operation of Memorial Lutheran School, concerning itself primarily with school finances, academic curriculum, school personnel, care and management of the school facility, and with marketing Memorial Lutheran School to our community.

The School Board meetings are held regularly each month. If a person wishes to speak to the School Board or has an item for consideration, he/she can make an appointment through the Headmaster or the School Board Chairman. The School Board welcomes and invites your participation. Items to be discussed at meetings must be placed on the agenda ten (10) days prior to the meeting.

The School Board is the last resort for dealing with grievances. Any concern or disagreement with a teacher is to be discussed directly with the teacher first. If a common resolution of the situation cannot be reached after speaking to the teacher individually, please talk to the Headmaster and a meeting will be scheduled to work out the differences. The final arbiter of disputes is the School Board.

MLS PARENT AGREEMENT

I acknowledge that I have received the Memorial Lutheran School Family Handbook. I pledge to support all policies and procedures of Memorial Lutheran School for the welfare of the entire school community. I understand that any gross misconduct on the part of a parent or student may jeopardize school enrollment. I will discuss pertinent policies and procedures of the handbook with my child(ren).

This page must be signed and returned to the school office:

Student's Name (Please Print)

Parent's Name (Please Print)

Parent's Signature

Date