



MEMORIAL
LUTHERAN SCHOOL
Classical Education

“BUILDING A STRONG FOUNDATION”
fundamentum firmum perficiendum

FAMILY HANDBOOK

UNUM EST NECESSARIUM

One Thing's Needful (St. Luke 10:42)

2022 – 2023 ACADEMIC YEAR

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MEMORIAL LUTHERAN SCHOOL

MISSION, VISION AND CORE VALUES

“BUILDING A STRONG FOUNDATION”

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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.

PHILOSOPHY AND PURPOSE

“BUILDING A STRONG FOUNDATION”

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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.”*** (Matthew 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.

WHY CLASSICAL LUTHERAN 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 at Memorial Lutheran School.

Classical education forms children 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* 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.

ACCREDITATION AND AFFILIATIONS

Memorial Lutheran School is accredited by the Consortium for Classical Lutheran Education (CCLE).

MLS is recognized by the Texas Education Association through the accreditation process of the Lutheran School Accreditation Commission of the Texas District of the Lutheran Church Missouri Synod. It has also received National Lutheran School Accreditation. The most recent accreditation renewal was given in July 2019. MLS is a member of the Classical Latin School Association (CLSA), the Society for Classical Learning (SCL), and the Texas Association of Private and Parochial Schools (TAPPS).

The Pedagogical Principles of Classical Education

We believe:

- ***Festina lente*** – “Make haste slowly.”
“Make haste slowly, for a general who makes no mistakes is better than a brave one.”
– Caesar Augustus
- ***Multum non multa*** – “Much not many.”
“They say one should indeed read much, but not many things.”
– Pliny the Younger
- ***Ekstasis and Studium*** – Wonder and curiosity
“The ability to experience wonder is one of the highest possibilities of human nature.”
– Josef Pieper

We teach:

- ***Embodied Learning (Songs, Chants, and Jingles)***
“A human being is not a jungle to be cut back, but a desert to be irrigated.”
– C.S. Lewis
- ***Docendo discimus*** – “By teaching, we learn.”
“Men learn while they teach”
– Seneca
- ***Repetitio mater memoriae*** – “Repetition is the mother of memory.”
“Perhaps, God is strong enough to exult in monotony. It is possible that God says every morning, ‘Do it again’ to the sun; and every evening, ‘Do it again’ to the moon.”
– G.K. Chesterton
- ***Optimus magister bonus liber*** – “The best teacher is a good book.”
“In the case of good books, the point is not to see how many of them you can get through, but rather how many can get through to you.”
– Mortimer J. Adler

We confess:

- ***Scholé*** and contemplation – “Restful learning”
“Leisure is the condition of considering things in a celebrating spirit.”
– Josef Pieper
- ***Virtues of Education (Love, humility, diligence, constancy)***
“[Y]ou must not imagine that the Christian’s life is a standing still and a state of rest. No, it is a Passover and a progress from vices to virtue, from clarity to clarity, from virtue to virtue.”
– Martin Luther

CONTACT INFORMATION

MEMORIAL LUTHERAN SCHOOL ADMINISTRATION

Name	Title	Ext.	Email Address	Birthdate
Augusto Abreu	Facilities Director	331	aabreu@mlchouston.org	12/19
Dawn Bennett	Financial Administrator	305	dbennett@mlchouston.org	11/5
Terri Boyd	Dir. of Student Services & Enrollment	358	tboyd@mlchouston.org	11/2
Karen Cook	Administrative Assistant	354	kcook@mlchouston.org	12/10
Michael Dummer	Dir. of Finance & Administration	307	mdummer@mlchouston.org	6/11
Ruth Hanson	Executive Assistant to Headmaster	357	rhanson@mlchouston.org	3/19
Hilda Kunz	Dir. of Early Childhood	317	hkunz@mlchouston.org	3/10
Amy Paul	Dir. of Marketing/Communication	320	apaul@mlchouston.org	6/17
Pastor Paul	Headmaster	315	rpaul@mlchouston.org	4/18
Michael Staub	Dean of Upper School	313	mstaub@mlchouston.org	1/17

ADMINISTRATIVE RESPONSIBILITIES

- Ensure the operation and safety of the MLS campus.
- Plan, implement, and evaluate the curriculum.
- Establish clear lines of communication with parents, students, and the community.
- Train, supervise, and evaluate school personnel.

The goal of the MLS administrative staff is to serve the students, teachers, and parents by listening to concerns, gathering information, and making decisions that are consistent with the school's philosophy and purpose.

MLS FACULTY 2022-2023

Name	EXTENSION	Email	Birth date
INFANT CARE thru PRE-K			
Ms. Yolanda Alva	329	yalva@mlchouston.org	11/26
Mrs. Pascaline Bazie	333	pbazie@mlchouston.org	4/14
Miss Jannia Palmer	329	jcarrier@mlchouston.org	3/17
Ms. Lozetta Davis	327	ldavis@mlchouston.org	9/9
Miss Valexia Fowler	319	vfowler@mlchouston.org	9/5
Mrs. Jamie Hernandez	345	jhernandez@mlchouston.org	11/4
Miss Raven (Hobbs)	318	rhobbs@mlchouston.org	7/16
Ms. Camie (Howard)	326	choward@mlchouston.org	2/26
Ms. Felicia (Johnson)	333	fjohnson@mlchouston.org	8/9
Miss Samira (Kapuku)	318	skapuku@mlchouston.org	4/4
Miss Ariana (Kunz)	325	akunz@mlchouston.org	12/8
Miss Reyna (Martino)	319/312	rmartino@mlchouston.org	7/2
Mrs. Roseline (Oriaifo)	350	roriaifo@mlchouston.org	9/5
Ms. Janice (Palmer)	333	jpalmer@mlchouston.org	7/3

Miss Kristin (Pickens)	350/326	kpickens@mlchouston.org	7/15
Miss Stacy (Romero)	326/327	sromero@mlchouston.org	10/6
Mrs. Taylor	322	etaylor@mlchouston.org	6/17
Mrs. Sujatha (Vellanki)	350	svellanki@mlchouston.org	1/13
Miss Tamara (White)	312	twhite@mlchouston.org	1/17

LOWER SCHOOL FACULTY			
Mrs. Bohot	329	kbohot@mlchouston.org	11/10
Miss Velarde	362	apaul@mlchouston.org	9/23
Mrs. Anna (Kavugha-Ssekyanzi)	369	akavugha@mlchouston.org	10/4
Mrs. O'Driscoll	360	sodriscoll@mlchouston.org	2/11
Miss Mueller	359	kmueller@mlchouston.org	8/22
Miss Zimmerman	361	lzimmerman@mlchouston.org	2/23
Deaconess Phillips	364	kphillips@mlchouston.org	3/8

UPPER SCHOOL FACULTY			
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Mrs. Downie	363	bdownie@mlchouston.org	3/20
Mr. Coulter	337	jcoulter@mlchouston.org	8/3
Mrs. Krumwiede	338	akrumweide@mlchouston.org	7/29
Ms. Leech	336	nleech@mlchouston.org	10/26
Mr. Vogeler	336	jvoegler@mlchouston.org	1/17

OUTCLASSES			
Coach Akaweih	331	sakaweih@mlchouston.org	4/23
Mr. Peters	367	rpeters@mlchouston.org	1/19
Dr. Staub	313	mstaub@mlchouston.org	11/17
Mrs. Vidal	340	mvidal@mlchouston.org	11/21
Mr. Linn	344	klinn@mlchouston.org	12/12

PASTORS			
Pastor Ahlman	335/370	cahlman@mlchouston.org	11/7
Pastor Murray	303	smurray@mlchouston.org	5/24
Pastor Paul	315	rpaul@mlchouston.org	4/18
Pastor Pilli	320	redpastor@aol.com	10/12

ADMINISTRATIVE			
Mrs. T. Boyd	358	tboyd@mlchouston.org	11/2
Mrs. R. Hanson	357	rhanson@mlchouston.org	3/19
Mrs. H. Kunz	317	hkunz@mlchouston.org	3/10
Mr. K. Linn	344	klinn@mlchouston.org	12/12
Mrs. A. Paul	320	apaul@mlchouston.org	6/17
Dr. M. Staub	313	mstaub@mlchouston.org	11/17

RECEPTIONIST			
Mrs. Cook	354	kcook@mlchouston.org	12/28

FACILITIES			
Mr. Augusto Abreu		augusto@mlchouston.org	12/19
Mr. Juan Benavidez			3/8
Mr. Jesus Diaz			12/24
Mrs. Marta Roja			11/13

AFTERCARE			
Ms. Isabel Poffenberger		ipoffenberger@mlchouston.org	7/29
Mr. Jonathon Poffenberger		jpoffenberger@mlchouston.org	12/17
Ms. Liesl Poffenberger		lpoffenberger@mlchouston.org	7/29
Mr. Micah Poffenberger		mpoffenberger@mlchouston.org	2/28

SCHOOL POLICIES AND PROCEDURES

ENROLLMENT PROCEDURES

Parents seeking to enroll children at Memorial Lutheran School must follow these published admission procedures:

- Application is made online, the family visits the school for an individual tour, and meets with the Headmaster.
- Student testing is arranged (assessment tests are used for 6th through high school, classroom visit/assessment for students in preschool through 5th grade).
- Parents must submit current and other most recent report cards, transcripts, and teacher recommendations as well as other required paperwork.
- Before final acceptance is sent, parents and student will schedule an interview with the Headmaster.
- Acceptance is sent and enrollment is completed online.
- Enrollment is not complete until all paperwork is received, and the non-refundable enrollment fee is paid.

All parents and students must read the Family Handbook and return a signed copy of the Memorial Lutheran School Parent agreement form. All new students are subject to a one quarter probation period. Memorial Lutheran School reserves the right to place new and returning students in the appropriate instructional level. The age of the student is always considered, but final placement is based on meeting promotional standards, teacher assessment, standardized tests, previous records, and the content of the classical Lutheran curriculum. Kindergarten students should be five years old by September 1. Enrollment is not limited to Lutherans but matters of faith will be taught exclusively in accord with the Scriptures and the Book of Concord.

Members of Memorial Lutheran Church and siblings of current students have enrollment priority.

Parents understand that a positive and constructive working relationship between parents and MLS is essential, and that MLS shall have the right to discontinue enrollment if MLS concludes, in its discretion, that a parent's actions make such a positive and constructive relationship impossible or otherwise seriously interferes with the accomplishment of the MLS mission.

WITHDRAWAL POLICY

Should you decide to withdraw from the school, the withdrawal fee varies depending upon the time of withdrawal. All fees are non-refundable and non-transferable. Please see the MLS website for more information.

All financial obligations must be met before any records will be released to the parents or the new school. Written notification of withdrawal must be received by the administration. Merely notifying a teacher is not considered official notification.

NON-DISCRIMINATION POLICY

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

TUITION INFORMATION

MLS Tuition Agreement – All families are expected to complete the online enrollment and tuition agreement upon acceptance. MLS uses auto enrollment. Once a student is enrolled, they are considered enrolled until they withdraw in writing or graduate from high school.

Full Year Obligation – Tuition agreements obligate paying a student's tuition for the entire year and may be paid in full semi-annually, over 10 months (PS3 through high school), or over 12 months (infants through Two's).

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.

Students whose tuition and/or fees (including before/after school childcare fees) for the current year are in arrears will not be allowed to attend until all outstanding charges have been cleared. In addition, a student's place for the following year will not be guaranteed.

The final authority in arbitrating policy disputes will rest with the Memorial Lutheran School Board.

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

LENGTH OF SCHOOL DAY AND YEAR

Memorial Lutheran School's (MLS) length of academic year is consistent with Texas state law. MLS's school day lasts from 8:00 a.m. until 3:30 p.m. and is 450 minutes in length (including all lunches, recess, intermissions, etc.). The school year is in excess of 78,075 minutes. The state minimum length of year is 75,600 minutes.

INCLEMENT WEATHER POLICY

MLS makes all decisions for school closing, delayed start, and early dismissal.

In the event of a hurricane, weather conditions or other calamity, Memorial Lutheran School will be closed if the Houston Independent School District (HISD) closes. Turn your radio to 740AM or tune into channels 11, 13, or 26 for information and directions concerning our school. Our parent alert system on RenWeb will be used to update parents on school closing or re-opening. The Headmaster may call for school to be closed or open regardless of HISD's decision.

If there is no announcement, then school is open and operating on a normal schedule. Even if the school is open, you should use your best judgement in evaluating travel conditions.

GENERAL INFORMATION

STUDENT ARRIVAL – THE SCHOOL DAY BEGINS AT 8:00 A.M.

We ask that students arrive at school no earlier than 7:30 a.m. If you must arrive before that time, your child must go to the extended childcare program (which is an additional charge). All students arriving between 7:30 and 8:00 a.m. will go directly to the gymnasium. Students arriving after 8:00 a.m. must go through the school's front office to check in and are marked as tardy.

Infants will be checked into the class by their teacher, entering through the Babyland side of campus.

STUDENT DISMISSAL – THE SCHOOL DAY ENDS AT 3:30 P.M.

If a student needs to leave school before the end of the school day, the parent must present a written note (or email) stating why the student must leave early and will pick up the student in school's front office.

Students should leave school by 3:45 p.m. unless enrolled in an After-School Program (ASP). If students are not enrolled in ASP, 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 ASP, they will be charged \$10 per half-hour for that afternoon of childcare. In addition to the \$10 per half-hour fee, and additional late fee of \$25 will be charged for pickups past the closing time of 6:30 pm. Students authorized by parents to walk off campus should have a "Walk-Off Campus" permission slip on file in the school office.

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. Please follow these rules:

- Always drive very slowly while on school property and watch for children.
- Refrain from using a handheld cell phone while driving on school property.
- Enter the parking lot at the Westheimer Road entrance only and depart through the Bering exit. (Infant Program parents will drop off their child in the InfantCare classrooms, parking on the Westheimer side of the campus).
- Have car tag clearly visible on the dashboard or visor so teachers can have your children ready to climb in the car when you pull up to the dismissal doors.
- Vehicles have a double line for carpool drop-off and pick-up.
- 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.
- Do not delay the pick-up line – if you must speak with a MLS staff person or want to visit with someone, please pull into a parking space and park your car.

CARPOOLING

We encourage families to use the Parents Web Directory to find families within your zip code (or along your route) to organize carpools. Please coordinate pick-up routines with everyone involved (parents, teacher, and students) to ensure all are familiar and comfortable with the plans. Inform the teacher if the normal routine changes.

VISITOR POLICY

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 avoid visiting the classroom during instructional time to avoid distraction. If a parent wishes to observe, please set up an appointment with your child's teacher.

All visitors to the school during normal operating hours must sign in at the MLS front office and get a visitor's badge. Visitors may not be left unattended with students and must always wear a visitor's badge.

VISITOR REGISTRATION

People who regularly volunteer will be issued a special permanent visitor's badge and will receive their visitor's badge each time they are on campus after signing in at the front office. Permanent visitor's badges must be returned to the front office at the end of each visit and visitor will need to sign out. This will allow us to better monitor who is in the building at all times. All adults who have direct contact with students must submit to a criminal background check, including sex offender search. Teachers must verify with the office if volunteers are permitted in their classroom.

MESSAGES FOR STUDENTS

If it is necessary to get a message to your child, call the school office and it will be relayed between classes. Only in an emergency do we interrupt class to deliver a message. Students are allowed to use the office phone to call home during lunch and breaks if necessary. *Do not text or call your child during the school day (including pick-up).* Student cell phones will be taken if they ring or are used at any time from 7:30 a.m. – 3:30 p.m.

ATTENDANCE POLICIES

It is vital that we have parent cooperation where attendance is concerned. The MLS classroom functions optimally when students are on time, in class, and prepared to work each day. It is imperative the MLS students attend school – this is the student’s “job” at this time in his/her life. Academic progress and achievement as well as work and study habits are reliant on prompt, regular attendance. Tardiness and absences disrupt class as well. Students are expected to attend school every day unless they have an unexcused absence. All absences and tardies, whether excused or unexcused, count in the total absences for the year.

All requests for a scheduled absence must be communicated to the teacher as well the MLS administrative assistant, Ms. Karen Cook, at kcook@mlchouston.org.

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). Any student entering the school after 8:00 a.m. will enter through the school office and will be recorded as tardy.

Parents of preschool – 1st grade students that arrive after 8:00 a.m. must accompany their students into the front office where students will receive a tardy slip.

Lower and Upper School students arriving after 8:00 a.m. *must* sign-in at the front office to receive a tardy slip and then proceed to class. Parents will be contacted if student drivers are tardy.

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

- 2nd through 4th unexcused tardy: Note to parent
- 5th unexcused tardy: Conference with Headmaster, teacher, and parent; thereafter, unexcused tardies will be counted as days absent.
- Five or more tardies in a grading period could result in lowered course grade, course failure or could affect a student’s re-enrollment for the following year.

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. The doctor’s note should be given to Mrs. Cook when the student enters the building or may be emailed to kcook@mlchouston.org.

ABSENCES

Unexcused absences in excess of five per semester could result in lowered grade, course failure, or could affect a student's re-enrollment.

- **Student absences should be reported to the school office before 9:00 a.m.** If the student is absent, the parents must submit a written excuse upon the student's return to school. Written excuses for absences must be submitted within three days of the students returning to school. An unexcused absence will be given to the student if a note is not received within three days of the student's return to school.

The note should include the following:

- Dates of absence
 - Reason for absence
 - Signature of parent
- **If the office does not receive a call or email providing notification of a student's absence, the office will call you.**
 - **Please schedule student's appointments on non-school days.**

Students arriving after 9:00 a.m. or leaving before 2:00 p.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. Any student arriving after 8:00 a.m. must be accompanied to the school office by the parent. Students leaving before the school day is over will be assessed a half-day absence. This absence may be excused or unexcused.

EXCUSED ABSENCES

Excused absences for an illness, in excess of four or more consecutive days, must provide a doctor's note to the school office.

- Examples of non-medical excused absences
 - family events
 - weddings
 - funerals
 - family reunions
 - college visits
 - certain athletic competitions
 - educational opportunities
- For a student to be approved for a scheduled absence, the student must be in good standing academically and have a good attendance record.
- Parents needing to schedule an absence should inform the MLS office **AND** the classroom teachers at least ONE WEEK prior to the absence 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. However, students should expect some make-up work upon their return.

UNEXCUSED ABSENCES

- Absences that are generally random unexcused include family vacations and days immediately before and after Christmas and Spring Breaks.
- Teachers are not required to provide work ahead of time for students going on vacation.
- **Students may not have more than five (5) unexcused absences in a semester.** Students may be allowed to makeup 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.
- Unexcused absences in excess of five per semester could result in lowered course grade, course failure, or could affect a student's re-enrollment for the following year.

ABSENCE AND EXTRA-CURRICULAR ACTIVITIES

For any student to take part in a school-sponsored activity, the child must attend 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.

ABSENCES DUE TO ILLNESS - LOWER SCHOOL (K-6TH)

- Teachers should have missing assignment sheet completed, and the student's books gathered, by 3 p.m. Parents may pick up the assignment sheet and any books from the front office.
- Teachers will set aside times during the school day for students to complete quizzes and test that were missed.

ABSENCES DUE TO ILLNESS – UPPER SCHOOL (7TH – 11TH)

- Ultimately, it is the student's responsibility to collect make-up work due to an absence. The MLS administration does not gather make-up work and assignments for absent Upper School students.
- **First period teachers should confirm that a classmate of the absent student(s) is recording the day's assignments on a "Daily Assignment Sheet".**
- Absent students should call classmates for assignments or email their teacher.
- Upper School students should, upon returning from an absence, check their folder in their homeroom class for a list of make-up assignments or graded assignments.
- Students must be prepared to take tests and turn in major projects on the day they return to school following an excused absence unless they have made other arrangements directly with the teacher.
- It is the teacher's prerogative to allow or disallow a make-up test or quiz in the event of an absence.
- Students are responsible for making up tests and quizzes by the date determined by their teacher, but teachers may need to remind them. Students who have been reminded but still fail to complete a reasonable amount of make-up work on time will fail the missed assignments.
- For make-up tests and quizzes not completed during class, students will report to the teacher of the class at the end of the school day.

EARLY DISMISSAL

Parents should inform the teacher AND the school office (kcook@mlchouston.org) indicating the time and reason for early dismissal. All students that leave early must check out in the school office and will wait in the office for the parent.

MAKE-UP WORK

Teachers are NOT required to provide assignments ahead of time to students missing school.

Every attempt should be made to schedule vacations during non-school days.

Students and families should expect make-up work after an excused absence.

Teachers set the schedule for when make-up work must be completed and may modify missed assignments at their discretion. Except in unusual circumstances, students should have no more than one week to complete their work. Assignments that cannot reasonably be completed in that time should be modified. As much as is possible, make-up work should not distract students from their current work.

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.

ACADEMICS AND ACADEMIC POLICIES

The following subjects are offered at Memorial Lutheran School:

K - 8th grade

<ul style="list-style-type: none"> • Religion • English (Phonics/Grammar/Reading/ Spelling/Vocabulary) • Mathematics • History and Geography • Latin (grades 1-8) • Science 	<ul style="list-style-type: none"> • Handwriting • Logic (middle school) • Philosophy and Rhetoric (8th grade) • General Music • Choir, Band, Orchestra, Strings Group, Handbells • Art • Physical Education
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9th - 12th grade

<ul style="list-style-type: none"> • Theology • History • Humane Letters • Mathematics • Languages (Latin, Greek, Spanish) 	<ul style="list-style-type: none"> • Science • Logic • Rhetoric • Physical Education • Fine Arts (music, band, studio art)
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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-6th. Religion for grades 7th through 12th grade 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 to attend our regular Chapel services held each morning.

ACADEMIC INTEGRITY

MLS expects the highest standards of academic integrity from all students. Students should conduct themselves with a character befitting the classical, Lutheran ideals which define our school. Academic dishonesty consists of, but is not limited to cheating, plagiarism, or assisting another to engage in such activities. Students who demonstrate a lack of academic integrity in any way are subject to disciplinary action or expulsion.

ACADEMIC PROBATION

A student whose academic performance falls below the acceptable standards as dictated by the classroom teacher and MLS administration is placed on academic probation. A student will be placed on Academic Probation at the end of a quarter if his/her grade for any course is a D or lower (or the mark of U). The student's parent(s) will be notified in writing and required to meet with the teacher and/or Headmaster.

The following may result:

- Required tutoring, summer studies, and assessments as directed by the teacher (additional fees may apply).
- Ineligibility for MLS after-curricular activities, field trips, House activities, or loss of other privileges.
- Loss of tuition assistance.

After satisfactorily completing required coursework, the probation period will end. Two or more quarters without significant improvement may result in failure to be promoted to the next grade level or dismissal from school.

SUMMER SCHOOL CREDIT RECOVERY

Summer school credit recovery is offered for any student who does not receive a passing grade (70 or above) to a high school class during the prior school year. Summer school credit recovery is offered in a variety of ways. Students will need to contact their teacher for the credit recovery options for your class. For any in-person class, all fees must be paid prior to the first day of class. In addition, attendance at all sessions is required. Any student missing more than two (2) days of class will receive a failing grade in the course and will not receive a refund. Three (3) tardies to class will be considered equal to one (1) absence. All summer school credit recovery grades must be completed by the Friday before the first day of the fall term.

GRADING POLICIES

Grades provide students and parents a quick "snapshot" of teacher evaluation regarding academic proficiency, classroom contributions, and overall subject knowledge. Examples of class assessments include tests, quizzes, homework, daily participation in class, etc. Teachers allow students an array of opportunities to display their skill sets which provides teachers with adequate information to ultimately assign a final grade.

Unfortunately, the significance of traditional letter grades has been minimized considerably over the years. Working hard to earn a "B" in a challenging course is not widely viewed in our current culture as a praiseworthy accomplishment. A student who gives his best effort to earn a "B" will be recognized and praised as much as the student with a slightly higher academic aptitude who works hard and receives an "A". The common denominator is hard work, effort, and drive. The distinction in the grade reflects knowledge acquired.

SKILL SET GRADES USED AT MLS

Pre-kindergarten through 2nd grade teachers will give skill set grades for the entire school year. "Specials" teachers give skill set grades.

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

LOWER SCHOOL (3RD – 5TH GRADE)

LETTER GRADE	NUMERIC VALUE
A	100-90
B	89-80
C	79-70
D	69-60
F	59 or less

UPPER SCHOOL GRADING

Grade point averages (GPA/GPNA) are computed on a semester basis. The office maintains a cumulative average. Class ranking is based upon the cumulative GPA and is posted after all graduation requirements have been completed. Only courses taken at Memorial Lutheran School count toward a student's GPA. Transfer students receive credit for previous courses, but the grades are not counted as part of the GPA for the purposes of class ranking. Courses taken at other institutions may count toward the prescribed graduation requirements. Students who transfer to MLS during sophomore, junior or senior year will not be given a cumulative GPA for the purpose of establishing class rank.

Honors Classes

While the academic program at Memorial Lutheran School is already rigorous, some students may elect to pursue an even more advanced course of study. Honors classes at Memorial Lutheran School happen in two different ways. First, if students are taking math, science, or Latin at a level above their current academic grade, these classes will be considered honors classes. Students successfully completing those courses will receive the additional honors grade point weight. For other classes (Humane Letters, History, etc.) students may elect an honors course of study. Teachers of these courses will provide a contract for additional work and study in addition to normal class work, which if successfully completed, will earn the honors grade point weight for that class. These contracts will be signed by faculty, students and parents at the beginning of the school year. Any student on academic probation is ineligible to receive honors credits.

Dual Credit

Memorial Lutheran School offers dual credit in partnership with Concordia University Nebraska. Available courses will be announced annually, dependent on present faculty. Students wishing to take dual credit classes must receive approval from the faculty. Memorial faculty will teach these classes similarly to honors classes and students will receive both a high school grade and a college grade. Additional costs will apply. See the current dual credit program handout for more information.

UPPER SCHOOL GRADING SCALE

Grade	Numeric Value	Weight of regular classes	Weight of Honors classes
A	93 & Above	4.0	5.0
A-	90-92	3.6	4.6
B+	87-89	3.5	4.5
B	83-86	3.2	4.2
B-	80-82	3.0	4
C+	79	2.8	3.8
C	77-78	2.6	3.6
C-	75-76	2.4	3.4
D+	74	2.0	3.0
D	71-73	1.8	2.8
D-	70	1.6	2.6
Fail	Below 70	0	0
	Incomplete	0	0

UPPER SCHOOL GRADUATION REQUIREMENTS

MLS has an integrated course of studies that leads to a high school diploma of incomparable quality. Our transcripts include course descriptions so that colleges may understand the nature of our curriculum and the level of reading our graduates have experienced. Each credit represents one year's work in a 3–5 hour course. The requirements below are for students wishing to graduate with an MLS diploma. Students who transfer in after 9th grade will receive credit for previous course work.

ACADEMIC CREDITS

Academic credits toward graduation are earned beginning with the freshmen year. For each course in which a grade of 70 or above is earned, the student is awarded ½ a credit per semester. Students are classified according to the number of credits they have completed: freshmen, less than 8; sophomores, at least 8; juniors, at least 16; seniors at least 24.

SUBJECT	NUMBER OF CREDITS
<i>STUDIA HUMANITATIS (CORE HUMANITIES STUDIES)</i>	
Theology I-IV 1 credit per year	4
Humane Letters I-IV Literature, English, Composition, Classical Studies	4
History I-IV U.S. government and economics (senior year)	4
Languages 2 credits must be in the same language (Latin, Spanish or Greek)	4
Logic	1
Rhetoric	1
<i>THE QUADRIVIUM (THE MATHEMATICAL ARTS)</i>	
Mathematics Must include 1 credit each in Algebra I, Algebra II, and Geometry	4
Science Must include 1 credit each in Biology, Chemistry, and Physics	4
<i>FINE ARTS</i>	
Music or Visual Arts	1
Physical Education .5 credit earned per one semester of PE or .5 credit for participating in 2 athletic seasons (up to 1.5 credits for 6 seasons) and Health	1
TOTAL	28 credits

MID-TERM PROGRESS REPORTS

Progress reports are issued four times during the school year at the midway mark of each quarter. These will indicate how well the student is doing for the first half of the quarter. Mid-term grades are recorded in RenWeb, with a progress report being printed from RenWeb. These forms are emailed to the parents via RenWeb. Issuance dates are on the school calendar. Please keep these on file. These are important correspondence papers and may be used in a conference with a parent.

Teachers are expected to write a comment in RenWeb for any student scoring below "B" range in a specific subject. Teachers will indicate what aspect of a student's performance needs improvement. (Homework, participation, tests, quizzes, not performing up to potential, not prepared for class etc.). Progress reports are not part of the student's permanent record.

HOMEWORK POLICY K-12TH

Homework is considered an integral part of the educational process at MLS. Assignments are targeted practice of content taught in class. It is not necessary to assign lengthy homework assignments in all subjects regularly.

MLS believes students should complete as much work as possible in class. Work completed in class, under the supervision and direction of a teacher, is the best practice.

HONORS CLASSES HOMEWORK

Classes with honors may require that students spend more time on assignments than on assignments in non-honors courses.

Homework assignments are given to reinforce material taught in class. Homework should be review, not new instruction.

Students are held accountable for completing homework. If an assignment cannot be officially graded, spot checked, or credit given for completion, the assignment should not be given.

Students in 3rd grade through 12th grade are required to have an assignment book. Assigned work is written down and signed or initialed by the teacher before being dismissed for the next day. The parent is to also sign or initial the assignment book each day, indicating that he/she is aware of assignments. Students in High School will have assignment books, but this responsibility is their own.

Test preparation should be assigned incrementally in an effort to train the students in good study habits and to facilitate appropriate pacing. Do not assume that your students know how to study. Give them practical suggestions.

Communicate with families and students to gather feedback about the length of their homework assignments.

UPPER SCHOOL HOMEWORK POLICY

Students are expected to work hard each class period. Teachers should not feel compelled to make nightly homework assignments if class time has been used productively.

Homework should be dedicated to reinforcement and practice of material which has already been taught in class. Although there are guidelines below about how much homework to assign, teachers should not attempt to assign the maximum amount of homework allowed. Instead, teachers should rely on their knowledge and expertise to assign a sufficient amount of homework to aid learning through reinforcement.

WEEKNIGHT HOMEWORK

Homework may be assigned with the following time commitments on a weeknight -

- In math and Latin, students may be expected to spend about 40 minutes working on homework.
- In science, students may be asked to spend about a quarter of a class period working on assignments (about 20 minutes).
- In all other subjects, there should be no homework.

WEEKEND HOMEWORK

Homework in all subjects may be assigned over the weekend.

Homework which is assigned far ahead of its due date should allow for a sufficient number of Mondays to pass before being collected (e.g., lengthy papers and projects). Teachers should use their expertise to determine how many weeks are necessary to complete papers and projects.

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 organized athletics. Please see MLS's **Athletic Handbook** for specifics with regards to involvement, ethics and policy.

SPORTS - LOWER GRADES 1-4

Sportstars is offered once a week for first through fourth grade students. It is a great introductory class for them to work on their skill sets prior to participating on an MLS sports team. Speak with our Athletic Director about this special sports program. After-school soccer for students through age 8 is offered by Soccer Shots, with payment being made directly to them. Fourth graders will be eligible to participate in archery (coed) and volleyball (girls).

SPORTS - GRADES 5-8

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

SPORTS - GRADES 9-12

Beginning in ninth grade, students/teams will compete in Texas Association of Private and Parochial Schools (TAPPS) organized competitions. TAPPS serves to organize, stimulate, encourage, and promote the academic, athletic and fine arts programs in an effort to foster a spirit of fair play, good fellowship, true sportsmanship and wholesome competition for boys and girls. We currently have cross country (boys and girls) and basketball (boys) teams. MLS also offers track and field (boys and girls), and archery (coed) which participates in 2-3 tournaments a year, one of which we host.

ACADEMIC ELIGIBILITY

HLAC

Student-Athletes are expected to maintain passing grades in all classes. In accordance with the HLAC Constitution (May 2016) a student will be considered ineligible for athletic involvement if he/she receives 2 or more failing grades (F's) in core subjects in a midterm/progress report, or 1 or more failing grades (F's) in core subjects on a report card. Core subjects include Religion, Math, Language Arts, Science, and Social Studies. The student will remain ineligible until the next midterm/progress or report card is issued. If the student has improved his/her grades in this report, and meets eligibility standards, he/she will be reinstated on the team. If not, the student will remain ineligible until the next report is issued or until the current sports season ends. They will also be expected to seek tutoring from the appropriate teacher.

TAPPS

In accordance with the TAPPS Constitution a student will be considered ineligible for athletic involvement if he/she is failing more than one accredited academic course during the grading period. The length of time of ineligibility after a grading period should be at least two weeks. They will be expected to seek tutoring from the appropriate teacher.

SCHOOL AND CULTURAL POLICIES

UNIFORM POLICY

MLS is a classical, Lutheran school with a unique culture of discipline, tradition, and excellence. Our uniform policy and dress standards are designed to support and reinforce these values. Ensuring your child honors the letter and the spirit of the uniform policy assists us in this task.

MLS adheres to a school uniform policy for students in Preschool 3 through high school. Students are to wear the official uniform each day of the week except for designated dress days announced during the year. Lands' End is our uniform supplier. Only Lands' End uniforms will be within the uniform code. For uniform specifics see the chart on the MLS website.

Male students – hair should be conservative in style, neat, above the collar and eyebrows, and no longer than mid-ear. Boys may not have earrings, tattoos, or facial hair.

Female students should exhibit modesty and good taste. Hair should be neat, off the face, and not dyed an unnatural color. Skirts and jumpers may not be more than one inch above the knee. Hair accessories, jewelry, and make-up (Upper School only) should be non-distracting and appropriate for a school setting.

The faculty and administration reserve the right to require students to modify any elements of dress or appearance that are inconsistent with the culture of the school.

UNIFORM NON-COMPLIANCE DISCIPLINARY ACTION

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

- **Preschool through Lower School** - A parent may be contacted and required to bring the appropriate clothing to school.
- **Upper School** – Uniform violations are handled according to the Upper School Discipline Policy. If your child's appearance necessitates immediate action, parents will be contacted. For more details on the Uniform Policy ask for information in the school office.

LOCKER POLICY (UPPER SCHOOL)

Students will be assigned lockers to store their textbooks and other school-related materials. Lockers are the property of MLS, and it is a privilege to use them. Therefore, students should use lockers appropriately. Students may not decorate lockers or modify them in any way. Lockers should not be climbed, and students should carefully open and close the doors. Students may store only school-related items in lockers (e.g., books, binders, pencils, jackets, etc.). Items should not be stored on top of the lockers. Lockers should remain in the same condition and appearance in which students received them. At the start of each day, students will empty backpacks into the lockers and store backpacks in the homeroom assigned areas. Students may not linger at lockers between classes.

MLS reserves the right to open and inspect lockers at any time with no notice. The school may also revoke the privilege of using lockers or disabling the locks.

STUDENT 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, bullying, hazing, initiations, committing any act that injures, degrades, or disgraces a fellow student or faculty member

SCHOOL EXPECTATIONS

All students are expected to obey the following expectations:

- Follow the written behavior expectations as distributed and explained by the teacher.
- Treat school staff members with courtesy and respect.
- 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 'Yes, Ma'am.'
- Treat school property and the property of others with respect.
- Complete their own work and be truthful in all situations; do not plagiarize.
- Refrain from disrupting learning.
- Be respectful and gracious to other students.
- Obey instructions immediately, cheerfully, even if no one is looking. (Hebrews 13:17)
- Be respectful and kind to one another. (Ephesians 4:29, 32)

SCHOOL DISCIPLINE POLICY

“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 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 at 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.

Teachers and administrators recognize that maintaining a well-disciplined classroom is key to learning. We believe “knowledge without virtue is a dangerous thing,” therefore encouraging virtuous behavior is as important as encouraging excellence in math and grammar. Student behavior, attitude, and physical disposition should contribute positively to the classroom environment and MLS’s culture of excellence in character.

Based on these Biblical guidelines, the discipline policy of Memorial Lutheran School contains the following sections:

the Code of Conduct; School Expectations; General Discipline Policy; Administrative Involvement; the Bullying Prevention Program; and Detention, Suspension and Expulsions

STUDENT 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, bullying, hazing, initiations, committing any act that injures, degrades, or disgraces a fellow student or faculty member

SCHOOL EXPECTATIONS

All students are expected to obey the following expectations:

- Follow the written behavior expectations as distributed and explained by the teacher.
- Treat school staff members with courtesy and respect.
- 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 'Yes, Ma'am.'
- Treat school property and the property of others with respect.
- Complete their own work and be truthful in all situations; do not plagiarize.
- Refrain from disrupting learning.
- Be respectful and gracious to other students.
- Obey instructions immediately, cheerfully, even if no one is looking. (Hebrews 13:17)
- Be respectful and kind to one another. (Ephesians 4:29, 32)

SCHOOLWIDE DISCIPLINE PROCEDURE AND CONSEQUENCES

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

- **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.
- **Denial of privileges:** Various privileges (recess, etc.) may be denied to a student who misbehaves.
- **Withdrawal:** The student may be removed from the classroom. This is especially appropriate for students who are seeking to gain attention by misbehavior.
- **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:

First Time: Warning from teacher to student;

Second Time: Appropriate consequences for student;

Third Time: Appropriate consequences for student and parent is contacted;

Fourth Time: Appropriate consequences for student and parent meeting is held with faculty and administration;

Fifth Time/Severe Disruption: Father (Head of household) called immediately; child sent home (length of suspension determined in meeting, see below for more details).

ADMINISTRATIVE INVOLVEMENT

The Headmaster is involved in the classroom 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 considering the individual student's issue, attitude, and other relevant information. All discipline will be based in the Scriptures (i.e., confession, repentance, and absolution). In cases where there is a need for law enforcement, law enforcement officials will be notified and involved. Administrative staff will notify appropriate church and school leadership accordingly.

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

MLS expects families to support our faculty and the school's cultural and biblical standards. To ensure effectiveness, teachers consistently communicate with the office regarding problems with students. The administration works with teachers to determine all consequences for misbehavior. When the family and school behavioral expectations are in conflict, the administration will take action to protect the integrity of the school culture.

Teachers handle problems in an authoritative and professional manner. They document academic and behavioral problems to ensure accurate communication with parents.

Student behavior that negatively impacts MLS or and MLS student through spreading gossip, bullying, threatening, or other forms of harassment will result in disciplinary action (see Bullying Program Below). This includes all forms of electronic communication.

Five basic behaviors will automatically necessitate discipline from the headmaster, rather than the teacher. The Headmaster will determine the nature of the discipline based upon the offense. Appropriate consequences, dependent upon frequency and severity of offense, may include behavior detentions, suspension and expulsion. These behaviors are:

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

Bullying Prevention Program

PREAMBLE

Memorial Lutheran School believes that everybody should enjoy our school equally, and feel safe, secure, and accepted. Therefore we do not tolerate bullying. Bullying causes pain and stress to victims and creates an environment that does not build up the body of Christ.

INTRODUCTION

It is our goal that no student will be subjected to bullying: (1) during any school-sponsored education program or activity; (2) while in school, on school property, on any school vehicles, or at school-sponsored or school-sanctioned events or activities; or (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. Bullying incidents, including "cyber-bullying," that occur inside or outside the school but whose effects carry into the school, will not be tolerated.

AIMS OF THE BULLYING POLICY

- To stop bullying behavior.
- To develop appropriate social skills and attitudes in the victims, perpetrators and bystanders of bullying.
- To promote and reinforce the Christian ethics of care and respect for each individual.
- To rebuild relationships.
- To help staff identify an act of bullying.
- To provide clear procedures to deal with bullying.
- To support and restore those who have experienced bullying.
- To deal with bullying behavior swiftly.

DEFINITION OF BULLYING

Bullying is defined as any intentional written, verbal, graphic, or physical act that a student or group of students exhibit repeatedly toward another student, and the behavior both: • Causes mental or physical harm to the other student, and • Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Bullying is most often a repeated behavior and involves an imbalance of power.

TYPES OF BULLYING

The following is a list of behaviors or actions that may constitute bullying. These behaviors do not automatically constitute bullying.

Physical

- Hitting, kicking, punching, pinching
- Pushing, shoving, spitting
- Taking or damaging something which belongs to someone else
- Forcing others to hand over food, money or possessions belonging to them
- Making someone do something they don't want to do
- Getting in the way of, holding, or grabbing

Verbal

- Name calling, teasing, taunting, ridiculing
- Threatening, intimidation • Insults, sarcasm, put-downs
- Making fun of someone because of their appearance, physical characteristics, physical or mental disabilities, or cultural background
- Making fun of someone's actions Indirect
- Excluding others from the game or group

- Spreading untrue stories about others

- Ignoring, alienating

- Being unfriendly

- Spreading gossip and rumors

- Ostracizing or using as a scapegoat

- Creating cartoons, pictures, or writings designed to hurt or humiliate

- Hostile, rude gestures, i.e. making faces, rolling eyes, giving the "evil eye"

Psychological

- Any act that instills a sense of fear, dread, or anxiety

- Any act that insults or demeans an individual in such a way as to cause distress

Cyber Bullying

- The use of cell phones, text messages, e-mails, instant messaging, web blog, any social media or any postings to bully another student in any of the ways listed above

EVALUATING IF ACTIONS CONSTITUTE BULLYING

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to:

- The words chosen or the actions taken.

- Whether such conduct occurred in front of others or was communicated to others.
- How the perpetrator interacted with the victim.
- The motivation either admitted or appropriately inferred.

CONFLICT VERSUS BULLYING BEHAVIOR

The following is intended to be a helpful aid in understanding the differences in what is considered normal behavior versus characteristics of a bully's actions.

Conflict is normal.

- Equal power between friends
- Occasional
- Accidental
- Demonstrates concern
- Takes responsibility
- Tries to resolve issue
- Occurs anywhere

Bullying is not normal conflict.

- Display of power, not in friendship
- Frequent
- Purposeful
- Demonstrates pleasure
- Blames others
- No effort to resolve issue
- Occurs where bully is safe

INTERVENTION

Intervention in bullying concerns will be addressed with two goals in mind:

- 1) To maintain safety and order within the school community.
- 2) To identify, teach, and practice the skills needed to prevent the bullying and other negative social behavior from occurring again.

As a Christian school, we expect our students to display courtesy, respect and responsibility at all times. We will address the bullying and attempt to build strategies for resilient responses to bullying behavior, including forgiveness, appropriate reactions, and the promotion and development of positive relationships in a supportive caring school culture. Our policy is based on the principle that "bullying is not okay as we look after each other here at Memorial Lutheran School." Please refer to Student Code of Conduct for more specific information.

STAFF RESPONSIBILITY

As part of annual in-service training, the school staff, the headmaster or designee will arrange for bullying awareness and response training. Staff must take the initiative in combating bullying and watch for bullying warning signs closely, while supervising children on the playground, in the classroom, hallways, rest rooms, gym, etc.

PARENTS' RESPONSIBILITY

Parents have a responsibility to support Memorial Lutheran School's anti-bullying policy and to actively encourage their child to be a positive member of our school.

STRATEGIES AND RESPONSIBILITIES FOR PARENTS INCLUDE:

- Examine their own behavior to ensure they set a good example for children to follow.
- Confront inappropriate comments, jokes, and gestures that their children might make.
- Model good behavior using good communication, anger management and conflict resolution skills.
- Direct their child not to retaliate to any form of bullying.
- Help child take responsibility of his/her behavior.
- Watch for signs that their child may be being bullied and encourage him/her to 'tell.'

REPORTING AN INCIDENT

- All faculty or staff members who observe or become aware of acts of bullying are required to report these acts to the school administrator.
- Bystanders who believe they have observed an act of bullying or who have reasonable grounds to believe that bullying is taking place are strongly encouraged to report the incident to school authorities. A bystander is anyone (other than the bully and the victim) who is present during a bullying incident.

- A student who is a victim of the bullying is encouraged to report the conduct to the administrator, a teacher, or a parent who will inform the administrator.
- Reports of bullying may be made verbally or in writing and will be confidential.
- All reports, whether verbal or in writing, will be taken seriously and a clear account of the incident will be documented.
- The school administrator will make a written record of the incident.
- Upon review and investigation of a report, the teacher may address some concerns within the classroom, as directed by administration. More serious and repeated concerns will be referred to the administrator for further action.

ACTIONS FOR RESOLUTION OF A BULLYING INCIDENT

- An attempt will be made to interview all parties involved in the bullying incident including the victim, bully, and bystanders to establish the facts of the situation and to hold them accountable for their actions/inactions.
- Investigation of the facts and seriousness of a complaint or alleged incident will take place in a timely manner to verify the validity and seriousness of the report.
- The message to the child who bullies will be, "Your behavior is sinful and unacceptable, and must stop immediately." Refer to Student Code of Conduct.
- After the incident has been thoroughly investigated in accordance with the school discipline policy, faculty and administration will monitor both the victim and the perpetrator to ensure that the bullying does not resume or reoccur.
- Memorial Lutheran School will maintain the confidentiality of the students/persons involved in the bullying incident and any related pupil records to the extent required by law.
- Bullies are subject to disciplinary action up to and including suspension or expulsion as outlined in the discipline section of the Memorial Lutheran School Family Handbook. In addition, as may be required by law, law enforcement officials will be notified of bullying incidents.

RETALIATION

Retaliation against another person for good faith reporting of any suspected bullying behavior as described under the bullying definition is prohibited. Retaliation against any person for bullying is also prohibited. Students should report bullying behavior, not retaliate or try to get even themselves. Suspected retaliation should be reported in the same manner as the alleged bullying behavior. Retaliation is subject to disciplinary action as outlined in the Memorial Lutheran School handbooks.

HARASSMENT

Memorial Lutheran School will not tolerate harassment of any employee or student. The term "harassment" includes, but is not necessarily limited to, slurs, jokes, and other verbal, graphic, or physical conduct, relating to an individual's race, creed, color, national origin, gender, religion, age, handicap, or physical condition. It shall be a violation of this policy for any member of the Memorial Lutheran School community to harass any other person or persons through conduct or communications. The school administration and School Board will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal or expulsion. Individuals found to have made false or frivolous charges will also be subject to disciplinary action up to and including dismissal or expulsion.

Overt, Serious, and/or Chronic Misbehavior and Consequences

The vast majority of Memorial Lutheran School students meet the behavioral expectations of their parents and the school. However, where there is willful disregard and disobedience of school rules and regulations, it is necessary for the school to deal with the unacceptable behavior and apply the discipline of the law. Students must regularly strive to resist that temptation. A spectrum of possible disciplinary consequences is available to school personnel to handle specific disciplinary situations. Included in this list of potential disciplinary consequences are warnings, lunch detentions, after school detentions, parent conferences, suspensions and expulsion. Additional or alternative disciplinary consequences may be taken when a specific situation warrants such action. Dependent upon the disciplinary situation, the severity of consequence will be determined. Memorial Lutheran School retains the right to discipline for events that occur off campus, as it may impact the educational environment and community of the school.

The following is a list of the types of situations which may result in disciplinary consequences. This is not intended to be an exhaustive list but merely list examples of the types of offenses that fall under this policy.

1. Chronic overdue and incomplete work.
2. Willful disobedience or disrespect for authority.
3. Harassment or bullying.
4. Cursing, swearing, or using abusive or profane language.
5. Serious and willful destruction of property.
6. Reprehensible conduct that discredits the school and/or the Christian faith.
7. Unlawful activity (e.g. stealing).
8. Possession or use of fireworks, explosives or weapons (including knives).
9. Threat or use of physical violence.
10. Immoral sexual conduct.
11. Possession or use of alcohol, tobacco, or other controlled substances.
12. Chronic misbehavior (same misbehavior occurring multiple times per day/week).

The following is a list of steps and consequences that may be followed, dependent upon circumstances regarding the offence. The administration reserves the discretion to advance through the consequences as fits the offense.

1. Students will be given a warning first regarding their behavior.
2. The second offense after the verbal warning will result in appropriate consequences meted out by the teacher (see Discipline Policy above).
3. The third offense will result in the following actions:
 - a. Students in grades K-6: the students will receive appropriate consequences from their teacher.
 - b. Students in grades 7-12: the student will serve a lunch detention the next available school day.
 - c. In all cases, the faculty member contacts the head of household
4. The fourth offense will result in the following actions:
 - a. Students in grades K-6: the students will receive appropriate consequences from their teacher.

- b. Students in grades 7-12: the student will serve an after-school detention the next available school day.
- c. In all cases, the faculty member contacts the head of household and arranges meeting with headmaster, faculty and parents.

AFTER SCHOOL DETENTIONS:

Detention will be held after school on Monday and Thursday only, no exceptions. If a student has to miss an extra-curricular or athletic event, this is a consequence. If a student inconveniences a carpool or a parent, this is a consequence. On the day a student serves a detention, they are not eligible to participate in extra-curricular activities provided through the school.

Only students serving detentions are allowed in the room where detentions are being served. Siblings or other children in a carpool must be picked up by an adult or directly supervised by an adult or they will be signed into Extended Care at an additional charge until they are picked up.

A student who is disruptive, late or fails to show up for a detention will be given a second detention. A student absent on the day of detention is expected to serve the detention on the next detention day he/she is present.

Length of detentions:

Grades 6-8 = 45 minutes

Grades 9-12= 60 minutes

- 5. A fifth incident of misbehavior will result in the following action:
 - a. Students in grades K-12 will receive an all-day out of school suspension, which will be administered the next day school is in session. This is recorded as an unexcused absence and the student will be expected to turn in all work on the day he/she returns to school. Suspended students may not participate in any school activities until after returning to school the next day school is in session.
 - b. In the case of overt or serious misbehavior, (regardless of the frequency) a parent/guardian will immediately be called to come pick up the child and have a conference with the administrator and the child will then serve an out of school suspension, the next day school is in session.

- 6. A sixth incident of misbehavior will result in the following action:
 - a. The parent/guardian will immediately be called to come pick up the child and have a conference with the administrator.
 - b. A two-day out of school suspension will be administered the next two days school is in session. These will be recorded as unexcused absences and the student will be expected to turn in all work on the day he/she returns to school.

- 7. The seventh incident of misbehavior may result in expulsion from Memorial Lutheran School.

The faculty and administration reserve the right, in consultation with the school board, to de-escalate or escalate the policy or to advance to expel students as necessary and appropriate.

CLASSROOM FOOD AND DRINK POLICY

Upper School students may have food during class hours according to teacher discretion. Lower School students may have food and water bottles during designated snack times.

No gum during school hours.

LUNCH PROGRAM

Students may bring their lunches or participate in the MLS hot lunch program.

All lunches can be ordered directly from Roadrunner Foods at www.lunchdirect.com. Select our school (#580000) and set up your account for payment method and student profile. You will be able to view, track, order and pay for lunches conveniently on the website. Wednesday at midnight is the cutoff for placing meal orders for the next week (you may also order for the entire month). No late orders will be accepted.

LIBRARY

Each class in the Lower School at MLS 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 carefully follow any rules or procedures described by the librarian or teacher.

The Upper School will maintain its own library in the Upper School rooms. Library policies will be established by the Upper School faculty.

LOST AND FOUND

Please label student sweaters, vests, etc. with student's name. Lost and found items are located 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.

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 Education 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.

YEARBOOK

MLS publishes an annual yearbook. The yearbook is a pictorial review of the school year and is available for purchase by all families.

INCLUSION AND SCHOOL CULTURE

The MLS environment is one of inclusion for staff, families, and students. Protecting our culture requires the support of both parents and students, as well as faculty. Exclusive relationships among students are relationships which include only a small number of students and which define themselves by whom they exclude. Examples of exclusive relationships include friendships between students that resist the inclusion of others and some dating relationships. Regardless of societal norms and acceptances, exclusive relationships in a small school are detrimental to the student and the school culture because they require excessive energy and attention to maintain, and they eliminate the possibility of friendly cohesion among many students. MLS seeks to form cohesive classes and to create Christian fellowship for all families and students.

SCHOOL SPONSORED SOCIAL AND EXTRA-CURRICULAR ACTIVITIES

While the academic needs of the school will always supersede extra-curricular activities, we recognize the value of well-designed extra-curricular programs. So as not to disrupt the school's culture or values, we introduce extra-curricular and social opportunities with caution and discernment. We ask parents to support the school's academic priorities.

FIELD TRIPS, HOLIDAYS, AND CLASSROOM PARTIES

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

UPPER SCHOOL SOCIAL FUNCTIONS

MLS will host social activities throughout the school year for Upper School students. These events may include athletic activities, social events, and/or movie nights. These events are for MLS students only unless the event has been pre-approved as an event where students may invite guests.

BIRTHDAYS

All classroom parties must be teacher directed and approved by the MLS administration.

Invitations to parties should NOT be distributed at school unless the entire class (or all boys or all girls) is invited. Parents who want to have smaller, more specific parties should use the MLS directory to mail invitations. Please follow the same guidelines with thank you notes. Students should not talk about small parties, sleepovers, etc. when all students from the class were not invited.

ELECTRONIC DEVICES

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. MLS will not be responsible for loss or damage to personal electronic devices brought onto school property.

- Lower School students – under ordinary circumstances, students are not allowed to bring cell phones to school.
- Upper School students may bring cell phones for communication purposes only (after dismissal from all MLS classes).

Cell phones may not be used on campus. Phones must stay OFF and stored in book bags or purses. Confiscated items will be returned to the student after school hours on the first offense. Future confiscated items must be picked up in the office by the parent. **Do not text or call your child's cell phone during school or pick up in the afternoon.**

LAPTOP AND INTERNET USAGE

- All school offices are work areas as well as a welcome area for prospective families. Conversations should be quiet and topics appropriate for the setting. Please maintain an atmosphere that is pleasant for guests and respectful of those working.
- Upper School students may use the common areas for school and extra-curricular assignments only.
- Copiers are for faculty and staff use only. Students may not use the copiers.

SOCIAL MEDIA

MLS teachers and students are not to communicate with one another via social networking sites.

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.

The Parent Teacher League (PTL) 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 MLS are automatically members of our PTL. MLS values the talented hands and willing hearts of our parents, and seeks, through the organized efforts of the PTL, to use them efficiently. 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:

President:	Ms. Alison Brda
Vice President:	Mrs. Quynh Vinh
Secretary:	Mrs. Elizabeth Taylor
Treasurer:	Mr. Eric Knauer

PTL Committees include:

- Fall Festival
- Teacher Appreciation Day
- Go Texan Day
- Faculty and Staff Birthdays
- Restaurant Nights

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.

COMMUNICATION

COMMUNICATION BETWEEN PARENTS AND TEACHERS

A student's successful experience at MLS depends in large part on open communication between families, teachers, and administration. This requires persistent effort by all parties, combined with mutual trust and respect. To that end, we ask parents to follow these guidelines:

Teachers will communicate to parents through RenWeb, email, phone calls, or personal contact. Parents may contact the teacher by email, phone calls, or appointment. Parents should receive a response within 24 hours. 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). If you have a concern about curriculum content, school policy or philosophy, ask to speak with the Headmaster. At no time should an individual student's problem be addressed to noninvolved parties. In the great majority of cases if you have worked patiently and in good faith with the teacher or Headmaster, you will find a satisfactory resolution.

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 items 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.

TELEPHONE POLICY

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

MESSAGES FOR STUDENTS

If it is necessary to get a message to your child, call the school office and it will be relayed between classes. Only in an emergency do we interrupt class to deliver a message. Students are allowed to use the office phone to call home during lunch and breaks if necessary. *Do not text or call your child during school day (including pick-up):* Student cell phones will be taken if they ring or are used at any time from 7:30 a.m. – 3:30 p.m.

MEDICAL POLICIES AND PROCEDURES

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.

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. For a comprehension list of immunizations required by age, please see our school website, and check the admissions tab/required forms.

ILLNESS/INJURIES WHILE AT SCHOOL

Minor cuts and scrapes will be treated by teachers or office staff as they occur. 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.

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. Ear or throat infection
6. Bronchitis or Pneumonia
7. Excessive irritability (applicable to Early Childhood children)
8. Diarrhea
9. Communicable rash
10. Purulent Conjunctivitis (pink eye), until 24 hours after treatment has been initiated
11. Impetigo, until 24 hours after treatment has been initiated
12. 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
13. Varicella (Chicken Pox), until the completion of the 7th day from onset of rash
14. Pertussis (Whooping Cough), until the completion of 5 days of antibiotic therapy (total course of treatment is 14 days)
15. Mumps, until 9 days after onset of neck swelling (parotid gland swelling)
16. 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
17. Rubeola (Measles), until 4 days after the onset of the rash
18. Influenza, until fever subsides
19. Viral Meningitis, until fever subsides
20. Bacterial Meningitis, with written permission from physician
21. Hand, Foot, and Mouth

ON CAMPUS STUDENT MEDICATION

It is understood that Memorial Lutheran School may administer 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.

Students are not permitted to have ANY medication (prescription or over the counter medications) in their backpack or on their person.

- Infant Care children and babies
 - Medication Request Form must be filled out by parents.
 - Medication Request Form will remain in the child's classroom along with the medication.
 - Prescription medications must be in the original prescription container provided by the pharmacy. Non-prescriptions medications must be in their original packaging with the child's name on it.
 - Your child's teacher will administer the medicine in the classroom.

- Preschool through High School
 - Parents will fill out the school Medication Request Form available in the school office giving authorization and dosage instructions
 - Leave the medication with the school office.

- **Prescription medications** must be labeled as follows –
 - Child's name
 - Drug name
 - Dosage and administration instructions, including symptom for which medication must be given
 - Prescription drugs must be in original prescription container from the pharmacy

- **Non-prescription medications** must be labeled as follows –
 - Child's name
 - Dosage and administration instructions, including symptoms for which medication must be given
 - Non-prescription medications must be in the original packaging

- ❖ If a medication requiring injection is provided for acute reaction, such as asthma, insect bites 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.
- ❖ Medications that will be administered on "as needed" basis may be authorized for the school year.
- ❖ Expired medications (both prescription and non-prescription) – parents will be notified to provide replacement medications.
- ❖ Parents are responsible for all pick up and delivery of medications.

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 (age 4 – 12th grade)
4. 1st grade
5. 3rd grade
6. 5th grade
7. 7th grade
8. All children must be screened for abnormal spinal curvature in accordance with the following schedule:
 - a. Girls will be screened two times, once at age 10 (or fall semester of grade 5) and again at age 12 (or fall semester of grade 7).
 - b. Boys will be screened one time at age 13 or 14 (or fall semester of grade 8).

STUDENT SAFETY

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> .

EMERGENCY PROCEDURES

All doors at MLC are locked during the school day. Visitors should enter the building via the school office.

The campus is equipped with emergency plans for a variety of possible scenarios. Faculty and students are informed of emergency procedures and participate in scheduled drills throughout the year.

Classrooms are equipped with basic first aid kits. Classroom phones connect directly to the school offices and the administration for immediate communication as necessary.

CLOSED CAMPUS POLICY

MLS 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. Juniors and Seniors with approved Off-Campus Lunch privileges will be allowed to leave campus during the lunch period (see Off-Campus Lunch form for detailed expectations).

We appreciate your cooperation and consideration in these matters.

STUDENT DRIVER POLICY

Juniors and Seniors are allowed to drive to school as a matter of privilege, not of right. All Juniors and Seniors who wish to drive to school must follow the Student Driving and Parking Policy (available in the school's front office), register their vehicles with MLS, and receive a parking tag. A student who is in violation of the driving policy may lose his/her parking privileges and have his/her vehicle towed at the owner's expense.

PETS ON CAMPUS

For safety's sake, pets are not allowed on campus or at MLS functions. Animals may react unpredictably in strange surroundings and with large groups of people. Pets at carpool affect safety because they are a distraction for students and teachers. Additionally, many children and adults have allergies or are uncomfortable around animals.

CHILDCARE INFORMATION

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

There is a summer camp for children in Preschool 3 through 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. (t 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 are just as binding as those printed in this Family Handbook

MEMORIAL LUTHERAN CHURCH INFORMATION

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. Karl Brand, Chairman

Mr. Bryan Janhsen

Mr. Joshua Saenz

Mr. David Dasari

Mr. Javier Martinez

Mr. David Smith

Mr. Ron Hoepner

Mrs. Jessica Rosenwinkel

Mrs. Debbie Theiss

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.

