



**MEMORIAL**  
LUTHERAN SCHOOL  
Classical Education

**“BUILDING A STRONG FOUNDATION”**  
*fundamentum firmum perficiendum*

**FAMILY HANDBOOK**

2021 – 2022 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” (Matt. 7:24-25).

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

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

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

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

## The Pedagogical Principles of Classical Education

- ***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
- ***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
- ***Schole*** and contemplation – “Restful learning”  
“Leisure is the condition of considering things in a celebrating spirit.” – Josef Pieper
- ***Ekstasis and Studium*** - Wonder and curiosity  
“The ability to experience wonder is one of the highest possibilities of human nature.” - Josef Pieper
- ***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
- ***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

# Education

## Classical Lutheran Perspective

Daily life at Memorial Lutheran School centers on the truth of the Gospel (Lutheran) and the truths of our academic instruction (classical). Through these we endeavor to incline our students towards principles that form children to be well educated and loving. We do this both for the glory of God and the love of the neighbor. These principles can be understood in three categories that we: **Believe**, **Teach**, and **Confess**.

### ***We Believe:***

1. That students grow by the power of God's Spirit, in the knowledge of the Triune God, in trust in Jesus Christ as Savior from sin, through studying the Scriptures and attending daily chapel.
2. That students gain a proper understanding of Law and Gospel through hearing and studying the Scriptures and through experience as taught by the Holy Spirit and in addition gain an increased ability to apply God's Word to the Christian life.
3. That students, baptized into Christ, live the regenerated life of the Christian, obedient to God showing love to the neighbor through good works.
4. That students receive the forgiveness of sins through the preaching of the Gospel in the worship services of the Church and thus express joy in prayer, praise, and loving service to others.

### ***We Teach:***

1. That God gives us both our minds and bodies for our own good and the good of the neighbor.
2. That concerning the mind, God gives us emotions and reason to be formed by the Word of God in order to better serve the neighbor.
3. That concerning the body, students are to treat their own bodies with care through the use of daily bread (food, exercise, etc.).
4. That the Liberal Arts, both the Language Arts (*Trivium*) and the Mathematical Arts (*Quadrivium*), prepare students to think logically, critically and creatively.
5. That students formed in the Liberal Arts are able to be eloquent in both oral and written communication.
6. That students are able to know that which is truly beautiful by reflecting on God's creation, as well as the creations of mankind in history, literature, art, and music.
7. That students educated classically become eager learners, true "students."

### ***We Confess:***

1. That students are neighbors involved in vocations (as masks of God, *larva Dei*) that serve the family, neighborhood, parish, state, nation, and world.
2. That God has created humanity to serve him and one another and thus humanity is worthy of care and compassion.
3. That students are children under the care of their parents, who are God's representatives, a care and authority shared with the school.
4. That the family is an image of Christ and the Church (Ephesians 5).
5. That the government is given by God for the sake of the neighbor in both Church and the world.

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

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

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

## Contact Information

### MLS ADMINISTRATION

Name	Title	Extensions	Email Address	Birthdate
Pastor Paul	Headmaster	315	<a href="mailto:rpaul@mlchouston.org">rpaul@mlchouston.org</a>	4/18
Ruth Hanson	Executive Assistant	357	<a href="mailto:rhanson@mlchouston.org">rhanson@mlchouston.org</a>	3/19
Hilda Kunz	Early Childhood Director	317	<a href="mailto:hkunz@mlchouston.org">hkunz@mlchouston.org</a>	3/10
Alison Brda	Dir. of Marketing/Development	317	<a href="mailto:abrda@mlchouston.org">abrda@mlchouston.org</a>	10/9
Terri Boyd	Dir. of Student Services/Enrollment	358	<a href="mailto:tboyd@mlchouston.org">tboyd@mlchouston.org</a>	11/2
Michael Dummer	Dir. of Finance/Administration	307	<a href="mailto:mdummer@mlchouston.org">mdummer@mlchouston.org</a>	6/11
Dawn Bennett	Financial Administrator	305	<a href="mailto:dbennett@mlchouston.org">dbennett@mlchouston.org</a>	11/5
Augusto Abreu	Facilities Director	331	<a href="mailto:aabreu@mlchouston.org">aabreu@mlchouston.org</a>	12/19

#### Administrative Responsibilities

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

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

### FACULTY CONTACT LIST 2021 - 2022

Name	EXTENSION	Email	Birth date
<b>INFANT CARE thru PRE-K</b>			
Ms. Alva	329	<a href="mailto:yalva@mlchouston.org">yalva@mlchouston.org</a>	11/26
Ms. Dalila Breton	319	<a href="mailto:dalila.bretono8@gmail.com">dalila.bretono8@gmail.com</a>	6/8
Ms. Jannia Carrier		<a href="mailto:jcarrier@mlchouston.org">jcarrier@mlchouston.org</a>	3/17
Mrs. Megan (Finger)	327	<a href="mailto:mfinger@mlchouston.org">mfinger@mlchouston.org</a>	8/8
Mrs. Hernandez	345	<a href="mailto:jhernandez@mlchouston.org">jhernandez@mlchouston.org</a>	11/4
Ms. Camie (Howard)	326	<a href="mailto:choward@mlchouston.org">choward@mlchouston.org</a>	2/26
Ms. Felicia (Johnson)	333	<a href="mailto:fjohnson@mlchouston.org">fjohnson@mlchouston.org</a>	8/9
Ms. Samira Kapuku	319	<a href="mailto:samirakapuku@yahoo.com">samirakapuku@yahoo.com</a>	4/4
Mrs. Linn	347	<a href="mailto:elinn@mlchouston.org">elinn@mlchouston.org</a>	7/8
Ms. Esther (Luzbet)	318		2/17
Ms. Janice (Palmer)	333	<a href="mailto:ipalmer@mlchouston.org">ipalmer@mlchouston.org</a>	7/3

Ms. Kristen (Pickens)		kpickens@mlchouston.org	7/15
Mrs. Taylor	322	etaylor@mlchouston.org	6/17
Ms. Lourdes (Vargas)	318	lvargas@mlchouston.org	2/14
Mrs. Sujatha (Vellanki)	350	<a href="mailto:svellanki@mlchouston.org">svellanki@mlchouston.org</a>	1/13
Ms. Tamara (White)	312	<a href="mailto:twhite@mlchouston.org">twhite@mlchouston.org</a>	1/17

LOWER SCHOOL FACULTY			
Mrs. Bohot	329	kbohot@mlchouston.org	11/10
Mrs. Paul	362	<a href="mailto:apaul@mlchouston.org">apaul@mlchouston.org</a>	17-Jun
Mrs. Downie	359	<a href="mailto:bdownie@mlchouston.org">bdownie@mlchouston.org</a>	3/20
Mrs. Gaub	360	kgaub@mlchouston.org	8/19
Mrs. Anna (Kavugha-Ssekyanzi)	369	akavugha@mlchouston.org	10/4
Ms. Phillips	364	<a href="mailto:kphillips@mlchouston.org">kphillips@mlchouston.org</a>	3/8
Ms. Zimmerman	361	lzimmerman@mlchouston.org	2/23

UPPER SCHOOL FACULTY			
Deaconess Ahlman	363	<a href="mailto:eahlman@mlchouston.org">eahlman@mlchouston.org</a>	8/14
Mr. Brda	339	kbrda@mlchouston.org	6/5
Rev. Gaub	337	rgaub@mlchouston.org	7/14
Mrs. Krumwiede	338	<a href="mailto:akrumweide@mlchouston.org">akrumweide@mlchouston.org</a>	
Mr. Vogeler	336	<a href="mailto:jvoegler@mlchouston.org">jvoegler@mlchouston.org</a>	1/17

OUTCLASSES			
Coach Akaweih	331	sakaweih@mlchouston.org	4/23
Mrs. Paul	325	apaul@mlchouston.org	6/17
Mr. Peters	367	rpeters@mlchouston.org	1/19
Mrs. Reavis	344	sreavis@mlchouston.org	8/24
Dr. Staub	313	<a href="mailto:mstaub@mlchouston.org">mstaub@mlchouston.org</a>	11/17
Mrs. Vidal	340	mvidal@mlchouston.org	11/21

PASTORS			
Pastor Ahlman	335/370	cahlman@mlchouston.org	11/7
Pastor Murray	303	smurray@mlchouston.org	5/24
Pastor Pacey	304	ipacey@mlchouston.org	11/5
Pastor Paul	315	rpaul@mlchouston.org	4/18
Pastor Pilli & Vicar	320	redpastor@aol.com	10/12

RECEPTIONIST			
Mrs. Cook	354	<a href="mailto:kcook@mlchouston.org">kcook@mlchouston.org</a>	12/28

FACILITIES			
Mr. Abreu		<a href="mailto:augusto@mlchouston.org">augusto@mlchouston.org</a>	12/19
Mr. Benavidez			3/8
Mr. Diaz			2/24
Mrs. Roja			11/13

AFTERCARE			
Mr. Poffenberger		<a href="mailto:jpoffenberger@mlchouston.org">jpoffenberger@mlchouston.org</a>	12/17
Ms. Isabel Poffenberger		<a href="mailto:ipoffenberger@mlchouston.org">ipoffenberger@mlchouston.org</a>	7/29
Ms. Liesl Poffenberger		<a href="mailto:lpoffenberger@mlchouston.org">lpoffenberger@mlchouston.org</a>	7/29

## School Calendar-2021-2022

FALL SEMESTER			
August	15	Back to School Night	Sunday
	18	1st Quarter begins	Wednesday
September	6	Labor Day - No school	Monday
	17	Midterms	Friday
October	18	2 <sup>nd</sup> Quarter begins	Monday
		School Pictures	
	19	Parent Teacher Conferences - no school	Tuesday
November	12	Midterms	Friday
	22-26	Thanksgiving Break - no school	Mon. - Fri.
December	20-31	Christmas Break	Sat. - Mon.
SPRING SEMESTER			
January	4	3rd Quarter begins	Tuesday
	17	MLK Day - No School, Tentative Teacher In-service	Monday
February	4	Midterms	Friday
	21	President's Day - No School	Monday
		National Latin Exam	
March	14 - 18	Spring Break - no school	Mon. - Fri.
	21	4th Quarter begins	Monday
		Outdoor Education	
April	15	Good Friday - no school	Friday
	18	Easter Monday - no school	Monday
	22	Midterms	Friday
		Testing	
May	24	Graduation	Tuesday
	25	Last day of school	Wednesday

## **LENGTH OF SCHOOL YEAR AND DAY**

Memorial Lutheran School's (MLS) length of academic year is consistent with Texas state law. MLS's school day lasts from 8:00 am until 3:30 pm and is 450 minutes in length (including all lunches, recess, intermissions, etc.). The school year is in excess of 78,300 minutes. The state minimum length of year is 75,600 minutes.

## **Inclement Weather Policy**

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

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

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

## **School Policies and Procedures**

### **Tuition Information**

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

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

If, at the end of the school year, all tuition and fees have not been paid in full, student records will not be released to any other school until full payment is made, and delinquent accounts may be transferred to an outside agency for collection.

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

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

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

## Enrollment Procedures

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

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

All parents and students must read the Family Handbook and return a signed copy of the Memorial Lutheran School Parent agreement form. All new students are subject to a one quarter probation period.

Memorial Lutheran School reserves the right to place new and returning students in the appropriate instructional level. The age of the student is always considered, but final placement is based on meeting promotional standards, teacher assessment, standardized tests, previous records, and the content of the classical Lutheran curriculum. Kindergarten students should be five years old by September 1.

Enrollment is not limited to Lutherans but matters of faith will be taught exclusively in accord with the Scriptures and the Book of Concord.

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

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

### Withdrawal Policy

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

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

## **Non-Discrimination Policy**

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

## **General Information**

### **Student Arrival – The School Day Begins at 8:00 am**

We ask that students arrive at school no earlier than 7:30 am. If you must arrive before that time, the child must go to the extended childcare program (which is an additional charge). All students are to go directly to the gymnasium upon arrival at school between 7:30 and 8:00 am. After 8:00 am, students must go through the school office to check in and are marked as tardy.

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

### **Student Dismissal**

If a student needs to leave school before the end of the school day, the parent must present a written note stating why the student must leave early and sign the child out in the school office before leaving campus.

Students should leave school by 3:45 pm unless enrolled in an After-School Program (ASP). If students are not enrolled in ASP, parents will be called to pick up students remaining on the grounds after 3:45 pm. If parents have not already enrolled the child in an ASP, they will be charged \$10 per half-hour for that afternoon of childcare. Students authorized by parents to walk off campus should have a “Walk-Off Campus” permission slip on file in the school office.

### **Pick-up and Drop-off Procedures**

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

- Always drive very slowly while on school property and watch for children.
- Refrain from using a handheld cell phone while driving on school property.
- Enter the parking lot at the Westheimer Road entrance only and depart through the Bering exit. (Infant Program parents will drop off their child in the baby classroom, parking on the Westheimer side of the campus).
- Have car tag clearly visible on the dashboard or visor so teachers can prepare your child by lining them up at the cross walk.
- Vehicles have a double line for carpool drop-off and pick-up.
- Do not pull around a car in front of you.
- Do not let your child exit your vehicle until you have pulled up to the gym under the overhang.
- Do not delay the pick-up line – postpone conversations or pull into a parking space to consult with teachers or visit with others.

## **Carpooling**

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

## **Visitor Registration**

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

People who regularly volunteer will be issued a special permanent visitor's badge. This will allow us to better monitor who is in the building at all times. All adults who have direct contact with students must submit to a criminal background check, including sex offender search. Teachers must verify with the office if volunteers are permitted in their classroom.

## **Visitor Policy**

Parents are welcome to visit their child's classroom for school parties, to have lunch with their child or to assist the teacher with special projects. Parents should avoid visiting the classroom during instructional time to avoid distraction. If a parent wishes to observe, please set up an appointment with your child's teacher.

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

## **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 situation do we interrupt class to deliver a message. Students are allowed to use the office phone to call home during lunch and breaks if necessary. *Do not text or call your child during the school day (including pick-up).* Student cell phones will be taken if they ring or are used at any time from 7:30 – 4:00.

## **Attendance Policies**

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

All requests for a scheduled absence must be communicated to the teacher as well the MLS administration at [kcook@mlchouston.org](mailto:kcook@mlchouston.org) .

## Tardiness

Students should be in the classroom by 8:00 am and ready to begin the day. Students may be dropped off as early 7:30 am in the gym (if not in morning care). Any student entering the school after 8:00 am will be recorded as tardy.

Parents must sign in all pre-school – 5th students arriving after 8:00 am in the front office *and* students will receive a tardy slip.

Upper School students arriving after 8:00 am *must* sign-in at the 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:

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

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

## Absences

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

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

The note should include the following:

- Dates of absence
- Reason for absence
- Signature of parent
- **If the office does not receive a call 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 am or leaving before 2:00 pm will be counted absent for ½ day. Students arriving after 1:00 pm will be counted as absent one full day. Upon the student's arrival to campus or departure from campus, parents are required to come to the school office and sign the student in or out and state the reason for the absence. Any student arriving after 8:00 am must be accompanied to the

school office by the parent. Students leaving before the school day is over will be assessed a half-day absence. This absence may be excused or unexcused.

## **Excused Absences**

- Illness is an excused absence. However, if a student is absent for four or more consecutive days, a doctor's note must be provided to the school office.
- Examples on non-medical excused absences would be family events such as weddings, funerals, family reunions, college visits, certain athletic competitions, or educational opportunities.
- For a student to be approved for a scheduled absence, the student must be in good standing academically and have a good attendance record.
- Parents needing to schedule an absence should inform the MLS office **AND** the classroom teachers at least ONE WEEK prior to the absence to see whether the absence will be excused or unexcused. If the absence is excused by the headmaster, the student may be assigned a special project to complete and present to his/her class. However, students should expect some make-up work upon their return.

## **Unexcused Absences**

- Absences that are generally 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.
- Unexcused absences could result in lowered course grade, course failure, or could affect a student's re-enrollment for the following year.
- **Students may not have more than five (5) unexcused absences in a semester.** Students may be allowed to makeup work for those five days. If a student has more than five days of unexcused absences, students will not be allowed to make up the work given during that unexcused time.
- Unexcused absences in excess of five per semester could result in lowered course grade, course failure, or could affect a student's re-enrollment.

## **Absence and Extra-Curricular Activities**

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

## **Early Dismissal**

Parents should inform the teacher **AND** the school office indicating the time and reason for early dismissal. Students who need to leave school early sign out in the office. All students will wait in the school office for the parent.

## **Make-Up Work**

- Teachers are **NOT** required to provide assignments ahead of time to students missing school. Every attempt should be made to schedule vacations during non-school days.
- Students and families should expect make-up work after an excused absence.
- Teachers set the schedule for when make-up work must be completed and may modify missed assignments at their discretion. Except in unusual circumstances, students should have no more

than one week to complete their work. Assignments that cannot reasonably be completed in that time should be modified. As much as is possible, make-up work should not distract students from their current work.

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

### **Lower School (K-5<sup>th</sup>) Absences Due to Illness**

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

### **Upper School Absences Due to Illness:**

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

## Academics

The following subjects are offered at Memorial Lutheran School:

### K – 8<sup>th</sup> grade

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

<ul style="list-style-type: none"> <li>• Theology</li> <li>• History</li> <li>• Humane Letters</li> <li>• Mathematics</li> <li>• Languages (Latin, Greek, Spanish)</li> </ul>	<ul style="list-style-type: none"> <li>• Science</li> <li>• Logic</li> <li>• Rhetoric</li> <li>• Physical Education</li> <li>• Fine Arts (music, band, studio art)</li> </ul>
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### RELIGIOUS INSTRUCTION

In keeping with the chief purpose of the school, emphasis is placed on the study of God’s Word. All children enrolled at Memorial Lutheran School are expected to participate in the full religion program of the school including Religion classes, memory work, and Chapel services. Religion is taught as part of the curriculum by classroom teachers in grades K-4. Religion for grades 5<sup>th</sup> through 12<sup>th</sup> grade is taught by the ministry staff and faculty of Memorial Lutheran Church. Luther’s Small and Large Catechisms are taught throughout the religion curriculum of our school. Parents are urged to be an active member of a Christian congregation. If you have no church affiliation, you are welcome to join Memorial Lutheran Church. Please contact the church office at 713-782-6079 for more information.

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

All parents and children are given the opportunity to attend our regular Chapel services held each morning.

## Academic Policies

### Academic Integrity

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

### Academic Probation

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

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

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

### Grading Policies

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

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

### Skill Set Grades Used at MLS:

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 required)

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

Pre-kindergarten through 1<sup>st</sup> grade teachers will give skill set grades for the entire school year. Beginning August 2021, Pre-kindergarten through 2<sup>nd</sup> grade will give skill set grades for the entire school year. “Specials” teachers give skill set grades.

### Lower School (Grades 3-5)

Grade	Numeric Value
A	100-90
B	89-80
C	79-70
D	69-60
F	59 or less

### Upper School Grading

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

### Upper School Grading Scale

	Numeric Value	Weight of regular classes	Weight of Honors classes
A	97 & Above	4.0	5.0
	93-96	3.8	4.8
	90-92	3.6	4.6
B	87-89	3.4	4.4
	83-86	3.2	4.2
	80-82	3.0	4.0
C	77-79	2.8	3.8
	73-76	2.6	3.6
	70-72	2.4	3.4
D	69	2.0	3.0
Fail	Below 60	0	0
	Incomplete	0	0

### Upper School Graduation Requirements

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

**Academic Credits**

Academic credits toward graduation are earned beginning with the freshmen year. For each course in which a grade of 70 or above is earned, the student is awarded  $\frac{1}{2}$  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	# OF CREDITS
<b><i>Studia Humanitatis (Core Humanities' Studies)</i></b>	
<b>Theology I – IV</b> 1 credit per year	4
<b>Humane Letters I - IV</b> Literature, English, Composition, Classical Studies	4
<b>History I - IV</b> U.S. government and economics in the Senior Year	4
<b>Languages</b> Credits must be at least 2 in the same language (Latin first year; Latin, Spanish or Greek after)	4
<b>Logic</b>	1
<b>Rhetoric</b>	1
<b><i>The Quadrivium (The Mathematical Arts)</i></b>	
<b>Mathematics</b> Must include 1 credit each in Algebra I, Algebra II and Geometry	4
<b>Science</b> Must include 1 credit each in Biology, Chemistry and Physics	4
<b><i>Fine Arts</i></b>	
Music Education or Visual Art	1
<b>Physical Education</b> .5 credit earned per one semester in PE class or .5 credit for participating in two athletic seasons (up to 1.5 credits for 6 seasons); and Health	1
<b>TOTAL</b>	<b>28 credits</b>

### **Mid-Term Progress Reports**

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

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

### **Homework Policy K-12th**

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

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

### **HONORS CLASSES HOMEWORK**

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

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

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

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

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

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

## Upper School Homework Policy

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

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

### WEEKNIGHT HOMEWORK

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

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

### WEEKEND HOMEWORK

Homework in all subjects may be assigned over the weekend.

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

## Athletics

In Christian education, there are many opportunities to develop our God-given talents and to use them to His glory. One of these opportunities is in the area of organized athletics. Please see MLS's **Athletic Handbook** for specifics with regards to involvement, ethics and policy (located on the MLS website or at [https://www.memoriallutherschool.org/editoruploads/files/Athletic\\_Handbook\\_21.pdf](https://www.memoriallutherschool.org/editoruploads/files/Athletic_Handbook_21.pdf)).

### Grades 1-4 Sports

Sportstars is offered once a week for students in grades 1<sup>st</sup> through 4<sup>th</sup>. It is a great introductory class for them to work on their skill sets prior to participating on a MLS sports team. Speak with our Athletic Director about this special sports program. After-school soccer for students through age 8 is offered by Soccer Shots, with payment being made directly to them.

### Grades 5-Upper School Sports

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

**Academic Eligibility:**

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

**Accreditation and Affiliations**

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

## School and Cultural Policies

**Locker Policy (Upper School)**

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

Students may not linger at lockers between classes.

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

**Uniform Policy**

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

MLS adheres to a school uniform policy for students in Preschool 3 through high school. Students are to wear the official uniform each day of the week except for designated dress days announced during the year.

Lands' End is our uniform supplier. Only Lands' End uniforms will be within the uniform code.

**For uniform specifics see the chart on the MLS website at <https://www.memoriallutherschool.org/admissions/handbook.cfm>**

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

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

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

### **Uniform Non-Compliance Disciplinary Action**

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

- **Pre-school through 5<sup>th</sup> grade** - A parent will be contacted and required to bring the appropriate clothing to school.
- **6<sup>th</sup> – high school** – Uniform violations are handled according to the Upper School Discipline Policy. If your child's appearance necessitates immediate action, parents will be contacted. For more details on the Uniform Policy ask for information in the school office.

### **School Discipline Policy**

Teachers and administrators recognize that maintaining a well-disciplined classroom is key to learning. We believe "*knowledge without virtue is a dangerous thing,*" therefore encouraging virtuous behavior is as important as encouraging excellence in math and grammar. Student behavior, attitude, and physical disposition should contribute positively to the classroom environment and MLS's culture of excellence in character. To that end, students are expected to uphold the *MLS Student Code of Conduct* and the *School Expectations*, printed below.

### **Student Code of Conduct**

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

- Undermining the philosophy and objectives of the school
- Leaving the campus or any school sponsored activity without proper permission
- Defiance, willful disrespect, or insubordination (not following instructions) of any school or classroom policy or to any staff, faculty member, or adult during any school activity or event
- Wearing, displaying, or having in one's possession anything which indicates gang affiliation
- Using profane or indecent language, improper conduct involving persons of the same or opposite sex, practicing lewd conduct or suggestive activity, possessing or displaying obscene literature, pictures, or articles
- Possessing or using weapons of any size, firearms, matches, lighters, explosives of any type, or any instrument used as a weapon to threaten or injure others while on campus
- Vandalism and/or careless use of school property or that of another student

- Tampering with school fire equipment or fire alarm equipment, along with unauthorized use of keys and facilities
- Gambling and/or betting
- Possessing, using or furnishing to others, on or off campus, any form of tobacco, alcoholic beverages or other intoxicants, illegal drugs, or drug paraphernalia
- Dishonesty and/or deception in any form, including theft, cheating on examinations, class work, or any phase of school business
- Conspiracy to, or participation in, hazing, initiations, committing any act that injures, degrades, or disgraces a fellow student or faculty member

### **Our School Expectations**

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

### **School Discipline**

*“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11*

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

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

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

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

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

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

### **School Expectations:**

All students are expected to obey the following expectations:

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

### **Discipline Procedure and Consequences:**

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

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

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

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

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

### **Headmaster Involvement**

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

In the case of persistent patterns of disobedience or disrespect, or when student behavior is grievously inconsistent with Scripture, the Headmaster may issue any of the consequences listed previously. The

discipline will be administered in light of the individual student's issue, attitude, and other relevant information. All discipline will be based in the Scriptures. (i.e. confession, repentance, and absolution)  
*\*\*Memorial Lutheran School will not administer corporal punishment.*

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

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

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

Five basic behaviors will automatically necessitate discipline from the headmaster, rather than the teacher. The Headmaster will determine the nature of the discipline based upon the offense. These behaviors are:

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

## **Classroom Food and Drink Policy**

- Upper School students may have food during class hours according to teacher discretion.
- Lower School students may have food and water bottles during designated snack times.
- No gum during school hours.

## **Closed Campus Policy**

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

## **Social Media**

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

## **Inclusion and School Culture**

The MLS environment is one of inclusion for staff, families, and students. Protecting our culture requires the support of both parents and students, as well as faculty. Exclusive relationships among students are relationships which include only a small number of students and which define themselves by whom they exclude. Examples of exclusive relationships include friendships between students that resist the inclusion of others and some dating relationships. Regardless of societal norms and acceptances,

exclusive relationships in a small school are detrimental to the student and the school culture because they require excessive energy and attention to maintain, and they eliminate the possibility of friendly cohesion among many students. MLS seeks to form cohesive classes and to create Christian fellowship for all families and students.

## **Electronic Devices**

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

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

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

## **Laptop and Internet Usage**

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

## **School Sponsored Social and Extra-Curricular Activities**

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

### **Birthdays**

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

### **Field Trips, Holidays, and Classroom Parties**

At various times throughout the year, the classes will take field trips in and around the Houston area. The trips will be either by school bus, school van, or private cars. In private vehicles, students must wear

seat belts. You will receive notice of the date and time before the trip. Students are expected to be on their best behavior and follow the rules set down by the driver of the vehicle. Any driver of a private car for a school function must have a copy of their license, registration, insurance, and background check on file in the school office. *A nominal charge may be assessed to help cover the cost of the bus and driver.*

### **Upper School Social Functions**

MLS will host social activities throughout the school year for Upper School students. These events will include athletic activities and/or movie nights. These events are for MLS students only.

### **Parent Participation**

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

The 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
- Vice President
- Treasurer
- Secretary

PTL Committees include:

- Fall Festival
- Teacher Appreciation Day
- Go Texan Day
- Faculty/Staff Birthday
- Restaurant Fundraising Night

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

## **Communication**

### **Communication Between Parents and Teachers**

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

Teachers will communicate to parents through RenWeb, email, phone calls, or personal contact. Parents may contact the teacher by email, phone calls, or appointment. Parents should receive a response within 24 hours. Teachers are to be respectful to all parents and provide opportunities to show successes and

concerns for their child. Parents are to be respectful of teachers' time, be conscious of appropriate times to make contact, and will be respectful to the teacher when discussing a situation. If a situation cannot be solved between a teacher and a parent, then a conference will be scheduled with the teacher, parent, and Headmaster. Parents who have a classroom concern or question should first talk to the teacher before meeting with the Headmaster. It is important to read all communication that is sent from your child's teacher(s). If you have a concern about curriculum content, school policy or philosophy, ask to speak with the Headmaster. At no time should an individual student's problem be addressed to non-involved parties. In the great majority of cases if you have worked patiently and in good faith with the teacher or Headmaster, you will find a satisfactory resolution.

### **Communication from the School Office**

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

### **Classroom Interruptions**

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

### **Using the Directory**

The information in the school directory is kept private and distributed only to MLS families. The directory may not be shared with other families or used for solicitation.

### **Library**

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

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

### **Lost and Found**

**Please label student sweaters, vests, etc. with student's name.** Lost and found items are located on the rack directly behind the gymnasium. All articles not claimed by the end of each semester are either given to the PTL Uniform Exchange (if MLS uniforms) or donated.

### **Lunch Program**

- Students may bring their lunches or participate in the MLS hot lunch program.
- All lunches can be ordered directly from Roadrunner Foods at [www.lunchdirect.com](http://www.lunchdirect.com). Select our school (#580000) and set up your account for payment method and student profile. You will be able to view, track, order and pay for lunches conveniently on the website. Wednesday at

midnight is the cutoff for placing meal orders for the next week (you can also order for the entire month). No late orders will be accepted.

## **Student Records**

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

## **Telephone Policy**

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

If you find it necessary to contact your child during the day, please call the school office (713-782-4022), and every effort will be made by the office personnel to get the message to your child. Telephones throughout the school are reserved for parents, faculty, and staff only. Parents should not send homework assignments electronically to school without prior teacher approval.

## **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 situation do we interrupt class to deliver a message. Students are allowed to use the office phone to call home during lunch and breaks if necessary. *Do not text or call your child during school day (including pick-up):* Student cell phones will be taken if they ring or are used at any time from 7:30 – 4:00.

## **Yearbook**

MLS publishes a yearbook. Under the direction of the Director of Marketing and Development, this book is a pictorial review of the school year and is offered to all families.

# **Medical Policies/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.
- Any student with a fever exceeding 99 degrees or vomiting must be kept at home.
- Should your child develop an illness including a cold or the flu, please keep him/her at home until he/she has fully recovered.
- Your child must be fever-free for 72 hours without the aid of medicine before returning to school. Colds, flu and other viruses are very contagious and can spread rapidly in a classroom.
- Children who contract highly contagious diseases such as measles, mumps, chicken pox, head-lice, or conjunctivitis (pink-eye) may not return to school until they are completely through the contagious stage or with a doctor's written permission.
- Those students who contract poison ivy or poison oak are to be kept at home until the skin rash stops weeping and scabs begin to dry.

- During the school day, if you pick up your child for a doctor or dentist appointment, and then return them to school, you will need to have a signed doctor note (please give to the front office).

## **Immunizations**

Memorial Lutheran School, in accordance with the Texas Department of State Health Services, requires current documentation of every student's immunization record upon entrance into the program/school. For a comprehension list of immunizations required by age, please see our school website, and check the admissions tab/required forms.

## **Illness/Injuries While at School**

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

## **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. 1<sup>st</sup> grade
5. 3<sup>rd</sup> grade
6. 5<sup>th</sup> grade
7. 7<sup>th</sup> 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).

## **Infectious Diseases/Conditions**

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

1. Vomiting in the previous 24 hours
2. Fever in the previous 24 hours
3. Lethargy
4. Severe cold with nose drainage
5. Irritability
6. Diarrhea
7. Rash
8. Purulent Conjunctivitis (pink eye), until 24 hours after treatment has been initiated
9. Impetigo, until 24 hours after treatment has been initiated
10. Streptococcal Pharyngitis (strep throat), until 24 hours after treatment has been initiated **and** until the child has been without an elevated temperature for 24 hours

11. Varicella (Chicken Pox), until the completion of the 7th day from onset of rash
12. Pertussis (Whooping Cough), until the completion of 5 days of antibiotic therapy (total course of treatment is 14 days)
13. Mumps, until 9 days after onset of neck swelling (parotid gland swelling)
14. Pediculosis (Head Lice), until the head is totally free of the lice and nits (eggs). Students MUST be checked by a designated school official prior to re-entrance to school
15. Rubeola (Measles), until 4 days after the onset of the rash
16. Influenza, until fever subsides
17. Viral Meningitis, until fever subsides
18. Bacterial Meningitis, with written permission from physician

## On Campus Student Medication

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

7. For the children in our Infant Care Program needing medicine, parents must fill out and sign the school's Medication Request Form in their child's classroom. All medication must be in the original container with the child's name on it. Prescription drugs must be in the original prescription bottle/container from the pharmacy. Your child's teacher will administer the medicine in the class room.

## **Student Welfare/Child Abuse Reporting**

### **Student Welfare /Child Abuse Reporting Obligations**

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

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

## **Student Safety**

### **Emergency Procedures**

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

The campus is equipped with emergency plans for a variety of possible scenarios. Faculty and students are informed of emergency procedures and participate in scheduled drills throughout the year. Classrooms are equipped with basic first aid kits. Classroom phones connect directly to the school offices and the administration for immediate communication as necessary.

### **Pets on Campus**

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

## Childcare Information

### Childcare Program

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

There is a summer camp for children in Preschool 3 to 5<sup>th</sup> grade with extended childcare hours.

Registration is required for extended childcare and summer camp.

- Before-school childcare students (arriving before 7:30 a.m.) should enter through the gym door and be signed-in (Infant parents enter through the Westheimer side).
- After-school childcare students (picked up after 3:45 p.m.) will be checked-out at the front school desk. Parents should enter through the main school office for sign-out (or classroom in the infant wing).
- Before/After School Childcare is not provided on national holidays and other designated closure dates as noted on the school calendar.

### Late Fees

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

### Minimum Standards and Childcare Licensing

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

### Policy Changes

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

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

## Memorial Lutheran Church Information

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

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

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

For more information, please call the church office (713-782-6079) or visit the congregation's website: [www.mlchouston.org](http://www.mlchouston.org)

## **Memorial Lutheran School Board**

MR. KARL BRAND (CHAIRMAN)  
MR. DAVID DASARI  
MR. BRYAN JANHSEN  
MR. JAVIER MARTINEZ  
MRS. SHAYE REAVIS

MRS. JESSICA ROSENWINKEL  
MR. DAVID SMITH  
MR. JOSHUA SAENZ  
MRS. DEBBIE THEISS

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

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

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

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



## MLS Parent Agreement

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

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

\_\_\_\_\_  
Student's Name (Please Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Name (Please Print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date