



MEMORIAL
LUTHERAN SCHOOL
Classical Education

“BUILDING A STRONG FOUNDATION”

fundamentum firmum perficiendum

FAMILY HANDBOOK

2024 – 2025 ACADEMIC YEAR

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MEMORIAL LUTHERAN SCHOOL

MISSION, VISION AND CORE VALUES

“BUILDING A STRONG FOUNDATION”
fundamentum firmum perficiendum

MISSION

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

VISION

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

CORE VALUES

LUTHERAN:GOSPEL-CENTERED

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

CLASSICAL: EXCELLENCE IN EDUCATION

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

CATECHESIS

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

VOCATION

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

PHILOSOPHY AND PURPOSE

“BUILDING A STRONG FOUNDATION” *fundamentum firmum perficiendum*

Building a Strong Foundation is our mission at Memorial Lutheran School. It reflects our commitment to give children both a strong spiritual foundation and a strong academic foundation. Spiritually we build on the Rock that is Jesus Christ. Jesus said, ***“Everyone who hears these words of mine and puts them into practice is like a wise man who built his house on the rock. The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock.”*** (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 April 2023. 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:

- ***Schole*** 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

SCHOOL CULTURAL POLICIES

FOSTERING EXCELLENCE

In thanksgiving to God for His wide-ranging gifts, MLS seeks to foster excellence. The faculty are honored to guide students in conquering challenges, leading them first into a strong foundational education and then into further development and application.

Not only does MLS emphasize understanding and discernment, but faculty urge students to set their goals high and cultivate an appreciation of wonder and beauty.

Mistakes are not failures, but opportunities, and, wherever a child may start, there is excellence ahead.

CATECHESIS AND CURRICULUM

MLS incorporates recitation, memorization, song, and catechesis into routine classroom practices. Many of these are part of classical curriculum to ensure mastery of subject content while others supplement reading and writing with a change of pace and element of performance. The primary catechism is Martin Luther's *Small Catechism*, but various subjects incorporate questions and memorized answers into regular review.

MLS students are expected to participate and perform recitations and songs in class as well as in scheduled performances.

HANDWRITING

MLS teaches print through first grade and, as fine motor skills develop, introduces cursive in second. By third grade, students are expected to use cursive in general coursework. There is no single acceptable style or font, but Memorial Lutheran School seeks a high standard of clarity and, when possible, style and beauty.

Accommodations may be made during accommodation meetings when necessary. Transfer students in third through fifth grade, as well as those who write English as a second language, may have a grace period of one semester to ensure adequate time to learn. Older students may have the first quarter. After the grace period, all written assignments are to be written in cursive.

To assist fine motor skills and transferring students, MLS offers free cursive sheets on the online Family Hub and, during the first quarter, a teacher is available to offer light cursive tutoring, **primarily Wednesdays from 7:33-7:48 and upon request for mid-year transfers.**

Anyone who turns in an illegible assignment must, at the discretion of the teacher, either slow down and redo the assignment or complete an assigned portion of the online MLS cursive review within one week after receiving the assignment back. The teacher assigns the portion, and these steps are repeated for subsequent offenses. After a third illegible assignment, or when there are illegible assignments in more than one subject, teachers may come together to determine that a student must complete additional tasks, such as completing a cursive workbook, to bring the student up to MLS standards.

Those who cannot read cursive are encouraged to check out the book, [Read Cursive Fast](#), from the MLS library.

LANGUAGE AND SPEECH

Language is central to culture, education, and many other areas of life. MLS faculty and staff will listen to students and their parents or guardians. However, in classrooms teachers simply have more turns to speak and it cannot be otherwise. Voices are to remain at reasonable levels at all times, and there are to be no vulgarities, slurs or demeaning language. Expletives are to be avoided, including those that use religious language. Furthermore, because words do matter, any threat of harm merits immediate contact with parents and possible involvement with law enforcement.

ETIQUETTE

MLS endorses proper etiquette and respectful behaviors, including saying “please” and “thank you,” listening before speaking, punctuality, offering help, allowing for personal space, not touching people or possessions without permission, using Sir and Ma’am, etc.

MLS also recognizes that the school campus is a more formal location than one’s home. Some behavior, such as playful wrestling in the hallway or excessive comical dancing, is not wrong, yet neither is it seemly for a classical Lutheran environment. It disrupts the school culture and is not acceptable. Likewise, students are not to use cell phones in school classrooms, hallways, bathrooms, locker rooms, etc., as texts, searches, and calls disrupt school focus.

Students are not to distract others from the hallway. Lower School students are to remain quiet in all hallways, and Early Childhood hallways are quiet halls for all. Upper School students, however, are allowed to talk in the Upper School hallways in a reasonable indoor volume.

VIRTUE, HONOR AND RESPECT

MLS seeks to cultivate virtue, honor and respect among faculty, staff, and students. This includes respect for the office of teacher and emphasis on humane treatment for all individuals.

Disrespectful behavior may lead to removal from class, games, etc.

INCLUSION AND EXCLUSIVE RELATIONSHIPS

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.

PUBLIC DISPLAYS OF AFFECTION

The vast majority of relationships are not sexual in nature and Memorial Lutheran School is simply no place for sexual activities. There is to be no kissing or other public displays of student affection beyond holding hands, an arm around the shoulder, or a brief hug. All instances of sexual impropriety, including suggestive language or inappropriate touching of any sort, merits an immediate phone call to parents. A second instance compels sending the child home promptly and scheduling a family meeting with the headmaster or dean.

DRESS CODE AND UNIFORM POLICY

MLS is a classical, Lutheran school with a unique culture of discipline, tradition, and excellence, and the dress code and uniform policy are designed to support and reinforce these values. Modesty is a virtue for boys and girls, men and women, and the faculty and staff of MLS understand it to pertain both to covering appropriately and to avoiding ostentation. All individuals on the school campus must be fully and modestly dressed, including while in costumes, on field trips, etc.

All students in Preschool through 12th grade are required to wear daily and full dress uniforms, supplied by [Lands' End](#), using school number 900153529. If suitable uniform pieces are found elsewhere, such as khakis or polos. Complete uniform details are accessible on the online Parent Hub.

Hair should be kept clean, neat, and trimmed, including facial hair. Hair styles should be in good taste and conservative in style. Any distracting hair style or accessory, including dye, bangs in the eyes, or boy's hair below mid-ear or collar are not permitted. All decorative hair ornaments must match the colors of the uniform (uniform plaid, black, white, green, and navy).

No distracting clothing or accessories are permitted. Only girls may wear earrings and they are restricted to a single pair of studs or posts in the lobe. In sixth grade and above, girls may wear makeup, but it may not be excessive. Girls not adhering to this policy may be asked to remove makeup immediately. Tattoos (temporary or permanent) are not permitted.

All clothing is to fit appropriately. Children grow and that should be kept in mind when ordering. Boys must have shirts and pants that fit appropriately. Girls must wear dresses and skirts that measure no shorter than 1-inch above the knee. If there is a growth spurt, girls must wear leggings until the next size arrives. Please note that cartwheel shorts or leggings are to be worn every day under dresses and skirts. Also, all shirts must be tucked in, except during gym or recess.

Shoes are required at all times on campus. Shoes are not to exceed typical heights: no high heels, platforms, etc. Shoes are to be closed-toe, solid black, solid white, or a combination of black and white with no color or sparkles, including logos. For girls, dress shoes, when worn, should be solid black, solid white, or a combination. For boys dress shoes should be dark brown or black. Water appropriate shoes are required for water activities.

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. Teachers recognize distractions. Deans and the headmaster determine questions about good taste.

UNIFORM EXCHANGE

Gently used uniforms may be turned into the school office. Collecting these generally allows for several Uniform Exchange Days throughout the year. Shopping at the uniform exchange is entirely free.

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** — If a student's appearance necessitates immediate action, parents will be contacted.

ELECTRONICS

Cell phones may not be used by students while under school care on campus. Phones must stay OFF and stored (in book bags, purses, or lockers). If a student is found using a phone it will be confiscated. Confiscated items will be returned to the parent after school hours on the first offense. Future confiscated items must be picked up in the office by the parent and redeemed for a \$20 fee. If you need to contact your child, please call the office. **Do not text or call your child.**

Electronic devices, such as calculators or watches, that become a distraction may be confiscated and held in the school office until a parent or guardian picks it up.

Personal laptops are only permitted for high school students for the purpose of paper writing.

Entertainment devices for games, music, videos, etc., are entirely prohibited from campus. MLS is not responsible for loss or damage to personal electronic devices brought onto school property.

FIELD TRIPS AND SOCIAL FUNCTIONS

BIRTHDAYS

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.

FIELD TRIPS

At various times throughout the year, the classes may take field trips in and around the Houston area. These trips may utilize bus, van, or family cars. Students must wear seat belts. Families 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 or they may lose field trip privileges. 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 hosts 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. These are optional events that may require an additional fee.

YEARBOOK, DIGITAL PHOTOGRAPHS, SOCIAL MEDIA, ETC.

MLS is pleased to collect a variety of photographs throughout the year so that faculty and high school students may work together to craft an annual yearbook. This pictorial review is available for purchase by all families.

Digital photographs, whether taken by parents or a student, should remain private unless consent and permission are given by all guardians involved.

Regarding social media, although parents might reach out to teachers through social media, MLS faculty are not obligated to use social media for school. Please do refrain from posting full names or locations of faculty, staff, or students in public forums.

UPPER SCHOOL LOCKER POLICY

Upper School students are 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. 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 not jam the locking mechanism of lockers. Students may store only school-related items in lockers (e.g., books, binders, pencils, jackets, backpacks, lunchboxes, 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. Students may not linger at lockers between classes.

MLS reserves the right to open and inspect lockers at any time without notice. The school may also revoke the privilege of using lockers or disable the locks.

LIBRARY

The library is free for all students, and privileges are determined by class. Reference books may not be checked out at any time, and students will be charged for lost or damaged materials. Students are asked to follow rules or procedures described by the librarian or teacher.

SCHOOL OFFICE

The school office is both a place of welcome and work. Conversations should be quiet and appropriate for the setting. Classes passing through are to take extra care not to distract the office workers. If necessary, students are allowed to use the office phone to call home during lunch and breaks. The school office does not offer printer or copier services.

PARENT PARTICIPATION AND PTL

Parents are encouraged to participate in school activities. Please contact teachers to ask how and when to best participate.

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:	Mrs. Beth Walker
Vice President:	Mrs. Sarah Lippmann
Secretary:	Deaconess Mary J. Moerbe
Treasurer:	Mrs. Gretchen Kringelis

PTL Committees and events include:

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

ACADEMIC POLICIES

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/Theology classes for grades 7 through 12 are 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 active members 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.

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. Students who demonstrate a lack of academic integrity in any way are subject to disciplinary action or expulsion. All students are expected to do their own work and provide their own work when assigned (even when assisted by a tutor, teacher or parent).

Academic dishonesty consists of, but is not limited to:

- Plagiarism, which is passing off someone else's work as one's own.
- Cheating on an exam, which includes any false disadvantage
- Copying another student's work
- Allowing another student to copy one's work
- Working with other students as a group when the activity given was an individual assignment
- Utilizing AI at any point in an assignment

Consequences for academic dishonesty:

- First Offense: A zero will be given for the assignment and the parent will be informed. Upper School students are ineligible for honor roll for the quarter.
- Second Offense: A zero will be given for the assignment, a meeting will be scheduled with the parent, the student is placed on academic probation, and an after-school detention will be served.
- Third Offense: A zero will be given for the assignment, the parent will pick up the student from school and meet with the headmaster/dean.

ACADEMIC PROBATION

A student whose academic performance falls below MLS standards or violates the academic integrity policy is placed on academic probation. A student will be placed on academic probation at the end of a quarter if his/her grade for two or more **core courses (grades 1-8) or credit bearing classes (high school)** is a D or lower (or the mark of an N or U). The student's parent(s) will be notified in writing and required to meet with the teacher and/or administrator to determine a course of action. 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) in a high school class during the prior school year. Summer school credit recovery is available through third-party entities. MLS Administration will contact families who need to pursue credit recovery.

GRADING POLICIES

Grades provide students and parents with 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" here 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.

Letter and numeric grades may be checked throughout the year through the Family Portal.

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 for Lower School.

E	Extraordinary	Does what is asked or required above and beyond expectations
G	Great work	Does what is asked or required very well
S	Satisfactory	Does what is asked or required
N	Needs Improvement	Does not consistently do what is asked or required
U	Unsatisfactory	Does not do what is asked or required

LOWER SCHOOL GRADING (3RD – 6TH GRADE)

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

UPPER SCHOOL GRADING (7TH – 12TH GRADE)

Grade point averages are computed annually. 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. Courses taken at other institutions may count toward the prescribed graduation requirements.

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 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	4.0
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 transcript communication includes 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.

GRADUATION DISTINCTIONS

Valedictorian and Salutatorian are determined by those eligible for the following academic distinctions: *cum laude* (at or above 3.5), *magna cum laude* (at or above 3.7), or *summa cum laude* (at or above 3.9), and who demonstrate appropriate behavior and achievement.

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 Latin; 2 more in a secondary language	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 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 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 reports 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. 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. Homework assignments are given to reinforce material taught in class. Students are held accountable for completing homework and turning it in on time.

ASSIGNMENT BOOKS

Students in 3rd through 6th grade are provided an assignment book. Assigned work is written down and signed or initialed by the teacher before being dismissed for the day. Teachers may at their discretion request a parent to sign or initial the assignment book each day, indicating that he/she is aware of assignments.

WEEKNIGHT HOMEWORK

Homework may be assigned within the following time guidelines 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 20 minutes working on assignments.
- In all other subjects, there may be review, studying, papers or projects, but not daily homework.

WEEKEND HOMEWORK

Homework in all subjects may be assigned over the weekend.

UPPER SCHOOL HOMEWORK POLICY

Homework may be assigned as necessary at the discretion of the teacher. Assignment books may be used to reinforce time management and deadlines. Homework is graded uniformly. On time assignments receive full credit. Late assignments receive a 10% reduction the first day, 50% reduction the second day, and 100% reduction any day after.

HONORS CLASSES HOMEWORK

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

STUDENT BOOK POLICY

Memorial Lutheran School students are expected to respect and care for all books in their care. Families may be responsible for replacement fees for any book that is returned in a condition deemed unacceptable for future use. Replacement fees vary based on the book.

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 GRADES K-4

After-school tennis (K-4th) is offered during the school year. This program is free for MLS families and sign-ups are announced through the school newsletter. After-school soccer for students through age 8 is offered by Soccer Shots, also at an additional cost. Fourth graders are eligible to participate in MLS's archery (coed), cross country (coed) and volleyball (girls) teams.

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 and supports 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. Christian sportsmanship is stressed for both students and parents.

SPORTS GRADES 9-12

Students/teams 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. MLS offers TAPPS cross country (boys and girls), volleyball (girls), and basketball (boys) teams as well as a NASP archery (coed) team.

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 two or more failing grades (F's) in core subjects in a midterm/progress report, or one 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 is considered ineligible for athletic involvement if he/she is failing more than one course during the grading period. The length of time of ineligibility after a grading period is at least two weeks. Students are expected to seek tutoring.

LOGISTICS

ENROLLMENT

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. Shadowing for a school day is strongly encouraged for incoming Lower and Upper School Students.
- Parents must submit current and other most recent report cards, transcripts, and teacher recommendations as well as other required paperwork.
- Acceptance is sent and enrollment is completed online.
- Enrollment is complete when all paperwork is received, and the non-refundable enrollment fee is paid.

Families do not need to apply annually. Enrollment at MLS is continuous. Once a student is enrolled, they are considered enrolled until they withdraw in writing or graduate from high school.

Members of Memorial Lutheran Church and siblings of current students have enrollment priority. Enrollment is not limited to Lutherans but matters of faith will be taught exclusively in accord with the Scriptures and the Book of Concord.

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 interfere with the accomplishment of the MLS mission.

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.

MLS 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.

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

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 (preschool through high school), or over 12 months (infants through twos).

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 party 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 future years 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.

WITHDRAWAL POLICY

Once a student is enrolled at MLS, they are considered enrolled until they withdraw in writing or graduate from high school. Written notification of withdrawal must be directed to and received by the administration. Merely notifying a teacher is not considered official notification. All financial obligations must be met before any records will be released to the parents or the new school. *When a family opts out of the Auto-Enrollment process they are considered withdrawn all upcoming school years.*

The withdrawal fees vary depending upon the time of withdrawal. All fees are non-refundable and non-transferable.

Effective 30 November 2024

Withdraw for the upcoming school year between:

November 30th–February 1st — No fee. Auto-Enrollment Opt-Out Deadline

February 2nd–May 31st — Full Enrollment Fee — \$500 per student

June 1st–July 31st — Penalty Fee - \$500 per student

Withdraw for the current school year:

August 1st–December 17th — Tuition for 1st Semester (no additional fees)

December 18th–Last Day of School — Tuition for 2nd Semester (no additional fees)

LENGTH OF SCHOOL DAY AND YEAR

Memorial Lutheran School's 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 the state minimum of 75,600 minutes.

ARRIVALS AND DEPARTURES

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 care 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, 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.

Students should leave school by 3:45 p.m. unless enrolled in an after-school program. If students are not enrolled, 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 a program or extended care, they will be charged \$10 per half-hour for that afternoon of child care. In addition to the \$10 per half-hour fee, an additional late fee of \$25 will be charged for pickups past the closing time of 6:30 pm. For families who live in close proximity to the school and desire to have their children walk home, parents may fill out a "Permission to Walk Home Alone" form to keep on file in the school office. Once children leave on the basis of this privilege, they are out of the school's care for the day.

PICK-UP AND DROP-OFF PROCEDURES

School-issued carpool tags must be prominently displayed on either the dashboard or on the visor of the car to pick up a student, and only those authorized may pick up students. Drivers who are not recognized or who lack the school car tag will be asked to show identification to see whether they are authorized to pick up students.

At the end of the school day, the school office informs the administration about any last-minute pick-up changes, such as students who will be picked up rather than go into after care or carpooling. **Please notify the office of any last minute changes by 3:00 pm.**

Families that live within two-miles of school and opt to do so can request and fill out a Walking Home Permission Slip. Families with student drivers may also request paperwork for their sophomore, junior, and senior students to drive to school.

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.
- 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 Infant Care classrooms, parking on the Westheimer side of the campus).
- At pick-up, have a school-issued 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 your child is escorted or directed by a teacher.
- 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.
- Refrain from using a handheld cell phone while driving on school property.

CARPOOLING

We encourage families to use the Family Portal 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 front office and the teacher if the normal routine changes.

STUDENT DRIVER POLICY

Students are allowed to drive to school as a matter of privilege, not of right. All eligible sophomores, juniors, and seniors who wish to drive to school must follow the Student Driving and Parking Policy (available in the school's front office) and register their vehicles with MLS. 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.

CLASSROOM FOOD, DRINK, AND LUNCHESES

Please choose healthy lunches for your children. While they may enjoy less healthy options, unbalanced blood sugar and dehydration result in tired, unfocused, and irritable children.

Lunch options can be brought in or ordered through www.lunchdirect.com, using the Registration Key specific to Memorial Lutheran School—580000. However, children with life-threatening allergies are strongly encouraged to pack food from home.

Lower School students may have food and water during designated snack times. These snacks should be healthy. Teachers may use their discretion to say sugary snacks, such as chocolate or cookies, must be saved for dessert after lunch rather than eaten during snack. Lower School students who do not finish their lunch are expected to bring the remainder home so that parents have accurate information about how much, and what, students eat.

Upper School teachers determine their own classroom food and drink parameters; however, students may not leave their classroom to retrieve or reheat food. 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).

Students and families may share treats for birthdays and holidays; however, class treats should be shared with the entire class and classroom allergies must be taken into consideration.

Water bottles are allowed but should not be glass. Water bottles may only be filled between classes or at the teachers' discretion.

No gum is allowed during school hours.

If a student forgets a lunch, the school will try to contact parents so something may be brought. When that is not possible, the school tries to keep a limited supply of non-perishable options available so that no child must go hungry; however, parents are to reimburse the school in such cases.

CHILDCARE INFORMATION

Memorial Lutheran School provides year-round all-day childcare for children in our Infant and Two's programs, and before/after care for children enrolled in Preschool - 8th grade.

There is a summer camp for children in Preschool through 8th 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

Students should be picked up or leave school by 3:45 p.m. unless they are enrolled in an after-school program and/or extended care. If students are not enrolled in an after-school program or extended care, parents will be called to pick up students remaining on campus grounds after 3:45 p.m. Families will be charged a late fee of \$15 per child per half hour they are left on campus grounds. **If parents pick up late more than twice a school year, their fee increases to \$25 per half hour per child the remainder of the school year.** Please refer to chart below for the late pickup fee schedule. MLS must enforce strict guidelines for pickup to ensure that we meet Child Care Licensing Standards. Students will not be able to wait in the front office for their parents.

Pick-up Times and Late Fees:

- Pick Up between 3:45-4:00 p.m. - \$15 per child
- Pick Up between 4:00-4:30 p.m. - \$30 per child
- Pick Up between 4:30-5:00 p.m. - \$45 per child
- Pick Up between 5:00-5:30 p.m. - \$60 per child
- Pick Up between 5:30-6:00 p.m. - \$75 per child
- Pick Up between 6:00-6:30 p.m. - \$90 per child
- If you pick up after 6:30 pm there is an additional \$50 charge.

HIGH SCHOOL STUDENTS

High School students are permitted to study in the Library after school until 5:30PM. Students are not permitted to wander the halls after school. If a student is not picked up by 5:30pm then the parents will pay a \$15 late fee per half hour. According to the Child Care Licensing, students not enrolled in Extended Care are not allowed to be with extended care children, this includes high school students.

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 Early Childhood office to see our most recent licensing inspection report.

VISITOR POLICY

Parents are welcome to attend chapel, 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 present ID to receive a visitor's badge. Visitors may not be left unattended with students and must always wear a visitor's badge.

VOLUNTEER REGISTRATION

Those who regularly volunteer will be issued a special permanent visitor's badge. They 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 the visitor will need to sign out. This allows us to better monitor who is in the building at all times. All regular volunteers 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. Do not text or call your child during the school day (including pick-up).

Please note that students are allowed to use the office phone to call home during lunch and breaks, as necessary, but they may not use classroom phones or cell phones. Student cell phones will be taken if they ring or are used at any time.

INCLEMENT WEATHER POLICY

MLS makes all decisions for school closing, delayed start, and early dismissal. If there is no announcement, then school is open and operating on a normal schedule. Even if the school is open, parents should use their best judgement in evaluating travel conditions.

In the event of a hurricane, weather conditions or other calamity, parents will be notified via text or email with regards to school closing or re-opening. The Headmaster may call for school to be closed or open regardless of HISD's decision.

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 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 administration. Parents who have a classroom concern or question should first talk to the teacher before meeting with the administrators. 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 and administrators, 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.

SCHOOL NEWSLETTER

The School Newsletter is the main conduit of information from the school to the parents. These communications will be distributed to parents via email weekly during the school year. Please make sure your current e-mail address is on file with the Director of Marketing and Communications (apaul@mlchouston.org).

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.

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. All calls will be made from the school office. *Do not text or call your*

child. Student cell phones will be taken if they ring or are used at any time while on campus. Phones must stay OFF and stored (in book bags, purses, or lockers). Confiscated phones may be picked up in the office by the student's parent and redeemed for a \$20 fee.

LOST AND FOUND

Lost and found items are located on a rack in the emergency exit hallway near the school office. All articles not claimed by the end of each semester are given to the Uniform Exchange, donated elsewhere, or thrown away.

ATTENDANCE POLICIES

Enrollment at MLS is a commitment to attend class daily. The MLS classroom functions optimally when students are on time, in class, and prepared to work each day. 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 that class is in session. Every attempt should be made to schedule vacations during non-school days.

All requests for a scheduled absence must be communicated to the teacher as well the MLS front-desk receptionist, Mrs. 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 extended 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:

- 3rd unexcused tardy: Note to parent
- Excessive 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. 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:

- o Dates of absence
 - o Reason for absence
 - o 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 2:30 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.

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 are:
 - o family events
 - weddings
 - funerals
 - family reunions
 - o college visits
 - o certain athletic competitions
 - o 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. Homework cannot always be provided in advance of a planned absence. 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 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 make up work for those five days. If a student has more than five days of unexcused absences, students will not be allowed to make up the work given during that unexcused time.
- 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 be in contact with parents, 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 tests that were missed.

ABSENCES DUE TO ILLNESS — UPPER SCHOOL (7TH-12TH)

- 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.
- Absent students' parents may email their teachers for clarification regarding assignments missed due to illness.
- 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 should make alternate arrangements with the teacher.

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 comprehensive 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 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-prescription 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.
 - For older students with severe allergies and asthma, written permission may be given to have related medication in close proximity.

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. For older students with severe allergies and asthma, written permission may be given to have related medication in close proximity.

- ❖ Medications that will be administered on an “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 medication.

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 the Texas Department of Family and Protective Services as required by law (see reporting obligations below). The school reserves the right for 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

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.

Classroom phones connect directly to the school offices and the administration for immediate communication as necessary.

CLOSED CAMPUS POLICY

MLS is a closed campus. All doors at MLS are locked during the school day. Visitors should enter the building via the school office. 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.

PETS ON CAMPUS

For safety's sake, pets are not allowed on campus or at MLS functions. Domestic animals may react unpredictably in strange surroundings and with large groups of people. Pets can be a distraction and many children and adults have allergies or are uncomfortable around animals. When necessary, service animals are allowed on campus with proper documentation.

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 strives to instill and practice personal and institutional discipline for the sake of faithful living, healthy development and relationships, a well-rounded education, and a safe environment. This disciplinary policy exists in gratitude for the ongoing support that disciplinary structures offer with the desire that students, parents, faculty, and staff share a common understanding and approach for mutually beneficial effects.

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. This "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.

This does not require perfection. In fact, MLS emphasizes that all people live under the grace and mercy of Almighty God. All receive undeserved love and forgiveness daily due to the redemptive work of Jesus Christ. Therefore, as God loves and forgives, His followers do likewise, with compassion, gentleness, and patience (Colossians 3:12–13).

Like discipline in the home, classroom discipline fosters order and good habits to promote personal growth, healthy development, and cordial relationships. A well-disciplined classroom is key to learning. Not only does it allow for self-control individually and growth as a group, but it becomes a setting to consider and practice virtue.

Knowledge without virtue is a dangerous thing. Encouraging virtuous behavior is as important as encouraging excellence in math and grammar. It cultivates appreciation for others even as it builds both internal strength and positive community cohesion.

Virtue and character must be exercised to grow stronger. If temperaments grow hot or attitudes and behaviors become problematic, teachers handle most discipline at the classroom level. Teachers are to maintain good communication with parents especially during such times. It is essential for parents and teachers to reach mutual understanding and direction so that respect and disciplinary progress are not lost.

In addition to classroom disciplinary management, MLS maintains the following: School Expectations; General Discipline Policy; Administrative Involvement; Detention, Suspension and Expulsions; the Code of Conduct; and the Bullying Prevention Program.

SCHOOL EXPECTATIONS

All faculty, staff, students, and MLS families are expected to meet the following expectations:

- Be respectful and kind to one another (Ephesians 4:29, 32).
 - Treat adults with courtesy and respect.
 - Address adults with appropriate titles, such as Pastor Paul, Dr. Staub, Mrs. Cook, Deaconess Ahlman, etc.
 - Be respectful and gracious to students, including apologizing when appropriate.
 - Do not interrupt when it may be avoided.
 - Speak nothing disrespectful or corrupting.
- Speak with care (James 3)
 - Do not disrupt
 - Do not use loud or disrespectful language
- Obey instructions immediately, cheerfully, even if no one is looking. (Hebrews 13:17)
- Dress according to code.
- Act with honor, honesty, and integrity.
- Treat school property and the property of others with respect.
- Follow classroom and institutional rules as taught by the teacher or written in policy.

Please note that antagonistic and antisocial behavior like spreading gossip, harassment, bullying, or threatening in any form, on or off campus, will result in disciplinary action (see Bullying Program Below).

SCHOOLWIDE DISCIPLINE PROCEDURE AND CONSEQUENCES

- **Natural and logical consequence:** Students may be asked to wipe up their own spills, pick up messes, or go to the end of the line for trying to skip ahead or misbehaving in line.
- **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.
- **Written discipline:** although no additional graded assignments will be given as punishment, there may be times when writing an apology letter, or copying school expectations or something similar may be utilized. At such times, positive statements are preferable over negative ones, such as "I can take deep breaths to try to calm down." All disciplinary written assignments will be handled in a careful, age-appropriate fashion, remembering that writing is a profound privilege and tool rather than drudgery.
- **Denial of privileges:** Various privileges (recess, etc.) may be denied to a student who misbehaves.
- **Withdrawal:** The student may be removed from the classroom or become ineligible for classroom parties, field trips, etc. 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 via phone or in person. 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.

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

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

Additionally, administration becomes involved in the classroom discipline process or intervenes when teachers require additional support. In order to address student offenses and behaviors, the Lower School Dean, Upper School Dean, or Headmaster will meet with students and teachers, call parents (the head of household), and confer with teachers and parents as needed.

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.

MLS expects families to support our faculty and the school's cultural and biblical standards. To ensure effectiveness, teachers may need to communicate with the office and document problems so the administration can assist toward appropriate consequences. Please note: when the family and school behavioral expectations are in conflict, the administration will take action to protect the integrity of the school culture and standards.

Six behaviors automatically necessitate discipline from the Administration, and, dependent upon frequency and severity of offense, may include behavior detentions, suspension, and expulsion. These behaviors are:

- Intentional dishonesty in any situation while at school, including cheating, and stealing.
- Flagrant or continuous rebellion, i.e., outright disobedience in response to instructions.
- Fighting, i.e., striking in anger with the intention to harm the other student(s).
- Bullying (see Bullying Prevention Program below).
- Obscene, vulgar, profane, or dehumanizing language or content.
- Bringing dangerous items, weapons, or illegal substances to school.

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. Injury to a child; harassment; vandalism; theft; drug offenses (including use, sale, or possession); and a student's possession of any weapons, functional or otherwise, on school grounds may result in legal repercussions as these are not educational misdemeanors, but often crimes that will be treated as such.

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. Any 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 offense. 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.

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. After-school detention is a potential consequence for students 3rd grade and older.
 - b. Students in grades 7–12: the student will serve an after-school detention the next available detention day.

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, beginning at 3:45. Each detention will be served on the day following the incident. 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 3–6 = 30 minutes

Grades 7–8 = 45 minutes

Grades 9–12 = 60 minutes

5. A fifth incident of misbehavior will result in the following action:

After the detention, students must report to the office to be picked up.

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.

STUDENT CODE OF CONDUCT

MLS is honored to serve a wide variety of students and families. However, the following practices, on or off campus, may jeopardize the 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
- Inappropriate public displays of affection
- 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 cheating, plagiarism, or assisting another to engage in such, 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

BULLYING PREVENTION PROGRAM

PREAMBLE

MLS believes that everyone 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 tears down rather than builds 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, even if this is not a repeated offense.

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 both to stop bullying and 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. Bullying is not tolerated at MLS.

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 administration.
- 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 administration, a teacher, or a parent who will inform the administration.
- 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 administration 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 administration 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.

CONTACT INFORMATION

Name	Email	Birth date
INFANT CARE thru PRE-K		
Ms. Alva	yalva@mlchouston.org	11/26
Ms. Camie (Hightower)	choward@mlchouston.org	2/26
Ms. Davis	ldavis@mlchouston.org	9/9
Mrs. Evert	cevert@mlchouston.org	9/10
Ms. Felicia (Johnson)	fjohnson@mlchouston.org	8/9
Mrs. Kunz	hkunz@mlchouston.org	3/10
Miss Tamara (White)	twhite@mlchouston.org	1/17
Ms. Janice (Palmer)	jpalmer@mlchouston.org	
Green Room	greenroom@mlchouston.org	
Blue Room	blueroom@mlchouston.org	
Yellow Room	yellowroom@mlchouston.org	
Orange Room	orangeroom@mlchouston.org	
Purple Room	purpleroom@mlchouston.org	

LOWER SCHOOL FACULTY		
Mrs. Bohot	kbohot@mlchouston.org	11/10
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Mrs. Staub	cstaub@mlchouston.org	2/2
Miss Mueller	kmuller@mlchouston.org	8/22
Miss Zimmerman	lzimmerman@mlchouston.org	2/23
Deaconess Moerbe	mmoerbe@mlchouston.org	5/25
Mrs. Lathem	jlathem@mlchouston.org	9/18
Mrs. O'Driscoll	sodriscoll@mlchouston.org	2/11

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Mrs. Downie	bdownie@mlchouston.org	3/20
Mr. Killinger	wkillinger@mlchouston.org	1/28
Ms. Leech	nleech@mlchouston.org	10/26
Mr. Rosenwinkel	trosenwinkel@mlchouston.org	10/1
Mr. Vogeler	jvoegler@mlchouston.org	1/17
Vicar Hendrickson	vicar@mlchouston.org	7/5

OUTCLASSES		
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{Athletic Director}		
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Mrs. Reavis	sreavis@mlchouston.org	8/24
Mrs. Roberds	rbroberds@mlchouston.org	1/19
Dr. Staub	mstaub@mlchouston.org	11/17
Mrs. Vidal	mvidal@mlchouston.org	11/21

PASTORS		
Pastor Ahlman	cahlman@mlchouston.org	11/7
Pastor Moerbe	nmoerbe@mlchouston.org	3/24
Pastor Murray	smurray@mlchouston.org	5/24
Pastor Paul	rpaul@mlchouston.org	4/18

ADMINISTRATIVE		
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Mrs. Hanson	rhanson@mlchouston.org	3/19
Ms. Joiner	sjoiner@mlchouston.org	3/3
Mrs. Paul	apaul@mlchouston.org	6/17
Dr. Staub	mstaub@mlchouston.org	11/17
Mrs. Taylor	etyalor@mlchouston.org	6/17

RECEPTIONIST		
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FACILITIES		
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Mr. Juan Benavidez		3/8
Mr. Jesus Diaz		12/24
Mrs. Marta Roja		11/13

