

St. Paul Lutheran School

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WELCOME!

On behalf of St. Paul Lutheran Church and School, we wish to welcome you to the 2017-18 school year.

The purpose of this PARENT-STUDENT HANDBOOK is to acquaint school parents, students and congregation members with the philosophies, policies, and procedures of ST. PAUL LUTHERAN SCHOOL. Parents of students in our school should read the contents of this handbook and familiarize their children with them.

We pray the children of St. Paul Lutheran School will grow spiritually, academically, mentally, physically, and socially this year. We especially pray that they will grow in their love for our Lord and Savior, Jesus Christ.

May our Lord bless our mutual efforts this year.

Yours in His Work,

Mr. Mark Wickboldt, Principal
Rev. Daniel Teller, Pastor

PARENT – STUDENT HANDBOOK

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PARENT-STUDENT HANDBOOK

INTRODUCTION

PURPOSE OF THIS HANDBOOK.

The purpose of this handbook is to acquaint school parents/guardians, students, congregation members, and the community with the philosophies, policies, procedures, and program of Christian education offered by St. Paul Lutheran School. Parents/guardians of students in our school should read the contents of this handbook and familiarize their children with them.

ST. PAUL LUTHERAN SCHOOL MISSION STATEMENT

“The mission of St. Paul Lutheran School is to provide excellence in Christian education, equipping young people to impact their world for the Lord Jesus Christ.”

CHRISTIAN EDUCATION FOR YOUR CHILD:

Proverbs 22:6 – “Train a child in the way he should go, and when he is old he will not turn from it.”

Matthew 28:19 – “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”

God has commanded parents to “bring them (children) up in the nurture and admonition of the Lord”. St. Paul Lutheran School exists to assist parents/guardians in this God-pleasing task. To accomplish this, St. Paul Lutheran School provides instruction in the Word of God, instruction in secular school subjects from a Christian perspective, and worship opportunities through our school and sponsoring congregations. Through regular religion classes and confirmation instruction, children are led to know Christ as their risen Savior and are prepared for adult communicant church membership. Christ-centered attitudes and habits are nurtured through relationships with other Christian students and the guidance of Christian teachers. The duty to bring up a child rests primarily on the parents and then on the church. St. Paul Lutheran School is an extension of both the home and the church. It is the goal of St. Paul Lutheran School to provide academic excellence in a Christ-centered atmosphere. At St. Paul Lutheran School, students are challenged spiritually, academically, and physically to reach their God-given potential.

OBJECTIVES OF ST. PAUL LUTHERAN SCHOOL:

Academic excellence will be achieved through these goals:

- ❑ Use the Gospel of Jesus Christ, our Savior, as the focal point of all we do.
- ❑ Provide an atmosphere of academic excellence that enables the student to successfully make the transition to the next academic level.
- ❑ Establish a line of communication between parents, teachers, and students to continually assess the student’s needs and academic progress.

- ❑ Create a safe environment that allows students to reach their full academic potential.
- ❑ Teach students necessary skills to become independent and self-motivated young Christian people.
- ❑ Implement Christian discipline in a firm and loving manner in school, and encouraging parents to do the same at home.
- ❑ Involve students in a variety of constructive activities in and out of the classroom.

ADMINISTRATION:

St. Paul Lutheran Church of the Lutheran Church – Missouri Synod, elects members to the St. Paul School Board. The school principal serves as the administrative officer of St. Paul Lutheran School and executes the policies determined by the St. Paul Lutheran Church Voters’ Assembly, the St. Paul Board of Directors, and the St. Paul School Board.

HISTORY:

St. Paul Lutheran School was founded in 1903, and served the congregation and community until 2011. In 2011 St. Paul Lutheran School consolidated with Jehovah Lutheran School, Messiah Lutheran School, and Our Saviour Lutheran School to form Lutheran Unity School Association, which operated two campuses (one at St. Paul), and continued the proud tradition of Christian academic excellence begun by those four schools. Upon suspension of operations by Lutheran Unity School Association in 2017, St. Paul Lutheran Church assumed governance of the St. Paul (West) Campus, and again organized under the St. Paul Lutheran School name. St. Paul Lutheran Church now operates the Christian elementary school (PK-8) located at 5650 N. Canfield in the Norwood Park neighborhood. The prayers and support of our congregation allow us to continue to provide the opportunity for Lutheran Christian education in the Norwood Park community on the northwest side of Chicago.

STATEMENT OF NON-DISCRIMINATION:

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

St. Paul Lutheran School takes its non-discrimination policy seriously. The School Board is responsible for implementation of the non-discrimination policy and addresses any concerns in this area.

ENROLLMENT AND ADMISSIONS

ENROLLMENT POLICY: Applications for enrollment are considered on a first come, first served basis. All new students entering St. Paul Lutheran School need to show proof of age by providing an official copy of their Birth Certificate.

ADMISSION POLICY:

- ❑ To be admitted into St. Paul Lutheran School, a child must be toilet trained.
- ❑ To enter the Pre-Kindergarten (3 year olds) Program, a child must attain the age of 3 years old on or before September 1 of the year in which admission is sought.
- ❑ To enter the Pre-Kindergarten (4 year olds) Program, a child must attain the age of 4 years old on or before September 1 of the year in which admission is sought.
- ❑ To enter the Kindergarten (5 year olds) Program, a child must attain the age of 5 years old on or before September 1 of the year in which admission is sought.
- ❑ To enter 1st Grade, a child must attain the age of 6 years old on or before September 1 of the year in which admission is sought.
- ❑ To enter grades 2-8, a student must present a satisfactory transfer, achievement test results, and the most recent report card from the last school they attended.

NEW STUDENT TESTING:

Students entering St. Paul Lutheran School may be required to take a placement test and/or other examination(s) to help determine proper grade placement. Parents/guardians will be notified by the school office as to the date of any such test(s).

TRANSFER STUDENTS:

Students wishing to transfer to St. Paul Lutheran School from another school are subject to all policies and procedures governing new students. In addition, transfer students must present a satisfactory transfer, the most recent report card, an up-to-date immunization/medical record, and the most recent copy of standardized testing results (if applicable) from the last school attended.

NEW STUDENT PROBATION:

New students are placed on probationary status for their first academic quarter to determine that the student's spiritual, intellectual, and emotional needs can be met by St. Paul Lutheran School. At the end of this probationary period, the faculty will review the student's performance. The faculty will then make a recommendation to the St. Paul School Board to either: 1. Grant "good standing" status to the student and remove the student from probationary status; 2. Extend the probationary period to more fully determine whether St. Paul Lutheran School can meet the student's needs; or 3. Recommend the student be withdrawn from St. Paul Lutheran School. If circumstances warrant, parents/guardians may be asked to withdraw their child from the school prior to the end of the probationary period. The principal will notify parents/guardians as to the status of the probationary period.

TUITION AND FEES

REGISTRATION FEE:

Registration materials are sent home to current St. Paul Lutheran School parents/guardians in February. For each child that is registered, a \$50 (\$100 maximum per family) non-refundable Registration Fee is required to secure each child's placement for the upcoming school year.

CURRICULUM FEES:

Curriculum Fees include, but are not limited to: textbooks, workbooks and other instructional materials, classroom supplies, student periodicals, technology fees, athletics fees, student insurance, art supplies, standardized testing fees, and contracted educational services.

Curriculum Fees are included in the tuition rates for the upcoming school year.

TUITION FEES:

Tuition Fees vary depending upon the number of children a family has enrolled in the school, the date by which the Registration Fee is paid, and the Tuition Fees payment schedule chosen. Tuition Fees for the current year may be found on the Tuition and Fees information sheet.

Families may be eligible for tuition assistance and/or congregational grants from our member churches. Applications for tuition assistance/grants are available from the school office.

PAYMENT METHODS AND PROCEDURES:

Tuition may be paid on an annual basis, semi-annual basis, 10-month basis, or 12-month basis. Those paying on an annual basis must have the entire year's tuition paid no later than Registration Day in August. Those paying on a semi-annual basis pay two equal tuition installments; the first installment by Registration Day in August, and the second installment in January. For those families paying tuition on the 10-month plan, tuition is due on the 1st of each month starting the August 1st prior to the start of the school year and continuing through May 1st. For those families paying tuition on the 12-month plan, tuition is due on the 1st of each month starting the July 1st prior to the school year and continuing through June 1st. Parents using the 10-month or 12-month tuition payment plans may use the FACTS

payment program. Those families using the FACTS program to pay in installments will pay a one-time annual fee, but no late fees will be assessed.

Parents/guardians of all students attending St. Paul Lutheran School pay tuition and fees in order to offset the costs incurred for their child's/children's education. In order for our school to function efficiently, it is important that parents pay their tuition and fees on time. Therefore, each student must have a tuition agreement signed by a parent or guardian at the start of each year, verifying the parents'/guardians' commitment to pay their tuition on time according to the agreed upon payment schedule. In order to continue their children's education, parents shall maintain a tuition balance no greater than an amount proportional to the fraction of the school year remaining. If tuition and fees have not been paid in full for the previous school year, parents/guardians must arrange to meet with the principal to discuss why payment is late and to make alternate arrangements for payment of all tuition/fees that are in arrears. Otherwise, students will not be allowed to start the current school year. Likewise, if current school year tuition/fee payments are late, parents/guardians must arrange to meet with the principal to discuss why payment is late and to make alternate arrangements for payment of all tuition/fees that are in arrears. St. Paul Lutheran School reserves the right to exclude children from classes for the failure of parents/guardians to pay tuition and/or fees on time.

SCHOOL DAYS

SCHOOL CALENDAR:

A printed copy of the annual school calendar is distributed to each school family prior to the beginning of the school year, and is also available on the school's website. Our school calendar exceeds the requirements of the State of Illinois for number of classroom instructional hours. The calendar lists such items as opening and closing days of school, days off, half-days, vacations, ends of academic quarters, and dates of other important activities. The St. Paul Board of Christian Education must approve changes in the calendar other than emergency closings. Parents/guardians will be notified of any changes in the calendar in the school's weekly newsletter.

SCHOOL DAY / HOURS:

School hours for St. Paul Lutheran School are from 8:00 A.M. until 3:00 P.M. on full days of school, 8:00 A.M. until noon on half days of school, and 8:00 A.M. until 2:00 P.M. on early dismissal days. Hours for half-day Pre-Kindergarten are from 8:00-11:30 A.M. Before/After School Care hours are from 7:00-7:45 A.M. and from 3:00-6:00 P.M. on full days of school, and from 7:00-7:45 A.M. and from Noon-6:00 P.M. on half days of school.

Doors open at 7:45 A.M. Students should not arrive prior to 7:45 A.M. unless they are going to Before/After School Care or have been requested by a teacher or the principal to arrive early for a school-related reason. Students arriving prior to 7:45 A.M. without one of the above reasons will automatically be sent to Before/After School Care and billed accordingly.

The regular school day ends at 3:00 P.M. Students should be out of the building after school by 3:15 P.M. unless involved in school-related work or activities (teacher or principal permission necessary), serving a detention, or staying for Before/After School Care. Students who are not staying after school for any of the above reasons and who have not been picked up within 15 minutes of the end of the school day will be sent to Before/After School Care and billed accordingly. **The school assumes no responsibility for unsupervised children arriving before 7:45 A.M., or leaving after 3:15 P.M.**

ATTENDANCE: Because regular class attendance increases the likelihood of success in school, students are expected to be present when classes are in session. While we understand that there are circumstances such as illness or family emergency that will result in student absence, we do not expect students to miss classes for questionable/trivial reasons. Frequent absences tend to hinder student academic progress, and may result in student retention in severe cases. When students are absent, they are generally able to make up written assignments, but they tend to miss the benefits of being present for classroom discussions, hands-on activities, teacher verbal directions/explanations, and in-class practice. In addition, other students in the class miss the benefits that would have come from your child's meaningful participation in those in-class activities.

For the reasons mentioned above, doctor and dentist appointments should be scheduled outside of school hours, if at all possible. Vacations that cause students to miss classes are **strongly** discouraged. Keeping students out of school for shopping trips, babysitting, or birthdays is also **strongly** discouraged.

Students who are absent without the knowledge of a parent/guardian are considered truant. Schoolwork missed for truancy cannot be made up for credit. Further disciplinary action may be taken if students are truant.

ABSENCES:

When a child is going to be absent from school, parents are required to inform the school office of that fact before 8:00 A.M. This must be done EACH DAY that a student is absent. In the case of a planned absence, the school should be notified in writing prior to the absence. For unplanned absences, a written excuse stating the reason for the absence should be sent to the classroom teacher upon the child's return to classes. Students missing 1-3 hours of the school day will be marked one half day absent. Students missing more than three hours of the school day will be marked a full day absent. A student must be in attendance for at least half of the school day in order to participate in extracurricular activities that day.

EXCESSIVE ABSENCES:

Five or more student absences in one quarter are considered excessive. Upon the sixth absence during a quarter, a parent conference with the teacher may be required. This conference is to discuss the frequency of absences, the status of class work, and the possibility of retention if the absences continue. Eighteen or more absences during the course of a school year may result in retention.

MAKE-UP WORK WHEN A STUDENT IS ABSENT:

Students are required to make up and turn in assignments missed during an absence. Parents should make arrangements with the office/teacher for picking up missed assignments, so their child can complete them and submit them to the teacher in a timely manner. Due to teachers' planning schedules, specific assignments will generally not be available ahead of time when a student misses classes due to a vacation. Parents should plan to pick up such assignments when the child returns to classes following the vacation.

TARDY POLICY: Students are expected to be in their seats, quiet, and ready to start the day by 8:00 A.M. Therefore, students should aim to arrive by 7:45 A.M. so that they have sufficient time to unpack backpacks, make sure needed materials are at their desks, and take any necessary items to the school office. Students who are not ready to start the day by 8:00 A.M. will be considered tardy. Students who arrive late or at the last minute interrupt the normal schedule, and place themselves and others they distract at a disadvantage. To discourage tardiness, a \$1 tardy fine will be assessed for every tardy after the second tardy in a quarter.

EARLY DISMISSAL: If a student must leave school before 3:00 P.M., parents must notify the school office by 9:00 A.M. the day that early dismissal is desired. This will assist the teacher in preparing class work and homework assignments for the student.

CHURCH & SUNDAY SCHOOL ATTENDANCE: Worshipping our Lord is considered a very important part of a child's education at St. Paul Lutheran School. We encourage students/families to be involved in worship on a regular basis, either at their home congregation or at St. Paul Lutheran Church. Weekly church and Sunday School attendance is taken by the teachers in the classroom, and is reported to parents on the quarterly report card. If you have no church home, we encourage and invite you to join us for worship at St. Paul Lutheran Church.

- St. Paul Lutheran Church – 5650 N. Canfield Avenue - Worship service on Saturdays at 6:00 P.M. Worship services on Sundays at 9:30 A.M. - Adult Bible Class and Sunday School at 11:00 A.M.

CHAPEL WORSHIP SERVICES: Special chapel worship services for the children of our school are held weekly. Chapel is normally held on Wednesday mornings at 8:15 A.M., but may occasionally be held on other days of the week to celebrate church holidays. These services give children an opportunity to develop positive worship attitudes and skills, and give our students an opportunity to show their love for God through their worship and praise. St. Paul's pastor and teachers develop and lead these worship services, with students assisting in various capacities such as ushers, acolytes, readers, musicians, and worship/message leaders. Guest worship leaders from a variety of Lutheran agencies/ministries may also be utilized. Parents and St. Paul congregation members are always welcome and are invited to attend our chapel services.

CHAPEL OFFERING: An offering is received during each chapel service. It is our goal to teach children responsible habits of giving that are motivated by a response to the love and blessings of God. For each month/quarter a different mission project is chosen by the faculty and the money collected from offerings is donated to this mission.

CURRICULUM

COURSE OF STUDY:

The course of study is planned to be distinctly Christian in nature. It includes religious instruction as well as instruction in the secular subjects. Subjects included in the course of study are:

1. **RELIGION:** All students receive formal religious instruction based on the Bible. Students use a variety of texts and supplemental materials to learn about God and the Bible. Classes cover Old and New Testament history, doctrine of the Christian church and specifically the Lutheran Church-Missouri Synod, application of religion to daily living, worship life, church history, and morals/values. Memory work is incorporated into this program in order to provide the child with a store of personally relevant spiritual materials that may be drawn upon for spiritual strength and growth. The confirmation program is taught in grades 6-8, with attention given to catechism, Old and New Testament studies, and contemporary issues.
2. **LANGUAGE ARTS:** Effective communication can only take place if communication skills are sufficiently developed. The language arts program seeks to develop the areas of reading, listening, speaking, writing (both factual and creative), phonics, word study skills, vocabulary development, comprehension, spelling, handwriting (penmanship), analysis, and interpretation.
3. **MATHEMATICS:** Basic skills of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals are taught at appropriate grade levels. Computational accuracy, concepts, and application (word problems) receive attention. Measurement, percentage, and elementary concepts of algebra and geometry are also covered. High School algebra is offered for qualifying 8th graders.
4. **SOCIAL STUDIES:** The social studies program develops an awareness of the child's relationship with God, other people, and the world. Geography and history are stressed, but sociology, economics, and anthropology also receive attention. U.S. and state governments are covered in grades 7/8.
5. **PATRIOTISM:** Unity Lutheran School provides instruction in American patriotism, the principles of representative government, the Declaration of Independence, the Constitution of the United States of America, the Constitution of the State of Illinois, and the proper use and display of the American flag. Students are required to pass an examination on these subjects in order to graduate from the eighth grade. Students daily recite the pledge of allegiance.
6. **SCIENCE:** Physical, biological, and earth science areas are studied at various grade levels. Students are taught content, vocabulary, concepts, processes, and the scientific method of investigation. Labs/hands-on experiences are part of our program. Health, including drug education and sex education, is taught as part of both the science and physical education curriculum.
7. **PHYSICAL EDUCATION:** Physical fitness, mastery of body movement, physical skills, lead-up games, rhythmic, and sports skills are included. Individual, dual, and team activities are included. Safety,

good health habits, and sportsmanship are fostered. Health, including drug education and sex education, is taught as part of both the science and physical education curriculum. Sports teams/clubs are offered as an extension of the physical education program.

8. FINE ARTS: The fine arts, which include experiences in music, art, and drama, are an integral part of our curriculum. Art is taught on a weekly basis, and includes drawing, painting, design, weaving, sculpture, and craftwork utilizing various media. Creativity and craftsmanship are stressed. Music is also taught on a weekly basis and includes experiences in singing, reading music, music theory, listening, music history, learning about instruments, instrumentation, and creation of musical pieces. The choirs are an extension of the music program. Dramatic productions suited to the age of the students are organized and performed as part of both the curricular and extracurricular programs. Dramatic productions may be performed for the class, the school, or the general public.
9. FOREIGN LANGUAGE: Spanish may be offered in order to introduce students to a second language. Students concentrate primarily on spoken communication, and secondarily on grammar.
10. TECHNOLOGY: Computers are used in each classroom. Students utilize software and websites in order to enhance knowledge and strengthen skills in various subject areas. Experiences are provided in keyboarding, word processing, presentation preparation, and ethical use of technology.

STUDENT PARTICIPATION ACTIVITIES: During the course of the school year, there are programs/activities in which all students will be expected to participate. They are the following:

1. Choir performances
2. Christmas Worship Services
3. Spring Musical/Play
4. Academic Fair/Science Fair

Parents should check the school calendar for the dates of these programs in order to arrange for their child's attendance. Also, we encourage the entire family to attend these events and enjoy the special talents of all of our students. If students are not present for these events, their grade in the appropriate subject area may reflect this.

5. Although not required, students and their families are also encouraged to participate in school fundraisers. The money raised from these projects benefits our school and its students.

CO- AND EXTRACURRICULAR ACTIVITIES:

Many of the activities at St. Paul are outgrowths of curricular areas, and serve to extend and enhance the basic curriculum. Some of the activities are:

1. CHOIRS: St. Paul Lutheran School views the children's choirs as an extension of the music and religion curriculum of the school, and a method by which the worship life of the sponsoring congregations is enriched. Participation in the choir also gives students an opportunity to serve in a worship leadership role. Members of St. Paul congregation always look forward to having our students sing at worship services. All students in the school are members of one of the choirs.

All choir members are expected to be present at each performance. Common courtesy dictates that if there is a valid reason why a student will not be able to attend, a written excuse stating the specific reason for absence should be given to the director prior to the performance. If a child misses a performance due to illness or family emergency, a written excuse should be given to the director on the day the child returns to school.

2. BAND: St. Paul Lutheran School is a member of the Walther Christian Academy Elementary Band Program, which includes a number of area Lutheran elementary schools. Students in grades 4-8 are eligible to join. Small group and ensemble instruction is given once per week on Unity's campus during the course of the school day. Students may select to play a woodwind, brass or percussion instrument. Depending on the number of students involved, each campus may have a Beginning Band and/or a Concert Band. Based on ability, students may also be invited to participate in an evening band program at Walther and may participate in the annual Solo and Ensemble Festival. Our band members are also encouraged to utilize their talents for chapel and Sunday morning services. More specific

information is distributed at the beginning of each school year. There is a separate fee for band lessons.

3. **ATHLETICS:** St. Paul offers a variety of sports opportunities in which Christian sportsmanship, skill development, teamwork, and fair play are emphasized. These sports are conducted on an interscholastic basis with neighboring northwest suburban Lutheran schools. Practices for sports teams are held before or after school. Games are usually after school or on weekends. The following sports may be offered on an interscholastic basis:

Cross Country	Grades 4-8
Volleyball	Grades 5-6, 7-8
Boys' Varsity Basketball	Grades 7-8
Girls' Varsity Basketball	Grades 7-8
Boys' JV Basketball	Grades 4-6
Girls' JV Basketball	Grades 4-6
Track and Field	Grades 3-8

Participation in St. Paul's sports program is a privilege. Eligibility requires the following criteria to be met: A. Written permission is granted by the student's parent(s). B. A physical examination by a qualified M.D. is secured and documented for that year's participation in sports. Forms are available from the school office. C. Students are expected to maintain an academic standard in keeping with their ability. D. Students are expected to exhibit acceptable behavior both in school and at athletics practices/games/meets. E. Students are expected to attend all practices and games. Reasons for any absences should be communicated to the coach directing that sport. F. A copy of the code of conduct covering athletes and their parents must be read, signed, and returned to the school office prior to participation in athletics.

Players, coaches, and fans will make every effort to display a Christian demeanor and attitude during practices and games.

A student may not participate in athletics while serving a suspension or while on disciplinary probation, nor may they participate in a practice/game/meet on any day that they are absent more than a half day of school.

Parents are responsible for arranging transportation for their child(ren) to and from away athletic events. St. Paul Lutheran School and its coaches are not responsible for arranging transportation.

4. **IN-SCHOOL FILMS/VIDEOS:** Teachers at St. Paul occasionally show films/videos. The classroom teacher (in consultation with the principal, if necessary) determines whether or not the film/video is suitable for the age of the class(es).
5. **FIELD TRIPS:** Planned trips away from the school building during school hours may be arranged to supplement the room studies. Students are expected to participate in field trips since the trip is part of the lessons for the day. While on field trips, students are expected to behave in a Christian manner, and to follow the directives/instructions of the teacher(s)/chaperone(s). Parents/guardians are responsible for paying trip costs, unless otherwise specified. A permission slip will be sent home for parent/guardian signature for each field trip. This slip must be signed by a parent/guardian and returned to the teacher. Students will not be allowed to participate in the field trip without a signed permission slip. Hand-written notes of permission will not be accepted. Parents/guardians may be utilized as chaperones for field trips in order to assist the teacher with student supervision.
6. **DRAMATICS:** Students are involved in dramatic experiences that are appropriate for the grade level. Drama experiences may include creative dramatics, skits, plays, or musicals. These productions may

be shared within the classroom, or performed for other classrooms, parents/guardians, or the general public.

7. **OUTDOOR EDUCATION:** St. Paul Lutheran School participates in a program of Outdoor Education at Walcamp, which is our Lutheran camp located in Kingston, Illinois. Students in our fifth/sixth grades attend classes at Walcamp, learning subject matter that is best learned in an outdoor setting. Children have the unique experience of living together as a Christian community 24 hours a day. This 3-day/2-night trip is designed to supplement and enrich St. Paul's curriculum; therefore, all students are expected to attend. Costs for this trip are paid by the parents/guardians of the students attending. Fundraising profits and grant money may defray some of the costs.
8. **SCHOOL YEARBOOK:** Under the direction of a faculty member, students may assist with the production/publication of the school yearbook. Yearbook orders are taken during the school year. Yearbooks are delivered to students near the end of the school year.
9. **STUDENT COUNCIL:** The Student Council is an upper-grade student government group that provides its members the opportunity to represent the student body and to have input into the planning and execution phases of school functions and activities. The Student Council functions under the direction of the principal. A faculty member may be appointed by the principal as an advisor to assist the council in developing activities and service projects. All actions of the Student Council are subject to review and possible veto by the principal. Any student in grades 5-8 is eligible to run for election. Those elected to Student Council must maintain a cumulative 2.70 grade point average to remain eligible. Elections occur during the first quarter of the school year.
10. **SERVICE TASKS/GROUPS:** Under the direction of the teachers, staff, and principal, numerous opportunities exist for students to assist and serve others. Chapel ushers, chapel helpers, acolytes, crucifers, safety patrol, flag crew, Blue Crew (recycling), lunch helpers, and library assistants are some examples of groups that may be utilized.

HOMEWORK:

Students are given the opportunity to complete some of their assignments in class. However, homework is often necessary for the completion of other assignments and in order to be well prepared for the next day's classes. Students bear the primary responsibility for making sure assignments are completed neatly, accurately, and on time. They are also responsible for making sure adequate time is devoted to studying for quizzes and tests.

Parents are encouraged to take an interest in their child's work and to assist by requiring that homework is completed in an acceptable manner. Providing a quiet work area and assisting your child in budgeting sufficient time to do assignments is important in developing proper homework habits. Periodically checking your child's progress online on Fast Direct as he/she does homework and takes tests is also beneficial. Be willing to quiz your child on material that will be on tests or quizzes. Encourage your child to ask questions about problem assignments before he/she leaves school for the day. Teachers are ready and willing to assist students who request extra help.

MAKE-UP WORK:

It is the student's responsibility to make sure that any work missed due to absence is completed in a timely manner and turned in for grading. It is best to get the list of missed assignments from someone reliable, preferably the teacher. Parents can assist in this procedure by checking with the child and the teacher to make sure the work has been completed and turned in. In general, students receive one day for each day absent to make up work.

LATE WORK:

Any penalty or reduction in score for an assignment turned in late is up to the discretion of the individual teacher. (Check the individual teacher's classroom guidelines regarding late work.) A student will not normally be penalized if late work is because of an absence due to student illness, serious illness of a family member, or family emergency.

Please notify the teacher (preferably in writing) if there is a valid reason why homework is not completed on time. Please remember that in such cases, assignments are still expected to be made up and turned in as soon as possible.

REPORT CARDS:

Report cards are available quarterly on Fast Direct, approximately one week after the end of the grading period. Ends of grading periods are noted on the school calendar. If necessary, printed copies of report cards for the first and third quarters may be given to parents at scheduled parent/teacher conferences. If necessary, printed copies of the report card may be requested for the second and fourth quarters. Student progress during each quarter is available online on Fast Direct. Report cards may be supplemented by other oral and written communications from teachers as deemed necessary.

GRADING SCALE: The grading scale used for calculating letter grades is based on a percentage scale. The scale is as follows:

100%-94% = A	89%-87% = B+	79%-77% = C+	69%-68% = D+
93%-90% = A-	86%-84% = B	76%-74% = C	67%-66% = D
	83%-80% = B-	73%-70% = C-	65% = D- 64% and below = F

GRADE POINT AVERAGE: The grade point average (GPA) will be listed on the quarterly report card for students in grades 5-8. The GPA is based on a 4.00 scale, with each subject's grade weighted according to how many days per week that subject is taught. A core subject such as reading or math that is taught five times per week would receive a weighting of 5. Subjects that are taught only once per week such as art or music would receive a weighting of 1. The number of points given for each grade is as follows: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, F=0. Therefore, if a student earned an "A" in math, it would be worth 4.0 points x 5 classes/week for a total of 20 points. An "A" in Art would be worth 4.0 points x 1 class/week for a total of 4 points. After the total number of points for all subjects is calculated, that total is divided by the total number of class periods per week to arrive at the student's GPA.

PARENT-TEACHER CONFERENCES:

Parent-teacher conferences are scheduled for all students following the ends of the first and third quarters. These conferences are held at school in the child's classroom. Teachers may request that the child be present at this conference. Conferences may be arranged at other times during the school year at the request of either the teacher or parent(s). Such conferences will be scheduled so as not to interrupt the school day.

HIGH HONOR ROLL/HONOR ROLL:

Students in grades 5-8 who have attained a GPA of at least 3.50 are named to the High Honor Roll for that academic quarter. Students in grades 5-8 who have attained a GPA of 3.00 to 3.49 are named to the Honor Roll for that academic quarter. Students who are on the High Honor Roll or Honor Roll for at least three out of four quarters for the academic year receive an Academic Achievement Award certificate at the end of the school year.

PROMOTION, CONDITIONAL PROMOTION, AND RETENTION:

PROMOTION: Student promotion is the goal of both teacher and student. Promotion is based upon the level of successful completion of the objectives of the current grade level, readiness for the next academic level, and the teacher's recommendation that a student be promoted.

CONDITIONAL PROMOTION: Students may be promoted conditionally, but faculty/principal stipulated conditions (i.e., summer school, tutoring, testing, etc.) must be successfully completed before the start of the next school year. In addition, the student must be functioning at an acceptable academic level for promotion to occur. St. Paul Lutheran School reserves the right to test students prior to the start of the new school year to determine whether or not the student has met the conditions for promotion stipulated by the faculty/principal. When the need arises to consider a change in the normal pattern of promotion, the student's parents/guardians will be informed as early in the school year as possible.

RETENTION: Our school has the responsibility to assist each child in reaching their God-given potential. Recognizing that not all children have the same potential for learning, it may become necessary for a child to spend more than one year at a given grade level to avoid later educational frustration. Any child not meeting minimum competencies for his/her current grade level may be retained. Criteria for retention may include any of the following:

- ❑ Poor academic performance
- ❑ Low standardized test scores
- ❑ Excessive absenteeism
- ❑ Teacher recommendation that promotion is not in the best educational interest of the child

If a teacher feels a student is in danger of retention, the teacher will notify the parent of that fact in a timely manner (as early in the school year as is practical). The teacher will meet with the parent(s) and student to discuss strategies that may be implemented to assist the student. If insufficient student progress is made toward meeting minimum competencies, the principal will become involved in the process. The principal, teacher, parent, and student will meet to evaluate the situation and modify the strategies as necessary. Monthly contact with the parent(s) will be made by the teacher and principal to monitor progress. Consultation with a psychologist, optometrist, or other specialist may be required. If student progress is still unsatisfactory, the teacher may make a recommendation to the faculty that the student be retained. A faculty staffing will be held to determine whether or not the student should be retained. The student's ability, level of maturity, rate of progress, and willingness to work will be considered in the evaluation of the situation. Final authority for any retention rests with the faculty.

There may be times when the principal/faculty recommends that a student be placed elsewhere because of special needs. In such cases, the parents/guardians and the faculty will work closely to determine what is best for the student. The faculty has the final authority in such cases.

The principal will report all retentions/recommendations that a student be placed elsewhere to the Board of Directors.

GRADUATION:

The graduation ceremony is a worship service, and as such is held in church. In this service, we praise God for the blessings which our graduates have received, and seek His blessings on them as they enter high school. The date and time for the graduation service are indicated on the school calendar. We ask that those attending graduation maintain reasonable decorum in the church.

WORSHIP ATTENDANCE AWARD:

The Worship Attendance Award is used as a way of recognizing faithful worship attendance on the part of students of St. Paul Lutheran School. To receive the award, students must attend worship (church and/or Sunday School) on a minimum of 80% of the worship weeks in that academic quarter. For purposes of this award only, if a student misses worship due to illness, parents/guardians may notify the child's teacher, and the child will be credited with having attended worship. Students who meet the criteria for the award have their names published in News and Notes. Students who attend worship on a minimum of 80% of the worship weeks for the entire school year also receive a Worship Attendance Award certificate at the end of the school year.

STUDENT RECORDS:

All student records for students attending St. Paul Lutheran School are the confidential property of St. Paul Lutheran School. Access to a student's record is limited to St. Paul faculty and staff, the student, and the custodial parents or legal guardians of the student. Individual student records are kept on file in our school offices and are not allowed to be taken off of school property. Under rights granted by law, parents have the following rights concerning their child's records:

- ❑ Right to Inspect: Parents have the right to look at all of their child's records maintained in the official school file in the presence of a school official.
- ❑ Right to Prevent Disclosures: The school will not disclose anything to third parties from a child's record unless (1) parents consent in writing prior to the disclosure, or (2) the information is directory information which has not been requested to be kept confidential, or, (3) the request for information meets one of the limited circumstances described in the ISBE Administrative Code section on student records.
- ❑ Right to Request Correction: Parents have the right to present evidence that the school should amend any part of their child's record which they believe to be inaccurate or misleading, or which otherwise violates the

student's rights. If the school decides not to change the record, parents may insert a statement of reasonable length in their child's cumulative file that sets forth their position on any disputed information.

STUDENT TEACHING PROGRAM:

St. Paul Lutheran School cooperates with a number of area universities in a program of student teacher training. As part of this program, students who are nearing the completion of their college training in education are involved in classroom experiences. They function under the guidance of a cooperating teacher from St. Paul and a supervisor from the university. The program is beneficial to our school in that it keeps us abreast of new methods and materials for teaching and provides St. Paul's students with additional assistance in their studies.

HEALTH & SAFETY

PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS:

The state of Illinois requires parents/guardians to present proof to the school of a complete physical examination and state required immunizations for all students entering an Illinois school for the first time, for all students entering Kindergarten (or first grade if that is a child's first entry into school), and for all students entering sixth grade. The State of Illinois Department of Human Services Certificate of Child Health Examination is used for these purposes. Copies of this form are available from the school offices.

If parents/guardians have not satisfied the requirements of this policy by September 30th, the principal will notify the parents/guardians advising them of their non-compliance. Non-compliance with any of the state's requirements by October 15th will result in the child's exclusion from school until proof of compliance is presented.

The physical examination required for participation in interscholastic athletics should be rendered no earlier than the June 1st prior to the start of that school year. Those students who are involved in interscholastic athletics are required to submit the required form before they are allowed to participate in athletics practices or events for that school year. A properly completed state Certificate of Child Health Examination (with the appropriate boxes checked for participation in Physical Education and Interscholastic Sports) shall serve as evidence of such examination for 6th grade students. A properly completed Athletics Medical Form shall be completed and turned in for all 4th, 5th, 7th, and 8th grade students participating in athletics at St. Paul Lutheran School.

DENTAL EXAMINATION REQUIREMENTS:

The state of Illinois requires that all children in Kindergarten, second grade, and sixth grade have an oral health examination performed by a licensed dentist. Proof of School Dental Examination forms may be obtained from the school office. Proof of school dental examination must be presented to the school prior to May 15th of the school year in which it is required. Non-compliance may result in the child's report card being withheld.

EYE EXAMINATION REQUIREMENTS:

The state of Illinois requires that all children entering Kindergarten or enrolling for the first time in a public, private, or parochial elementary school in Illinois have a comprehensive eye exam performed by a qualified eye doctor (optometrist or ophthalmologist) within one year prior to starting school. The State of Illinois Eye Examination Report must be submitted by October 15 of the school year the child enters school. Non-compliance may result in the child's report card being withheld.

COMMUNICABLE DISEASE:

Parents should immediately notify the school if their child contracts or is otherwise infected with any type of communicable disease. Parents/guardians must comply with the following procedures, which are in accordance with the rules and regulations of the Illinois Department of Health.

All children are to be excluded from school for a communicable disease or a condition that is readily transmitted to others. The following restrictions apply:

Chicken Pox: Exclusion for at least six days after onset of skin eruption.

Mumps: Exclusion for nine days after onset of swelling and until all swelling is gone.

Strep Infection: Exclusion until the child has been on antibiotic therapy for 24 hours.

Skin rashes or eruptions: Exclusion until condition clears or a written statement from the physician that contagion does not exist.

Conjunctivitis ("Pinkeye"): Exclusion until the child has been on antibiotics for 24 hours.

Mononucleosis, meningitis, and hepatitis: Exclusion until written release from physician.

Head lice: Exclusion until effective treatment has been administered.

In order to prevent the spread of illness, a child must be kept home if he/she has an acute respiratory infection, sore throat, earache, upset stomach, or an elevated temperature of 100 degrees or more. In addition, it is recommended that a child remain home for 24 hours following an episode of fever, diarrhea, or vomiting to ensure full recovery.

MEDICATION AT SCHOOL:

No student is allowed to bring medication (prescription or non-prescription) to school without proper authorization. Medication brought to school without proper authorization will be confiscated. No student is allowed to give medication (prescription or non-prescription, including aspirin, cough drops, etc.) to another student. In addition, any student who violates either of these rules may face further disciplinary action, up to and including expulsion.

If at all possible, medication should be administered by parents/guardians outside of the school setting. It is understood, however, that there may be situations in which medication must be administered during school hours. If this is the case, it is highly preferable that a parent/guardian of the student involved come to school to administer the medication. If this is impossible, a School Medication Request Form must be filled out by parents/guardians and accompany the medication when it is brought to school. Parents should personally transport all medication to and from the school office. The medication must be in a container that is clearly marked with the child's name, the medication's name, the doctor's name, the desired dosage, and the times at which the medication is to be administered. The medication must be given to the principal (or his/her designate) for storage in the school office. (Exception – Asthma inhalers may be kept on the student's person.) Medication will be self-administered under the supervision of the principal or his/her designate. If this is not possible, medication will be administered by the principal or his/her designate. It is understood that the school is acting gratuitously and in reliance on the request of the parents/guardians (and the statement of the physician that the prescribed medication and dosages are safe). Accordingly, parents/guardians assume all responsibility regarding the administration of medication at school and release the school, its personnel, and governing administrative bodies from any liability as to injuries or ill effects of any kinds which may be caused thereby, including those ill effects caused by school personnel failure to administer the medication, to remind students to take the prescribed medication, and to monitor its dosage. In the case of cough drops/throat lozenges, a written note of permission from a parent/guardian will be considered sufficient.

EMERGENCY PHONE NUMBER:

Parents/guardians must provide the school office with a phone number/numbers that can be used to contact either a parent/guardian or another adult who will be responsible for the child's welfare in an emergency. This information is kept in the school office for use by the teachers and the school staff. Parents/guardians must notify the school of changes in these numbers. An emergency information form is distributed for the beginning of each new school year. This form must be completed and returned to the school office by the first day of school.

FIRST AID:

Teachers will provide first aid for minor injuries. Parents/guardians will be notified if extensive injury has occurred. Fire department paramedics will be called if the situation warrants. St. Paul Lutheran School adheres to state regulations concerning first aid training. Teachers and staff have current CPR and first aid training. An AED (Automated External Defibrillator) is located in the gym at the East Campus and in the hall outside the gym at the West Campus.

EYE PROTECTIVE DEVICES:

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing activities that involve cutting, sawing, grinding, or stamping of any solid materials; tempering or kiln firing of any metal or other materials; use of chemical, caustic, or hot liquids or solids.

TOXIC ART SUPPLIES:

Toxic art supplies, as defined in section 105/135 of the Illinois School Code, will not be used in grades PK-8.

EMERGENCY DRILLS:

- ❑ FIRE/EVACUATION DRILLS – Fire/evacuation drills are conducted to train students how to respond when conditions outside the school building are safer than inside the school building. Chicago Fire Department officers visit St. Paul Lutheran School's to assist in conducting fire drills. A minimum of three fire drills will be conducted each school year. The principal and teachers will conduct additional drills to train children in safe exit from the school building in case of other emergencies.
- ❑ SHELTER IN PLACE DRILLS – Shelter in place drills are conducted to train students how to respond when conditions inside the school building are safer than outside the school building. Tornado/severe weather drills will be conducted so that students are prepared to move to safe shelter areas in case of a tornado/severe weather emergency. Tornado/severe weather drills will be conducted a minimum of once during the first week of school and once during Tornado Preparedness Week in early March.
- ❑ LOCKDOWN DRILLS – Lockdown drills will be conducted so that students know what to do in the case of a lockdown situation (intruder in building, dangerous individual in neighborhood, etc.) Lockdown drills will be conducted a minimum of once during the first week of school and once during early March.
- ❑ BUS EVACUATION DRILLS - Bus evacuation drills will be conducted so that students know how to evacuate a school bus should the need arise. A minimum of one bus evacuation drill will be conducted annually.

EMERGENCY SCHOOL CLOSINGS:

Emergency school closing information is delivered via the Fast Direct system. It is also disseminated by the Computerized Storm Information Center, which is a service of participating Chicago-area television and radio stations. In the unlikely event that school needs to be closed after the school day has begun, parents/guardians will be notified via Fast Direct and by phone, and asked to pick up their children as soon as is practical.

PETS: The following policy has been established to provide for the health and safety of students, faculty, staff, and visitors; for the protection, efficient use, and enjoyment of the St. Paul Lutheran School property; and for the responsible management and operation of the school. It is hoped that this policy will foster an atmosphere where all can enjoy the campus in a comfortable and relaxed setting.

- ❑ Pets/animals are only allowed on the campus for school authorized purposes such as classroom sharing or a teacher planned learning experience.
- ❑ In all cases, authorization by the Principal will be obtained by the teacher in advance.
- ❑ While on school property, any pets/animals must be on a leash, in a cage or other secure container, and/or under the owner's control at all times.
- ❑ The owner must have a means to clean up after the pet; specifically, the owner shall possess the means of removal of any fecal matter left by the pet. Cleanup should be thorough.
- ❑ This policy does not apply to registered service animals.

SCHOOL SERVICES

BEFORE/AFTER SCHOOL CARE PROGRAM:

The Before/After School Care program administered and staffed by St. Paul Lutheran Church is designed to provide before and after school care for St. Paul Lutheran School children. It is a supervised, safe environment for students who need to arrive at school earlier than 7:45 A.M., or who need to be picked up from school later than 3:15 P.M. Before/After School Care is normally offered from 7:00-7:45 A.M., and from 3:15 until 6:00 P.M. On days when school is dismissed at noon, the after school session will begin at noon; on days when there is early dismissal, the after school session will begin at 2:00 P.M. Students arriving for Before/After School Care before school should be escorted to the Before/After School Care area by a parent or guardian. Students are not allowed to go to their classrooms before going to Before/After School Care. For current Before/After School Care rates and billing procedures, please refer to the Before/After School Care information sheet.

LOCKERS / DESKS / STORAGE AREAS:

Student lockers, desks, and other storage areas are the property of St. Paul Lutheran School and are to be used by students for storage of necessary school-related items. Teachers have the right to inspect these areas at any time. It is the responsibility of students to keep their lockers/desks/storage areas as clean and orderly as possible. No materials may be taped or glued to the inside of lockers, locker doors, desks, or storage areas without the teacher's permission. Students will be charged for any damage/defacing of lockers, desks, or other storage locations.

LUNCH PROGRAM / LUNCH / MILK:

A limited hot lunch program is conducted at St. Paul Lutheran School. Menus/order forms are distributed to students in advance of the beginning of each month. Students/parents indicate their selections on the order form and return the order form to the school office along with payment for that month. Currently, hot lunches from cooperating local restaurants are available on Tuesdays and Thursdays. Twenty carton milk cards are also available for purchase by those who choose to purchase milk for their lunches. Menus and prices will be available on the order sheets.

During registration, parents are given the latest federal information/guidelines regarding free and reduced lunches/milk. It is then each family's responsibility to evaluate whether or not their children qualify for free or reduced lunches/milk, and whether they wish to participate in the program. Any required forms for the program should be filled out and returned to the school office.

To assist children in developing proper eating habits and to comply with government requirements, students in our school are encouraged to eat foods that are part of a healthy diet. "Junk food" items/snacks should not be brought for lunch.

Packed lunches from home should preferably be a cold lunch and not require cooking. Refrigeration is available for packed lunches, if necessary. While a limited number of microwave ovens are available for heating food, there may be lengthy lines. Paper plates for heating food and plastic utensils will NOT be available; if they are needed, parents should send them with their child's lunch. Parents should use good judgment in regards to the quantity of food sent for student lunches. Food not eaten at lunchtime should be taken back home if possible so that food is not wasted. Fast food lunches and soda pop are discouraged as lunch choices. Glass containers are not allowed at school.

BICYCLES:

Students are allowed to ride bikes to school. However, bikes should be walked while on the sidewalk and bicycle rules of the road should be followed. No stunt riding or reckless driving is allowed in the vicinity of the school. Riding double on a bike is not permitted. A bike rack is located on the south side of the school. Students are responsible for securely locking their bikes in the bike rack. (Bicycles are not allowed inside the school building.) Teachers and other school/church personnel are not responsible for the safety of bicycles stored in the rack. Students who do not follow established school bicycle rules will have the privilege revoked.

SCHOOL SAFETY PATROL:

Safety patrol members are responsible for positioning traffic cones in the parking lot throughout the day, and assisting students in safely crossing the parking lot.

LOST AND FOUND:

Items that are found on the school grounds or in the school buildings will be placed in the Lost and Found in the school offices. To inquire about a lost item, check with the secretary in the school office. An attempt will be made to identify the owners of any unclaimed items. Items that remain unclaimed at the end of the school year will be disposed of.

STUDENT BIRTHDAYS:

Students are allowed to bring a special treat for their birthday. This treat may be handed out to classmates during the lunch period, or at another time during the school day with the teacher's permission. Invitations to home birthday parties may not be distributed at school unless all members of the group are included (whether it is all boys, all girls, or both from a grade/classroom).

PUBLICATIONS

NEWS AND NOTES:

News and Notes, the school's weekly newsletter, will be available each Friday (or the last day of the school week if classes are not in session on Friday). It contains information that will help keep you informed about school and church activities and upcoming events. Since this newsletter is one of the main avenues of communication between the school and home, it is vital that students and parents access the News and Notes every Friday.

News and Notes can also be found on our St. Paul web page, stpaulcanfield.org.

If you have questions regarding any materials in the News and Notes, feel free to phone the school office at (708) 867-5044 during the school day. If the appropriate individual cannot be reached, please leave a message with the secretary so that your call can be returned at a later time.

The deadline for material to be included in the News and Notes is Wednesday at 3:15 P.M. Items may be given to the principal, who must approve all materials sent home through the school. If the principal is not available, items may be given to the administrative assistant, who will forward them to the principal prior to distribution.

SCHOOL DIRECTORY:

St. Paul Lutheran School produces a new school directory each school year. The directory lists the names, addresses, phone numbers, and e-mail addresses of school families. Contact information is also given for the teaching staff, office staff, hot lunch personnel, Before/After School Care personnel, and St. Paul Lutheran Church's pastor. Parents/guardians will be asked to fill out an information form, which will give the family information to be included in the directory. *This directory is intended to be used by parents only.* If you do not wish to have your address, phone number(s), or e-mail address listed in the directory, please indicate that fact on the directory information form when you return it to the school office. A copy of this directory will be distributed to all families early in the school year.

SCHOOL YEARBOOK: Under the supervision of a teacher, students assist in layout and production of the St. Paul Lutheran School Yearbook. The yearbook contains photos of St. Paul Lutheran School students, teachers and staff, graduates, and activities from the school year. Parents may have the opportunity to sponsor a page in the yearbook,

or to sponsor congratulatory messages to the graduates. Yearbooks are available for purchase during the school year, and are normally distributed near the end of the school year.

ST. PAUL LUTHERAN CHURCH CONGREGATIONAL NEWSLETTERS:

Congregational newsletters are produced by St. Paul Lutheran Church. These newsletters contain a variety of articles, and may include commentaries by the pastor, principal, church music director, and various leaders of groups, boards, and committees. It also may contain highlights of Voters' Assembly meetings, news about church organizations, a monthly congregational calendar, and activity announcements. Parents/guardians who are not members of St. Paul Lutheran Church may contact the school office if they desire to receive these publications.

STUDENT BEHAVIOR EXPECTATIONS

Student behavior expectations are maintained at St. Paul Lutheran School for the purposes of providing:

1. Proper respect for God, others, and self.
2. A safe environment.
3. Optimum learning opportunities and student growth and achievement
4. Smooth operation of the school
5. Positive opportunities to share and learn responsibility and to promote self-discipline and self-esteem.
6. Growth toward Christian maturity and positive Christian relationships

CLASSROOM AND SOCIAL COMMUNICATION BEHAVIOR EXPECTATIONS:

Be Safe!

1. Follow all classroom rules and teacher directions.
2. Use words (not physical actions) if someone bothers you. *"I feel ____ when you _____. Please _____."*
3. Report problems to a teacher or other adult when you need help.
4. Keep your work area neat and hazard free.
5. Keep hands, feet, and objects to yourself.
6. Use hall passes and/or sign out sheets when leaving the classroom.

Be Respectful!

1. Respect God and those whom God has placed in authority over you in the school.
2. Offer a helping hand and a friendly face.
3. Use a kind tone of voice and appropriate language. *(Say, "Please, thank you, excuse me.")*
4. Look at and listen to the person talking.
5. Use positive body language and facial expressions.
6. Raise your hand and don't interrupt. *(One person talks at a time.)*
7. Behave in a Christian manner. Treat others as God's unique creations.

Be Responsible!

1. Stay organized, always prepared with work and needed supplies.
2. Sit quietly in your seat, ready to learn.
3. Complete all work on time and in an ethical manner. *(Do not cheat or plagiarize.)*
4. Always do your best.
5. Say "I'm sorry" and try to fix the problem if you make a mistake.
6. Be willing to pay for damage to or destruction of the property of school or others.
7. Bring only school/principal/teacher-approved materials/equipment to school.
8. Follow the Student Dress Code.
9. Place recyclables in the classroom recycle container. Place trash in classroom garbage cans.

HALLWAY/STAIRWAY BEHAVIOR EXPECTATIONS:

Be Safe!

1. Walk. Take one stair at a time on stairways.
2. Stay to the right side unless directed otherwise.
3. If with your class, stay with your class.
4. Keep hands, feet, and objects to yourself.

Be Respectful!

1. Stay "Right and Quiet."
2. No Talking Zone = No voice.

Be Responsible!

1. Keep hallways neat and clear.
2. Get to where you are going without stopping along the way.

BATHROOM BEHAVIOR EXPECTATIONS:

Be Safe!

1. Use stalls, toilets, and urinals appropriately. (*One student to a stall.*)
2. Wash hands with soap and water. Dry hands before leaving bathroom.
3. Leave lights on.

Be Respectful!

1. Respect the privacy of everyone.
2. Use appropriate language, tone, and voice level (*6" voice*).
3. Flush toilets, urinals after use.

Be Responsible!

1. Put any trash in the garbage can.
2. Keep plumbing fixtures, accessories, and stalls/partitions neat, clean, and in good working order.
3. Report damage, accidents, problems, or need for help to your teacher or to the school office.
4. Return to class immediately.

LUNCHROOM BEHAVIOR EXPECTATIONS:

Be Safe!

1. Follow the directions of all lunchroom supervisors.
2. Wash your hands with soap and water before you eat.
3. No glass containers are permitted.
4. Get permission from a teacher/supervisor if you need to leave the lunchroom.
5. Keep hands, feet, and objects to yourself.

Be Respectful!

1. Patiently wait your turn in line.
2. Use appropriate language, tone, and voice level (*3' voice*).
3. Talk to children at your table only.

Be Responsible!

1. Sit at your assigned classroom table(s).
2. Eat your own food. If practical, take home what you cannot finish.
3. No soft drinks, no "fast food", no "junk food."
4. Clean up eating area (*including floor*) before leaving the table.
5. Neatly recycle and dispose of trash.

RECESS BEHAVIOR EXPECTATIONS:

Be Safe!

1. Follow rules and directions of all recess supervisors.
2. Keep hands, feet, and objects to yourself. (*No rough play such as pushing, tackling, tripping. No throwing of snow, snowballs, ice, stones, etc.*)
3. Stay within the safe boundaries of the play area.

Be Respectful!

1. Respect other's space and things.
2. Use appropriate language, tone, and voice level.
3. Include everyone, taking fair turns.
4. Be a good sport.
5. Stand up for what is right.

Be Responsible!

1. Respond to supervisors, the bell, or the whistle immediately. Stop play when the signal to stop is given.
2. Use only approved equipment. Treat equipment with care. Return equipment to its proper location.
3. Line up quietly and orderly to go to recess and return from recess.

CHAPEL BEHAVIOR EXPECTATIONS:

Be Safe!

1. Walk in an orderly manner in hallways and on stairs. Be careful when opening and closing doors.
2. Follow the directions of the chapel leader and teachers.

Be Respectful!

1. Be respectful of the worship setting. Respect God with your words and actions.
2. Be respectful when entering and leaving church, and when passing the offering baskets/plates.
3. Sit quietly when it is appropriate to listen or think about what has been said.
4. Do your best job of singing the hymns and those parts of the liturgy that are sung.
5. Fold hands, bow head, and think about what you are praying during the prayers.

Be Responsible!

1. Follow along/participate in the order of service.
2. Perform assigned chapel duties to the best of your ability.
3. Follow the directions of the ushers and teachers when entering or leaving church.
4. Support our chapel offering purposes to the extent God has blessed you.
5. Share worship books/sheets when there is a need to do so.

GENERAL RESTRICTIONS ON BEHAVIOR:

1. No fighting/unauthorized physical contact (punching, kicking, pushing, shoving, tripping, pinching, etc.) is allowed.
2. No gang or gang-related behavior is allowed.
3. Items such as cell phones, iPods, or electronic games may be brought to school, but must be turned off and stored in the student's backpack/book bag/locker during school hours. If any electronic item becomes a distraction at any time during the day, it will be confiscated by the teacher and returned only to the parent.
4. Magazines, newspapers, comic books, toys, playing cards, and collectable cards may be brought to school and be kept in book bags for use at Before/After School Care or for teacher directed activities. These items will be confiscated by the teacher and returned only to the parent if they become a distraction at any time during the school day.
5. Valuable items (including, but not limited to, expensive jewelry, heirloom jewelry, excessive amounts of money, electronics, etc.) pose a security risk and should not be brought to school. The school assumes no responsibility for lost or stolen items.
6. Gum and gum chewing is not allowed on school/church property at any time.
7. Students must remain on school property unless permission to leave has been requested by the parent or guardian in writing and granted by the teacher and principal.

SCHOOL DRESS CODE:

As a Lutheran school, standards for apparel must support the philosophy and goals of our school. Parents are expected to discuss the following dress code with their children, ensure that their children are in compliance, and follow through when infractions occur. The principal or his/her designate reserves the right to decide whether the dress/appearance of a student is or is not in conformance to the dress code and appropriate for school.

- Students of St. Paul Lutheran School are required to dress and groom in a manner that is neat and clean. All school clothing must be clean, in good condition, fit properly, and have no distressed areas, holes, tears or faded fabric.

- ❑ Clothing should be appropriate for school activities, and should not be distracting or detract from the educational process, safety, or well-being of the student. Christian modesty should guide wardrobe selections.
- ❑ Clothing or shoes that would be damaging to furniture or floors cannot be worn.
- ❑ Boots should be worn during inclement weather and removed immediately upon entering the building. An extra pair of shoes must be available to put on after the removal of boots.
- ❑ **Students are encouraged to look their best for chapel, Picture Day, and field trips. Please refrain from wearing jeans or shorts on chapel days.**

PANTS/SLACKS

Dress Code: Pants are to be solid colored; jean, twill, corduroy and linen fabrics are acceptable. Pants must be fitted and worn at the waist (with a belt if necessary). Capri pants that are loose fitting with length lower than the knees are permitted. Shorts which are loose fitting, knee length, solid colored, and made of jean, twill, or linen fabrics are acceptable, and will be permitted before October 15th and after April 15th. Shorts may be worn under skirts all year long.

Dress Code Infractions: Sweat pants, athletic pants, athletic mesh shorts, cutoffs/frayed shorts/frayed slack bottoms, leggings/tights (unless worn under a skirt/dress that is knee length or longer, or a long shirt that is fingertip length or longer), stretch pants, any clingy knit pants, slacks with appliqués, and skinny leg jeans/pants are not acceptable. (Leggings/tights may not be worn alone as slacks.)

SKIRTS

Dress Code: Skirts and dresses must be knee length or longer. If leggings or tights are worn underneath a skirt or dress, the skirt or dress must be knee length or longer.

Dress Code Infractions: Skorts, mini-skirts and high cut slits in skirts/dresses are not allowed.

SHIRTS

Dress Code: Shirts/sweatshirts are to be solid colored or patterned only. They must have sleeves. St. Paul spirit shirts (including spirit shirts from St. Paul Lutheran School athletics teams) may be worn for class.

Dress Code Infractions: Pictures, logos, graphic designs, iron-ons, numbers, and words (other than St. Paul Lutheran School spirit shirts/sweatshirts graphics) are not allowed on clothing. Tank tops, spaghetti straps, low-cut necklines, bare midriffs, or extremely form-fitting shirts are not allowed.

FOOTWEAR

Dress Code: Shoes must be closed toed and have a back. Socks must be worn at all times.

Dress Code Infractions: Flip-flops, sandals, Crocs, open-toed shoes, platform heels, high heels, clogs, wheelies, or fashion boots are not allowed. Outdoor boots are only to be worn outside.

JEWELRY

Jewelry that can or may become entangled in clothing and/or equipment should not be worn. Piercings are limited to the ears, with no more than two earrings worn per ear. Earrings may not exceed 1 inch in any dimension, and must be a matching set. The school will not be responsible for harm resulting from jewelry entanglement. No jewelry may be worn during gym class or athletics practices/events. The school will not be responsible for the loss, misplacement, or theft of any jewelry. School time will not be used to look for missing jewelry items.

SPIRIT WEAR

Spirit shirts and sweatshirts may be worn to class. Other St. Paul Lutheran School spirit wear (sweatpants, and leisure pants/shorts) may not be worn to class.

MISCELLANEOUS

No visible tattoos (permanent or temporary) are allowed. Hair must be a single natural color (black, brown, blonde, or natural red). Hair must be worn so that it is not in the student's eyes and does not pose a safety concern for self or others. No designs/logos/words may be shaved into the hair. Students may not wear makeup.

When a student is found to be in violation of the school dress code:

- ❑ The teacher and / or principal will privately discuss the violation with the student.
- ❑ Corrective action will be taken.
 - The student may be asked to change into other clothing, which is on hand at school.
 - The student may be sent to the office to call home for a change of clothes.
 - Parents will be notified.
- ❑ Repeated violations will be dealt with at the discretion of the teacher and/or principal.

GYM CLOTHING REQUIREMENTS:

Students in grades 4-8 dress out for gym class and are required to have the following items in school for physical education classes:

- ❑ A separate pair of gym shoes that will only be used for P.E. classes and athletics
- ❑ White gym socks
- ❑ A St. Paul gym shirt and gym shorts labeled with the student's last name in permanent marker (gym suits are ordered through the school office)

Each student is required to purchase and use his/her own gym wear. Athletics teams uniforms and St. Paul Lutheran School spirit wear may not be worn for gym class. No jewelry may be worn during gym classes. Parents should be advised that our league's rules prohibit wearing jewelry of any kind for athletics events. Failure to have proper gym wear for class may adversely affect a student's participation in gym class and his/her physical education grade.

INTERNET POLICY STATEMENT OF ST. PAUL LUTHERAN SCHOOL: St. Paul Lutheran School believes the Internet offers vast, diverse, and unique resources to both students and teachers. The goal in providing this service is to promote educational excellence in school by facilitating research, resource sharing, innovation, and communication. The St. Paul Lutheran School community is expected to use the Internet in a legal, responsible, and respectful manner.

CONDUCT CODE FOR COMPUTER USE AND INTERNET ACCESS:

Each student at St. Paul Lutheran School must have school principal and parent/guardian permission in order to use school computers and/or access the Internet from school computers. The Computer User Agreement and Parental Permission Form must be read and signed by both the student and parents/guardians and be returned to the school office prior to each school year in order to use school computer equipment to access the Internet. (See Computer User Agreement and Parental Permission Form for details.) To that end, each family has the right to decide whether or not to apply for access.

St. Paul Lutheran School has taken precautions to restrict access to controversial Internet sites and materials. We utilize Internet blockers to block inappropriate sites that students might otherwise be able to access. However, parents need to understand that some material potentially accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive. During school, teachers will attempt to guide students toward appropriate materials. Individual users of the school computers are responsible for their behavior and communications. If a student arrives at a site that is not in keeping with our school's Christian principles, he/she should use the BACK button to leave the site and report it immediately to the teacher or principal.

THE FOLLOWING ACTIONS ARE NOT ALLOWED:

- ❑ Sending or displaying offensive messages or pictures, or using obscene, vulgar, or questionable language
- ❑ Bullying, harassing, insulting, or attacking others via electronic means
- ❑ Damaging/destroying/altering computers, computer systems, computer networks, or software
- ❑ Destroying/damaging/altering/stealing the data/data storage device of another user
- ❑ Violating copyright or plagiarism laws
- ❑ Using a personal account to access the Internet at school
- ❑ Employing or using the Internet for commercial purposes
- ❑ Other violations deemed unacceptable by the general standards of our faith and our school
- ❑ Giving out personal identifying information for self/others without permission from the teacher/principal
- ❑ Entering any chat areas or filling out questionnaires without permission from the teacher/principal
- ❑ Purchasing anything online

Violations may result in loss of access as well as other disciplinary or legal actions.

BULLYING: St. Paul Lutheran School's desired standard of behavior is no bullying in the school. Teachers will actively and consistently teach positive behavior and anti-bullying messages, dissuading aggressive, harassing, or any type of bullying behavior, using Jesus as the model of behavior.

Definition: "Bullying' is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal putdowns, extortion of money or possessions, retaliation, stalking, public humiliation, and exclusion from peer groups within school."

A second, more concise, definition: "Bullying happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons."

Such conduct is contrary to the behavior, values, and principles taught by our Savior, and is disruptive of the educational process. Therefore, bullying is not acceptable behavior in St. Paul Lutheran School.

It is our goal that no student shall be subjected to bullying:

- ❑ during any school-sponsored education program or activity;
- ❑ while in school, on school property, on school buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities; or
- ❑ through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- ❑ Bullying incidents, including "cyberbullying", that occur outside the school but whose effects carry into the school, will not be tolerated.

Bullies are subject to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

Parents should remember that there is a difference between good-natured teasing which is not intended to hurt or offend and in which everyone's dignity is maintained, and taunting which seeks to harm and demean on a continual basis.

Basic intervention in bullying situations is to RECOGNIZE bullying, REFUSE bullying, and REPORT bullying to a teacher or the principal. Intervention by fellow students, teachers, principal, and parents is essential in dealing with bullying situations. The complete Board of Directors Anti-Bullying Policy will be sent out annually to each school family. An accompanying agreement indicating student and parent intent to comply will be signed annually and returned to the school office.

PLAN FOR CHRISTIAN DISCIPLINE

At St. Paul Lutheran School, we think of discipline as a means of teaching self-control, Christian attitudes, orderliness, and efficient management of time and abilities so that maximum learning may take place. Discipline is not administered in a spirit of anger, nor with a thought of retribution. Instead, Christian discipline always has the good of the child and others in the school in mind, and is carried out in the spirit of love: love for the Lord Jesus, love for the child, and love for the school.

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

A student is considered to have committed a disciplinary infraction when their actions are detrimental to the routine management of the classroom and school. Repeated and/or serious rules infractions shall be reported to the

parents and the principal so that home and school can work together to positively influence the student's future behavior. Students are not permitted to keep others from learning, nor will they keep teachers from teaching.

Each teacher exercises supervisory responsibility over his/her classroom and over the entire student body, as the need arises. Because each teacher is unique, parents should consult each individual teacher's classroom/class guidelines for information on behavioral expectations and consequences for infractions.

DISCIPLINARY CONSEQUENCES FOR INFRACTIONS OF SCHOOL RULES:

Many disciplinary infractions will be dealt with by the supervising teacher within the classroom setting. Minor infractions like speaking out of turn will frequently receive only a verbal reminder from the teacher. Other consequences may also be used by the classroom teacher for dealing with minor infractions

Repeated or frequent minor disciplinary infractions may have the consequence of a student needing to conference with the teacher and/or a Self-Completed Disciplinary Report Form needing to be filled out by a student. The Self-Completed Disciplinary Report Form asks the student for a description of the behavior infraction, reasons for the behavior, consequences of the behavior, and better choices that could be made next time. The Self-Completed Disciplinary Report Form is then signed/initialed by the supervising teacher (possibly with comments added) and sent home for parent signature. The Self-Completed Disciplinary Report Form is then returned the next school day with the parent signature, and a copy is sent to the principal. For students in grades PK-2, the teacher will assist the student in filling out this form.

If continued disciplinary infractions persist at a level unacceptable to the teacher or parent, a parent-teacher conference will be held with the student in attendance. This conference will set goals for improvement of student behavior. If the conference fails to produce the desired results, the principal will be asked to attend a follow-up parent-teacher conference. The student will be required to be in attendance for this conference as well.

DETENTIONS: Depending on the frequency/severity of disciplinary infractions, a 30-minute or 60-minute detention may be assigned. Detentions will be served before, during, or after school at the discretion of the teacher and/or principal. The best day for a child to serve a detention is the day that the infraction(s) occurred. When it is determined that a child needs to serve a detention, a child's parent/guardian must be notified in order to obtain permission to keep the child after school for the detention. This permission may be obtained by phone, text, or e-mail, or may be secured via the Detention Notice, which is sent in the case of all detentions. If the child's parents cannot be reached, or the parent indicates that the child cannot stay that day, arrangements are then made for the child to stay after school for the detention the following day. If that is also not possible, the teacher and parent will arrange for the detention to be served within the next week. Parents will be notified of detentions via a Detention Notice. The Detention Notice must be signed and returned the next school day.

PROBATION:

Probation is a set of conditions that the student who is placed on probation must meet in order to remain enrolled at St. Paul Lutheran School. Students may be placed on either academic or disciplinary probation at any time during the school year by the faculty upon the request of the principal or classroom teacher. The principal will notify the parents/guardians and the St. Paul School Board of the probation.

ACADEMIC PROBATION: A student may be placed on academic probation because of failure to work up to his/her God-given ability or an inability to do the required work. The terms of academic probation may include diagnostic testing or a recommendation for tutoring and/or summer school. The student will be re-evaluated by the faculty at the end of the probationary period. If the student does not meet the terms of academic probation, the faculty may recommend extension of the probationary period, retention, or that the student be withdrawn and placed in a more suitable educational program.

DISCIPLINARY PROBATION: A student may be placed on disciplinary probation for violations of the school rules. Students who have been placed on disciplinary probation will be prohibited from participating in extracurricular

activities and field trips. (This includes attendance at events.) The student who violates the terms of his/her disciplinary probation will have his case referred to the faculty and the St. Paul School Board for further action.

SUSPENSION: All suspensions are authorized by the Principal. Out-of-school suspension is when the student is not allowed on the school campus or at off-campus school activities for a given amount of time. The date, time, and duration of the suspension is at the discretion of the principal. The principal reserves the right to adjust the suspension penalty to fit each individual situation. For the student's benefit, any classroom work assigned during the suspension must be completed. No fees and/or tuition will be refunded because of time missed due to suspension. During a suspension, the suspended student will be barred from all extra-curricular activities, both those on and off campus.

Parents will be notified by telephone and with a letter when their student has been assessed a suspension. The parents have the right to meet with the principal at a mutually agreed upon time to discuss the suspension. The parents have the right to appeal the suspension to the School Board. The School Board has the final decision in all suspensions. If a suspension is appealed to the School Board, the student will still serve the suspension. If the School Board rules in favor of the student, the suspension will be removed from the student's record.

SUSPENSION MAY OCCUR FOR THE FOLLOWING REASONS:

- ❑ Gang related activities
- ❑ Fighting or other actions that may cause physical harm/injury
- ❑ Harassment of any individual
- ❑ Possession of cigarettes, alcohol, or any drugs
- ❑ Illicit or immoral conduct
- ❑ Disrespectful speech, or blatant refusal to cooperate with any staff member or school administrator
- ❑ Cheating
- ❑ Possession of pornographic material
- ❑ Stealing or destruction of school property or other student's property
- ❑ Verbal harassment
- ❑ Tampering with school fire/safety equipment (parents are financially liable for false alarms, damage to school and student property which may result)

If repeated disciplinary action fails, referral for professional assistance may be recommended. If all disciplinary action fails, expulsion may occur.

EXPULSION: Expulsion is a last resort when all other options have failed. Expulsion is when a student is removed and barred from attending St. Paul Lutheran School. St. Paul Lutheran School Board will authorize all expulsions. Expulsion will generally take place after repeated offenses. It may, however, occur after only one incident depending on the nature/severity of the offense. The expulsion will take place only after the parents, the teacher, the principal, and members of St. Paul School Board have met, and the St. Paul pastor has been advised of the circumstances.

DISCUSSION OF DISCIPLINARY PROBLEMS: When discussing disciplinary problems, a scheduled conference should be made in advance. When wishing to discuss a situation with a school staff member, gather ALL the facts first and avoid entering the building with hostile feelings. This is a Christian school. Problems and concerns can be worked out in a Christian and professional manner.

DISCIPLINARY PROCEDURES FOR STUDENT OFFENSES:

The following is part of the Student Conduct Guidelines. It is an illustration of the consequences for behavioral issues that occur during the school year.

- ❑ **STUDENT INSUBORDINATION:** Teachers reserve the right to issue disciplinary detentions to students who do not follow classroom and/or school rules.
 - 1st Offense – Disciplinary detention
 - 2nd Offense – Disciplinary detention
 - 3rd Offense – Disciplinary detention
 - 4th Offense – One day out of school suspension
 - 5th Offense – Out of school suspension until meeting with Board of Directors

ALL SUSPENSIONS ARE REPORTED TO THE SCHOOL BOARD.

- **STUDENT VIOLENCE:** Teachers are required to report any acts of violence to the principal. The principal reserves the right to issue out of school suspensions
 - 1ST Offense – Out of school suspension
 - 2nd Offense – Out of school suspension
 - 3rd Offense – Possible expulsion

ALL SUSPENSIONS ARE REPORTED TO THE SCHOOL BOARD.

WHEN PROBLEMS ARISE:

The following procedure will be used for solving pupil-teacher and parent-teacher problems:

1. ST. PAUL LUTHERAN SCHOOL School Board procedures require that parents **ALWAYS consult the teacher first when they wish to discuss an issue involving the child.** Discussing problem situations with others before consulting the teacher only leads to gossip and division, and is contrary to God's directive for dealing with others as explained in Matthew 18. ***"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over."***
Matthew 18:15
2. If a problem situation remains after consultation with the teacher, parents should then consult the principal. The principal will bring the parent and teacher together to try to resolve the situation.
3. If meeting with the principal and teacher has not resolved the situation, either from the parent's, teacher's, or principal's viewpoint, parents may consult the School Board, preferably in the presence of both the teacher and principal. *Please keep in mind that all of our teachers are dedicated and concerned about the spiritual, as well as the academic growth and progress of your child. We are striving to give your child the best education possible.*

PARENT/GUARDIAN DECORUM IN THE SCHOOL AND ON SCHOOL GROUNDS

ARRIVAL AT SCHOOL:

When students arrive at school, we ask that parents/guardians say their good-byes before the child enters the school. This will help give the teacher a clear view of the students in the hallway, and assist them in their task of supervision. It will also help the student to develop a sense of independence.

Parents/guardians may enter the building if they are on volunteer duty for a particular task, if they have an appointment with a teacher or the principal, or if they need to take care of business at the school office.

Parents/guardians who are in the building during school hours should proceed quietly so as to not disturb classes.

If parents need to see a teacher for more than just a few seconds, they should make an appointment with the teacher at a time outside of school hours. Remember that 7:45-8:00 A.M. is not an ideal time to speak to the teacher since the teacher needs to supervise his/her class at that time.

DISMISSAL AFTER SCHOOL:

Because dismissal time from school is a busy time, parents are requested to follow pick up safety procedures and teacher directives when picking up their child(ren) from school. Drivers should be especially careful and alert for pedestrians. Parents are reminded that students are required to follow school behavior expectations during dismissal time. Students/parents who are not meeting with a teacher and who are not engaged in school-sanctioned after school activities should vacate the campus no later than 3:15 P.M.

PARENTS IN THE SCHOOL BUILDING: Under normal circumstances, parents are not permitted in the classroom areas during the school day unless they have made prior arrangements with the teacher to assist the teacher/class as a volunteer. **PARENTS COMING TO SCHOOL DURING THE DAY MUST SIGN IN AT THE OFFICE.** Items that

need to be delivered to a student should be brought to the school office and will be delivered to the classroom by the school administrative assistant.

VOLUNTEERS:

The school sometimes has jobs available that can be done by parents and St. Paul Lutheran Church congregation members on a volunteer basis. St. Paul Lutheran School appreciates our volunteers' willingness to assist with our curricular and extracurricular programs. Those who are interested in volunteering their help may speak directly to the classroom teacher or may contact the school office. Volunteers should make sure to sign in at the school office upon arrival.

Because volunteers work in a Christian school setting, St. Paul Lutheran School has the following expectations:

- ❑ We expect that the attitude and behavior of our volunteers will reflect the Christian philosophy of St. Paul Lutheran School. We expect that volunteers will speak well of the school and the teachers during your volunteer experience and after you leave.
- ❑ We expect volunteers to understand that St. Paul Lutheran School is a professional educational environment. It is important to keep your observations of the students and the teachers confidential. It is imperative that volunteers not discuss student behavior with other parents. It is the teacher's job to report a child's academic and behavioral needs to parents.
- ❑ We expect volunteers to be aware of the potential conflict of interest if they work with a group of students that includes their own child. We expect volunteers to make every effort to be fair and impartial in their treatment of all children.
- ❑ We expect volunteers to sign in and sign out in the school office, and to remain in the area of the school in which they are serving. It can be distracting to students and teachers when volunteers make unannounced visits to or observations of classes/groups of students with whom they are not working.
- ❑ We expect volunteers to allow the professional staff to handle discipline situations. If a child's safety is at risk, a volunteer may intervene, but the incident should be reported immediately to the teacher or principal so that it can be handled by school personnel.
- ❑ We expect that volunteers will not solicit student help or participation in activities without prior approval of the principal and/or teacher.
- ❑ We expect that volunteers will not bring younger children with them when they volunteer, unless arrangements have been made with the principal ahead of time. If permission is secured to bring a younger child, that child must be adequately supervised by the volunteer.
- ❑ Volunteers are expected to submit to a background check in order for St. Paul Lutheran School to maintain a safe environment for our students, staff, and other volunteers.

SMOKE FREE BUILDING:

Smoking is not permitted anywhere in the school or in close proximity to the school/church buildings. Second hand smoke being drawn into the buildings is not healthy for our students. Cigarette/cigar butt litter degrades the appearance and atmosphere of our campus.

MODEL SEXUAL HARASSMENT POLICY FOR LUTHERAN SCHOOLS:

It is the policy of St. Paul Lutheran School to strictly prohibit any conduct which constitutes sexual harassment, and discipline any person guilty of such conduct. This policy is based on Title VII of the 1964 Civil Rights Act and Court Decisions.

PARENT/BOARD COMMUNICATION

The School Board of St. Paul Lutheran School is the governing board of St. Paul Lutheran School. Parents who wish to address the board regarding a board policy or board action may do so in writing. This letter should be addressed to the principal who will then relay it to the Board. The Board chair will place the matter on the agenda for the next regularly scheduled board meeting.