



PARENT - STUDENT HANDBOOK

2008-2009

Be it known to all who enter here that Christ is the reason for this school, the unseen but ever present teacher in its classes, the model of its faculty and the inspiration of its students.

Attention Parents!



Please read this entire handbook carefully, then sign the last page and return it to your child's Teacher by Friday, August 29, 2008.

Thank you!

CODE OF HONOR

*As a student at St. Paul
Lutheran School, I will:*

- always put Jesus first in everything I do;
- value this opportunity for a quality education;
- work hard to reach my fullest potential;
 - follow all school rules;
 - not lie, cheat, or steal.

Above all, I will imitate Christ by treating other students, the teacher, and the staff with love and kindness.

INTRODUCTION

The purpose of this handbook is to acquaint parents, students, and members of St. Paul Lutheran Church with the aims, policies, and practices of St. Paul Lutheran School.

We advise parents to read and discuss the handbook with their children so that both parent and child know the policies of the school. It is recommended that this handbook be kept available for ready reference.

SCHOOL MISSION STATEMENT

The mission of St. Paul Lutheran School and Child Care is to provide Christian academic excellence while equipping, educating, and encouraging one another to live with purpose through Christ.

SCHOOL PHILOSOPHY

We believe that:

1. Christian education is vital to the mission God has given to His church which is stated in the words of the Great Commission (Matthew 28:19, 20).
2. As Christ is the center of Christian life, He must be the center of Christian education for children of all ages.
3. As it teaches for eternity, the Lutheran Child Care and School is distinctive because:
 - A. The Word of God (**Bible**) is to be taught in its truth and purity by trained teachers.
 - B. The Holy Spirit works through the Word to change hearts and lives and brings victory and comfort to individuals who are declared totally and unconditionally righteous for Christ's sake.
 - C. The Lutheran Child Care and School teach children the Christian faith, help them search the Word of God, and apply it in their daily walk with the Lord.
 - D. Children learn their proper relationship to God and others by sharing and living the Word of God in love, patience and forgiveness.
 - E. Each child is recognized as a special creation with unique needs and spiritual gifts.
4. The educational program is to assist in strengthening and supporting parenthood and the family, which are the very foundations of society. It should provide families with a variety of educational and care options.
5. Children learn from the example of Christian educators and from each other.
6. As an extension of the ministry of the congregation, the Lutheran Child Care and School help fulfill each of the congregation's five functions: education, worship, evangelism, fellowship, and service.
7. Children and teachers view each other as fellow redeemed sinners.
8. God the Father created all people in His own image - holy and capable of living in perfect harmony with God. However, by their own will people disobeyed God and lost this relationship, which affected their entire being. God, the Son, restored this harmony with God through His death and resurrection. God, the Holy Spirit, brings us to faith and helps us to live a life of confidence in His promises.

9. God's Law was put in place to show us our sin and our need for a Savior. The Gospel is used to lead people to repentance, bring them to faith in the Lord Jesus, to be assured of that forgiveness, and to nurture them in spiritual growth.
10. The educational program helps children identify the roles and relationships expected of the individual, family, school, congregation, and community and prepares them to live in these roles.
11. Trained Christian teachers are committed to provide a complete education for God's children which includes their spiritual, academic, social, physical, and emotional needs.

GOALS

St. Paul Lutheran School seeks to fulfill its mission to provide an excellent Christian education, striving to:

1. Teach children the way of salvation through Jesus Christ as it is found in the Word of God.
2. Implant a rich love of God in the children through the Holy Spirit as they face life and eternity.
3. Foster a thirst for God's inspired Word and guide our students in the study of the Word of God.
4. Challenge our students with the responsibility of sharing God's Word with love, patience and forgiveness.
5. Guide children to be witnesses of Christ and to share the assurance and hope of life eternal.
6. Encourage children to be a blessing and an example to all people.
7. Instill in the students a desire to express their love for their Lord Jesus Christ through faithful stewardship and regular worship at home and at church.
8. Share the teachings and history of the Christian church with an emphasis on the Lutheran Church.
9. Use educational excellence as a vehicle for bringing the Word of God to young people and their families.
10. Fulfill the requirements of the Texas District – LCMS, the State of Texas, and the Day School Board with regard to education.
11. Provide methods of instruction and nurture that are adjusted for individual differences and the various stages of growth and development.
12. Create a classroom atmosphere of love and joy, where children and adults will work together and feel safe.
13. Encourage families to follow the model for family living as given in God's Word.
14. Encourage church, home, and school to be a cooperative influence on the child's life.
15. Assist the child in developing God-given spiritual potential by:
 - A. Recognizing that through the Holy Spirit each human being is a sinful child of God in need of the saving work of Christ.
 - B. Acquiring knowledge and developing an understanding of God and his love.
 - C. Building an awareness of the value and potential each person has in Christ.
 - D. Becoming a caretaker of God's creation and his earthly blessings.
 - E. Gaining an attitude of service to Christ and to others.
 - F. Exercising responsibility as a member of the Church.
16. Assist the child in developing God-given intellectual potential by:

- A. Cultivating an inquiring mind, critical thinking skills, useful play experiences, and productive study habits
 - B. Acquiring knowledge and skills in reading, writing, speaking, and listening.
 - C. Gaining optimum competency in observational, problem solving, and computational skills.
 - D. Evaluating the history of the world and its cultures in the light of God's truth as revealed in his Word.
 - E. Fostering an appreciation for the arts and the creativity in self and others.
17. Assist in developing God-given physical potential by:
- A. Regarding the body as God's marvelous creation and temple of the Holy Spirit.
 - B. Acquiring physical skills and establishing habits which contribute to a healthy and safe development.
18. Assist in developing God-given social-emotional potential by:
- A. Acquiring a positive self-concept and personal responsibility because of who he/she is as Christ's child.
 - B. Growing in caring relationships by recognizing the rights, privileges and individual differences of others.
 - C. Growing in independence and self-reliance.
 - D. Gaining respect for church, home, school, and government.
 - E. Building developmental assets that will lead to a successful life.

ADMINISTRATION

Supervision

St. Paul Lutheran School is an institution of St. Paul Lutheran Church. It is at all times under the supervision and control of the congregational Christian Day School Board.

The School Board consists of members of the congregation and one person who is not a member of St. Paul. The Principal serves as an advisory member of the Board. The Board determines school policies, informs other boards of the needs of the school, safeguards the health and safety of the children, and brings the school to the favorable attention of the congregation members and the general public. The Board members keep themselves informed on matter of policy and procedures by maintaining close contact with the school and through reports from the Principal. They may visit the classrooms while classes are in session. A regular report concerning school matters is made by the Board to the Church Council and the Voter's Assembly of St. Paul Lutheran Church. Please note that the Board operates in its official capacity only during scheduled meetings.

Parents, teachers, or congregational members may direct questions or concerns to the Board by letter or by appearing at a regular meeting of the Board. Such a request should be made at least seven days before the meeting and the request should be made to the Principal or the Board Director. A regular meeting schedule for the School Board will be set at the beginning of each school year. The day and time for each regularly scheduled meeting will be announced to parents and staff. The Board will hear from members of the school community at the beginning of a meeting before going into executive session for discussion. The Board reserves the right to collect further information before rendering a decision which will be communicated to the person making the request.

Immediate supervision of the school rests with the Principal. He/She must act as the executive director, seeing to it that existing policies and wishes of the School Board and the

congregation are carried out, and that policies for the improvement and welfare of the school are brought to the School Board.

Accreditation

St. Paul Lutheran School is fully accredited by the *Texas District Accreditation Commission* as well as by the *National Lutheran Accreditation Commission*. The *Texas Public School Accreditation Commission* and the *Texas Education Agency* recognize the accredited status of St. Paul Lutheran School.

ADMISSION AND FEES

Admission Policy

St. Paul Lutheran School is open to children who are members of St. Paul Lutheran Church as well as community members that are seeking a Christ-centered educational program and who subscribe to the philosophy and objectives as stated in this Parent-Student Handbook. Academic testing *is* required for all students seeking admission in grades 2nd – 8th. There is a testing fee of \$25 for this test. Where there is a question of social adjustment, psychological testing and/or counseling by a qualified psychologist may be required.

Entrance Regulations

All students must take part in the religious instruction, worship experiences, and devotions of St. Paul Lutheran School.

Proof of date of birth must be presented at the time of registration. No student will be permitted to attend school without proof of date of birth.

Before the school year begins proof of immunizations and proof of at least one tuberculosis examination must be presented. No student will be permitted to attend school without proof of a tuberculosis examination or proof of further required immunizations. If the established time for achieving the requirements cannot be met, approval by the School Health Provider or Principal is required.

Students in PK-4 must have reached the age of four (4), Kindergarten (K-5) students must have reached the age of five (5) and first grade students must have attained the age of six (6) on or before **September 1st**. Student age must not exceed two (2) years over the standard age of the class level for which enrollment is requested. Students will only be allowed to skip a grade level upon the recommendation of the classroom teacher and then only after the child has been in that teacher's classroom for a minimum of 4 weeks.

Any student who has been expelled, suspended, or has left their present or most recent school attended under conditions that would violate St. Paul policies for continued enrollment, will not be accepted for enrollment.

A record of performance (report card, grade transcript) and discipline records must be received for all transferring students on the day of registration or no later than the established time for meeting the requirements. Such transferring students will be registered under conditional terms until performance and discipline records are received. St. Paul maintains the right to contact the student's former school to aid in determining a student's performance and discipline status at that school. St. Paul also requires transferring students to undergo academic testing, and a fee will be charged for such testing.

Students entering St. Paul Lutheran School must be able to use the restroom on their own. All students entering grades 2 – 8 will be screened prior to admission. This screening will help determine the final class placement of the student. The testing will be done during the summer months or as soon as possible after the application for enrollment has been received.

Final Approval

The Principal, in possible consultation with the School Board, will give final approval for student enrollment. Each student is accepted into St. Paul Lutheran School on a **six (6) week** probationary period. Final acceptance will be determined by the Principal based on the recommendation of the child's teacher that the child is doing satisfactory work and behavior is acceptable. In the event St. Paul offers more than one class per grade level, the Principal will make the final determination of which Students will be in a given classroom. The Principal's decision will not be changed unless extenuating circumstances are present.

Pre-Registration

All families currently having children at St. Paul Lutheran School will be given a chance to pre-register their children for the next school year at a date set by the School Board. Pre-registration will usually occur during the month of February.

Registration and Application Fees

No child will be considered for enrollment until a completed application and fee are submitted to the school. The registration form is to be completed and the fee is to be paid after registration has been accepted. The child is not considered registered until payment of registration has been received. The fees for the present school year are as follows:

- *APPLICATION FEE - \$25.00 (one time family fee)
- *REGISTRATION FEE - \$250.00 (PK-4 students – 8th grade) - Annually
- *WRAT TESTING FEE - \$30

No refunds will be given for application or registration fees. In the case of special circumstances, such as a family moving out of the Valley, a written appeal may be made to the School Board.

Tuition Rates based on a 10-month Payment Schedule

	<u>Full Tuition</u> (Annual)	<u>Full Tuition</u> (Monthly)	<u>Member-Discounted Tuition</u> (Monthly)
PK-4	\$4,250.00	\$425.00	\$212.50
K-5	\$4,250.00	\$425.00	\$212.50
1 st -8 th Grade, First Child	\$4,250.00	\$425.00	\$212.50
Second Child	\$4,100.00	\$410.00	\$205.00
Additional Children	\$3,900.00	\$390.00	\$195.00

Music & Non-Fundraising Fees

Music: \$30/semester 3rd – 5th grade
\$100/semester 6th – 8th grade

Non-Fundraising Fee: \$100/semester 1st child
\$75/semester each additional child

Fee Payments

School families will have the following payment options for paying tuition:

1. Payment in full by August 1st with a 2% discount given; or
2. one-half year payment August 1st and one-half year payment January 1st; or

3. FACTS Management System (\$41.00 annual fee)*; or
4. monthly billing, with a \$20.00 per month service charge.

There are no exceptions to this policy.

*More information regarding FACTS is available in the Front Office.

All fees and other charges must be paid before report cards are issued or records can be transferred to another school. **There are no exceptions to this policy.** Enrollment for the next school year cannot take place if the family account is not current.

It should be recognized that the cost of educating a child at St. Paul is substantially more than tuition being charged each student. The remaining funds are generated through donations and support from St. Paul Lutheran Church. For this reason it is expected that each family will donate their time, talent and treasure in accordance with the way the Lord has blessed them.

Delinquent Accounts

Families should do all they can to insure prompt payment of all fees. When an account becomes delinquent without proper notification to the Business Manager, the following steps will be taken:

1. A reminder letter/e-mail will be sent a few days before the 15th, reminding you that your payment is due;
2. If not received by the 15th, a \$30.00 Late Fee will be assessed and you will have until the end of the month to pay the account in full;
3. If the account is then not brought up-to-date by month end, the child(ren) will not be able to come to school until payment is made or arrangements are made with the Business Manager.
4. St Paul reserves the right to refer all past-due accounts to a collection agency, to report the same to a local credit bureau, and to take any legal action necessary to collect any such debt.

Member Status

Members of St. Paul Lutheran Church *may request* the discounted member rates by making such a request in writing to the Business Manager. Families who wish a member discount must request this discount and should be aware that the Board for Lay Ministry of St. Paul Lutheran Church has established *expectations* for members of the congregation. The expectations include regular involvement in worship, fellowship, and service opportunities. These elements will be used to determine eligibility for the discounted member rate. It should also be noted that the congregation supports the member children in the amount of the discount each year. When approved, member-discounted rates will go into effect beginning with the next semester. Additional information on this subject may be obtained from the Board for Lay Ministry.

Grant-in-Aid

St. Paul Lutheran School may provide aid to parents who are experiencing financial difficulty. Applicant families will be asked to complete an application which the School Board will use in determining the amount of the grant which is awarded on a semester basis. Please contact the Principal if you have any questions or are in need of an application. Funds are

limited and families are asked to submit an application in May before the new school year begins.

Endowment Fund

The Endowment Fund has been established as a Scholarship Fund. The interest earned from this fund is used for tuition assistance. If anyone wishes to donate/contribute to this fund to help others gain a Christian education, they are encouraged to make all contributions payable to “Endowment Fund of St. Paul Lutheran School.” Parents are encouraged to become members of the Endowment Council which assists in the development of new endowment funds. Families are encouraged to remember the Endowment Fund when making a memorial gift.

Non-Discrimination Policy

St. Paul Lutheran School admits students of any race, color, national and ethnic origin to all the 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 education policies, and athletic or other school-administered programs.

CURRICULUM AND INSTRUCTION

General

St. Paul provides a comprehensive program of education that includes the core areas of reading and other language arts, mathematics, science, social studies, plus course work in health, physical education, art and music. Bible study is taught at all levels. **All subjects are taught with a Christian approach and are given a Christian interpretation.** All students will participate in Bible Study classes as they pertain to our Christian teachings and values. This includes children from families who are non-denominational and/or who practice non-Christian beliefs.

Curricular Materials

Each year one or more specific areas of the curriculum are researched and evaluated by the teachers and the administration. As a particular area is modified, a part of the modification may include the adoption of a new textbook and other curricular materials. Generally, we review materials and textbooks from both Christian and secular publishers. Teachers are involved in writing curriculum guides and integrating the Christian faith into their lesson structure.

Religion

The religion curriculum at St. Paul is Bible-centered and supports our objectives of Christian education. As the student progresses through the grades, the student will learn more and more of the Bible. All children enrolled at St. Paul must take part in the religion program, which consists of daily Bible studies and other Christian activities. In order to further help the student in his or her spiritual life, the student will be asked to memorize prayers, Bible verses, and hymns, and other religious thoughts. Children attending St. Paul Lutheran School will participate in bible study classes as they pertain to our Christian teachings and values. This includes children from families who are non –denominational and/or who practice non-Christian beliefs.

Physical Education

It is our philosophy that the student's body is the temple of God. A well-directed program of physical education aids in the awareness of this fact. Physical education classes are regularly scheduled for PK-4 through 8th grades. Students are required to wear tennis shoes and a school approved P.E. uniform. All 3rd – 8th grade students will be required to change into their P.E. uniform, then change back to their school uniform after class. All students must participate in these activities unless a written excuse from a physician is presented to the P.E. teacher. Should a student become sick on the day of the activity and not desire to participate, the P.E. teacher may excuse the student. Students will take the Presidential Physical Fitness test each spring.

Music

PK-4 – 2nd grade - General Music
3rd & 4th grade - General Music & Recorder
5th – 8th grade - General Music & Ensemble

Everyone must choose an ensemble (*i.e. Band, Choir and Guitar*) when they are in grades 5th – 8th. Instruments must be purchased or rented for those in Band or Guitar. These instruments must be brought to every class period.

Technology

St. Paul provides Internet access in the classroom and Computer Lab. Parental permission allowing computer use is secured, and a Log-In number and Password is assigned to each student before access to the Internet is permitted. Access to the Internet is strictly monitored by assigned staff and software. Student access to campus computers will be denied when misuse occurs (*i.e., giving away or sharing their passwords, accessing inappropriate websites*) – which ultimately may affect course grades.

Field Trips/School Functions

Field trips are an important part of the curriculum at St. Paul Lutheran School. They allow students an experience of learning about various aspects of the real world, and to see things they've read or heard about. Each classroom teacher decides how many field trips will be taken during the year. No student will be allowed to attend a field trip without written permission from a parent. Classroom activities will be planned for any student not attending the field trip. Students are not to bring money along on a trip unless the teacher gives written permission. **NO** phone calls will be made on the day of the field trip, as parental permission **will not be allowed** over the phone. The primary purpose of the field trips is to provide educational experiences for the students, not for family entertainment.

Parents are asked to provide assistance by volunteering to chauffeur students on the trip. Parents may not bring other family members or friends on the field trip as they are there to help monitor Students. Teachers will make the travel arrangements. Parents are asked to drive directly to the location and back to the school due to liability issues. Parents are asked not to buy any items for a small group unless it is bought for everyone. It is required that children wear ***seat belts*** when being transported to and from field trips or school functions. All volunteers must submit to a Criminal Background check before having contact with students and must provide a copy of automobile insurance.

Attendance Policy for Concordia Field Day

This middle school class trip is a **mandatory** three-day annual event which consists of one day of field trips to points of historic and educational interest; one day of competition at Concordia University in academics, fine arts, and athletic events; and one day of recreation to promote unity and camaraderie in the middle school. These days will count as regular school days. In the weeks preceding the trip, class time is spent preparing for field trips and competition at Concordia University with other Lutheran school students of the Texas District. In the past, students have greatly benefited from this valuable experience and look forward to participating each year.

There is a fee for the middle school students to help with the expense of the trip. Parent fundraising and activity fees contribute to the cost of the trip, and the balance is paid by the family of the individual student.

In the event that a student is not able to attend the class trip due to special family commitments (wedding, funeral, illness, etc.) or for disciplinary reasons, he/she will be asked to write reports on the topics that correspond to the class trip activities. The student will be required to attend school on those days at St. Paul where a tutor will be made available to assist with completing the required school work. The school work will be due the first day his/her class returns to campus. Should the student not attend school on these class trip days, he/she will be marked absent, the required work will still need to be done, and disciplinary actions will be taken, if necessary.

No student will be excused from this required curriculum trip – class trip – unless the parent or guardian has made arrangements with the teacher and the principal prior to the event and has provided a valid excuse.

Student Volunteers

All of the students of St. Paul will be expected to be actively involved in community volunteer efforts as directed by the classroom teacher. Activities will range from visiting nursing homes to letter writing. In these ways, we hope to help each student understand that the gifts they have been given should be shared with other people. Along with weekly chapel offerings, this helps a child grow by returning to God a portion of the time, talents, and treasure that they have been given.

STUDENT ASSESSMENT

Retention Policy

Students in 1st-8th grade are promoted on the basis of academic achievement. If a student is not achieving at a passing level, the teacher, who is the most qualified to determine the future success of the child, may begin a process leading to retention. A student will be considered for retention if the student has a “D” average for the year in three subject areas or has received an “F” average in two subject areas or a combination of one “F” and two “D’s”. Subjects included in the criteria are: Reading, English, Spelling, Math, Science, and Social Studies.

If the student is not meeting the academic criteria to be passed to the next grade level, the teacher will initiate the following process.

1. A conference with the Principal should be scheduled by the teacher to explore alternatives;

2. Parent(s), Teacher, and Principal will then meet to begin discussing the possibility of retention and to also discuss alternatives. This should happen by the end of the third quarter grading period;
3. After alternatives have been explored, it should be the goal that the Parent(s), the Teacher and the Principal would mutually reach an acceptable decision concerning retention.

While the parents are the most influential persons in their child's life and their support is crucial to their child's academic success, if both the Principal and the Teacher agree that retention is the most acceptable alternative, then the student will be retained. Retention of students in PK-4 and K-5 may also occur upon the recommendation of the classroom teacher. Often this recommendation is based on the developmental maturity of the student. Parents are encouraged to understand that all students develop differently and that age should not be the only criterion for the placement of a child. Sometimes children just need a little more time. A student being considered for retention in PK-4 or K-5 will be evaluated by the teacher using academic and behavioral instruments and this information will be shared with the parents.

Testing

Students in non-public schools are not required to take the TAKS tests, but St. Paul stresses the need for regular assessment of students. A screening program has been established for children in PK-4 and K-5. Also, each year all students in 1st-8th grade will be given a standardized achievement test (SAT) in the Spring. Students in 7th grade will be administered a cognitive abilities test each year. Students in 8th grade will take an Algebra I assessment test at the end of the year. A score of 70 or above will result in the student receiving a high school credit. Parents should always keep in mind that test results are only valid as a measure of a student at one particular time and reflect only one part of a total program of assessment of the student's progress.

HOME-SCHOOL RELATIONS

The Eagle Express

Each Monday of the school year and periodically during vacation time, each family will receive a copy of the school bulletin, *The Eagle Express* via the internet. Parents and students are encouraged to read the bulletin each week so that they are informed as to all the activities of the school. The Eagle Express will also be posted on the school web site @ www.stpaulmcallen.com.

St. Paul Newsletter

All school families will receive the monthly newsletter published by the church. Families are encouraged to read all of the information regarding the programs of the church and feel welcome to use them.

Parent-Teacher Cooperation and Conferences

Cooperative effort is absolutely essential between Parents and Teachers. A close contact between school and home should be maintained to avoid misunderstanding.

An official Parent-Teacher conference will be held after the first nine-week reporting period. Conference times will be scheduled in advance and all families are expected to participate. Parents may contact teachers at any other time to set up an appointment for a conference if they have any concerns. Teachers may also request a conference if one is needed.

Formal reporting of a student's progress to the parents is made by the report card issued every **nine (9) weeks**. A ***Mid-Quarter Progress Report*** is also sent home halfway (4-1/2 weeks) through each grading period for students in 1st-8th grade.

School Visits by Parents

Parents and Teachers must cooperate if the Student is to progress satisfactorily. Parents may visit the school to observe their child in their everyday school situation. However, all visitations must be cleared through the front office and a Visitor's Badge obtained from the office upon arrival. Just "dropping in" creates a situation where the progress of the entire class can be affected. **Teachers are not available to discuss an individual Student's progress from 7:45 a.m. –3:45 p.m. on school days. Parents are urged to make an appointment with the Teacher at a time convenient to both the Parent and the Teacher before or after these hours.**

Should a Student forget items such as lunch boxes, medication, coats, messages, homework, etc. Parents should deliver them to the Business Office - ***not the student's classroom***. All lunches must be delivered to the office by 11:00 a.m. Remember that the main focus in school is the teaching of students, and interruptions make the learning process more difficult. The goal of both home and school should be to make each student, no matter how young, responsible for his/her own belongings.

Parent-Teacher League

St. Paul has an active group of parents who are organized into the Parent-Teacher League. St. Paul's P.T.L. has several functions, the most important being cooperation and communication between Parents and the school. The P.T.L. has a wide range of activities which provide an opportunity to meet new people, talk with one another, and become an active participant in the process of educating our children. All parents are invited to participate in the P.T.L.

Parent Volunteers

St. Paul could not provide the comprehensive program of instruction it does without the many volunteers who come into the building each day. We are thankful for these people, especially for those parents who help out. These parents help organize class parties or field trips or they may help by working with computers and/or the Accelerated Reader. They may be asked to make copies or do other things to help the teachers. Parents may be asked by the classroom Teacher, the Principal, or the P.T.L. to assist in helping at school and we pray that these requests will be willingly accepted.

A set of volunteer guidelines has been established and volunteers will receive a copy when they begin. We also ask that when parents volunteer on a regular-basis they adhere to the staff dress code. All parents are asked to help in all of these ways. All parent volunteers will be required to submit to a Criminal Background check before having contact with the students.

Change of Address and other Information

The need for a close contact between school and home is important and an accurate and up-to-date list of all family information is necessary. Parents must notify the central office and the classroom **immediately** of changes in address, telephone numbers, custody changes, work

numbers, marital status or any other information which could impede communication and the Student's education. This information is extremely important should an emergency arise.

Custodial Status

The central office and the Principal should be contacted whenever there is any change in the custodial status of a student. A copy of any court restrictions and/or court orders must be provided to the office. The school and administration will follow only what is contained in a court order. We will **not** follow the parents' interpretations of a court order. Additionally, we will provide school records and other student information only to the custodial parent. Requests for such information from the non-custodial parent should be directed to the custodial parent.

Peace-Making Policy

When a parent feels that there is a situation existing that causes conflict either between the Teacher and a Student or between the Teacher and the Parents, then the following procedures which adhere to **Biblical (Matthew 18: 15 - 20) principles** need to be observed.

A. Classroom Teacher grievance:

1. The Parent(s) should schedule a conference with the Teacher so the conflict can be discussed and resolved;
2. If after the conference the Parent(s) feels the situation is still unresolved, they should inform the Principal and discuss the problem;
3. The Principal will then assist with the conflict, and if it still remains unresolved, the Principal will set a meeting with the Teacher, Parents and Principal;
4. If after these steps, the Parent(s) still feel the issue is unresolved, they may submit the grievance to the School Board in writing and request permission to address the issue at the next regularly scheduled School Board meeting. This request must be submitted one week prior to the meeting to the Director of the School Board or the Principal;
5. After hearing the grievance, the Board will meet in Executive Session to consider the issue presented and reserves the right to gather additional information prior to responding to the issue.

B. School Principal grievance:

Anyone having a conflict with the way the Principal administers school policy may also file a grievance following the steps below:

1. The Parent(s) should schedule a conference with the Principal where the conflict is discussed;
2. If the conflict is still unresolved, the parent(s) may submit the grievance in writing and request that it be addressed at the next regularly scheduled School Board meeting. The request must be made one week in advance of the meeting to the Director of the School Board;
3. After hearing the grievance, the Board will meet in Executive Session to consider the issue presented and reserves the right to gather additional information prior to responding to the issue.

ATTENDANCE POLICIES

School Attendance

Regular school attendance is required by law and is necessary if a Student is to do his/her best work in school. **Parents should be aware of the legal responsibility they have to ensure that their child is in school each day of the year.** If a Student shows signs of illness such as fever, rash, or vomiting, he/she should be kept home. Any child arriving **1 ½ hours** 9:45 a.m. or leaving **1 ½ hours** before school dismisses 2:00 p.m. will be considered as missing **1/2 day**. **The Principal will contact any family when there is an accumulation of 10 absences or 10 tardy days per semester.** Violations of compulsory school attendance laws will be reported to the proper authorities.

Excused and Unexcused Absence

Parents or guardians should provide a written note each time a Student is absent from school. A written note does not ensure that a student absence will be excused; this can only be determined by the classroom Teacher or Principal.

Parents are requested to schedule all doctor and dental appointments on the days when classes are not in session or after school hours, when possible. If the Student is absent for more than 2 days, parents must get missed assignments from the Teacher. When there is an absence of more than 3 days due to illness, a Doctor's excuse must be presented for the Student to re-enter the school.

When there is a planned absence, whether it is for one day, over an extended weekend, or periods of longer duration, the Teachers must be contacted at least one week previous to the date the Student will be absent. On the last day of attendance prior to the Student's absence, the Student will be given the assignments covering the period. Parents should be aware that other assignments may be given while the Student is absent.

If a student has more than 5 planned absences during the year, the Parents may be required to meet with the Principal. Parents are asked to not schedule Student vacations during the school year, as it is disruptive to the learning process of the child, and a difficult situation for the Teacher.

Upon returning, the student or parent must contact the teacher to obtain additional assignments, which have been missed. The student will be expected to make up all reports, assignments, and tests missed during the absence. The student will have *one day for each day* missed in order to make up the assignments. Except for unusual circumstances, all make up work will need to be completed within five days after returning to school. Make up work not completed in the scheduled time will result in failing grades on those assignments. **Work missed on days that are not excused will be a "0" in the Teacher's grade book.**

School Hours

- 7:00 a.m. - Lunchroom open for early arrivals
- 8:00 a.m. - Students are dismissed from the Lunchroom after morning prayer
- 8:15 a.m. - School begins
- 3:30 p.m. - School ends - students stay in designated pick-up area
- 3:45 p.m. - Students not picked up will be escorted to Extended Care
- 6:00 p.m. - Extended Care closes

Early Dismissal

Classes may be dismissed early on certain school days (refer to the school calendar) so that the faculty can meet for an extended period of evaluation and planning. On those days, Extended Care will be available.

Extended Care

The objective of Extended Care is to provide an extended supervisory care option for families unable to pick up their Student(s) upon the conclusion of the school day. All students of St. Paul Lutheran School are considered enrolled in Extended Care. Parents desiring to utilize this service on a regular basis should contact the Child Care Director.

Extended Care has its own code of rules and regulations. Every student and Parent using Extended Care must obey the rules and regulations. The Extended Care closes at 6:00 p.m. The family of any Student supervised thereafter will incur a substantial financial penalty of at least one dollar (\$1.00) per minute until the student is picked up. Parents may pick up fee schedules in the Child Care Director's office for Extended Care services.

Tardiness

Students should arrive in the classroom between 8:05 and 8:15 a.m. to prepare for the day. Students will be counted tardy if they are not seated and prepared at the time the bell rings at 8:15 a.m. Students will be allowed up to 3 tardies per quarter. Those receiving 4 or more tardies in a quarter will be assessed a \$10.00 fee for each additional tardy. **All** Teachers keep their own record of absences and tardies. A Student is considered tardy even if the tardiness is the Parent's fault. **Prayers, pledges, Code of Honor and announcements take place after 8:15 a.m.** Students who are tardy should report to the office where they will be held until the close of announcements and until a tardy slip has been issued to them. Parents who are in hallway are asked to stop talking during pledges and show respect for our school and country. Excessive tardiness could result in a Student being blocked from future enrollment.

Student Delivery and Pick-up

In the morning, Students must report to the cafeteria not their classroom. Afternoon pick-up points are as follows:

- PK-4 THROUGH GRADE 2** - Southwest Entrance
 - GRADE 3 THOUGH 8** - North Entrance near Modulars
 - FAMILIES AND CARPOOLS** - Southeast Entrance
- Students will not be allowed to be picked-up in the alley.

Parents are reminded that there is always a possibility that Students may be in or near the parking lots. For their safety, Parents must drive through the parking lots at no more than 5 miles per hour, must follow all directions of the staff, and must obey the placement of all flags, traffic barriers, and other signs. If a child has parental permission to go home w/another student, the student must have a note from the parent stating their approval. Under any circumstances, **Parents should not park or leave their auto in any fire lane or other area marked "No Parking."**

Early Student Pick-up

Parents are asked to send a note to the teacher if their child will be leaving early. Parents/Guardians **must** report to the central office whenever picking up a child before the 3:30 p.m. dismissal. Parents/Guardians will sign out the Student, who will then be sent to the office by the classroom Teacher. This is to ensure the safety of each student. **Students will not be released to the care of another individual or parent without written permission from the legal-guardian.** Changes in pick up procedures for students must be made with the front office staff prior to 2:30 p.m. If a student needs to stay in Extended Care, please notify the front office/Teacher as soon as possible so the Student is not waiting outside.

STUDENT RULES

School Discipline

Many of the most important lessons in life are learned at home. These lessons must be reinforced at school. The essence of Christian discipline is self-discipline.

Rules and regulations pertaining to the management of student behavior are necessary for the development and maintenance of an orderly, safe, Christian school.

Because student behavior needs to reflect the Christian values of St. Paul Lutheran School, the following Code of Conduct has been established. It is applicable at any time a student's behavior on school grounds or on any school-sponsored event would reflect upon the school or church family, whether the action takes place on or off school property.

Code of Conduct

A unique characteristic of the Lutheran school is that its discipline goals and procedures are rooted in Scriptural understandings of discipleship. Growth in discipleship is the result of the activity of the Holy Spirit working through God's Word. The steps in this process are:

1. God's law shows sin, an offense against God, which God abhors.
2. The gospel presents Jesus Christ, Savior from sin through his death and resurrection.
3. The Holy Spirit works sorrow and repentance and the desire for forgiveness.
4. The gospel proclaims that God has forgiven the sinner and forgotten the sin.
5. The sinner responds in faith and gratitude with God-pleasing behavior toward God, self, and others.
6. Growth as a disciple continues even as the disciple on a daily basis encounters the saint/sinner struggle.

According to Martin Luther, the activity of the Holy Spirit working with God's word of judgment and grace is a daily activity in the life of the disciple. God's gospel promise is dependable and certain; both Student and Teacher can rely on it. A Teacher's insistence on good behavior should always be viewed with the goal of a student growing as a disciple, and because each person is different, that growth may take different forms at different times.

Student Responsibilities

1. Respect authority – students will not defy or threaten school authorities and/or challenge school rules and policies.
2. Accept consequences of actions – students will not refuse to accept discipline and the consequences of their behavior.
3. Avoid school or classroom disruptions – students will not disrupt any school activity.
4. Avoid endangering self or others – students will not endanger the well-being of themselves or others. Students will avoid all forms of assault or violence and will not bring to school or have in their possession any article or object judged to be harmful to themselves, others, or the good order of the school.
5. No foul language, vulgar gestures or obscene topics – students will not use profane, vulgar, disrespectful, or hurtful language, make obscene/vulgar gestures or discuss obscene topics.
6. Maintain a "Bully-Free" environment – students will not tease, threaten, harass, and/or coerce others.

7. Respect school and personal property – students will not damage, destroy, or deface any property and will be required to make restitution as directed.
8. No unauthorized snacks – students will not chew gum or have or consume any unauthorized snacks, food, or beverages on school property.
9. No illegal substances – students will not possess, sell, use, transmit, or abuse any drugs or look-alike drugs, alcohol, tobacco, aerosol cans, or any illegal substances.
10. No weapons – students will not bring weapons to school or any object judged to be harmful to themselves, others, or the good order of the school.
11. Follow the Uniform Policy – students will follow the school uniform code regulations.
12. Complete assignments independently – students will be truthful and honest and not engage in any form of cheating or dishonesty.
13. No electronic devices – students will not use iPods, PDAs, pagers, electronic games, beepers, recording/listening devices, or unauthorized software on the school grounds.
14. Follow arrival and dismissal policies – students will follow all school policies for arrival and dismissal and will not leave the school premises or assigned classes without authorized permission during the school day.
15. Cell Phones – keeping in mind that the main focus in school is the teaching of students and that interruptions make the learning process more difficult, students are discouraged from bringing cell phones. Under no circumstances may a Student use a cell phone from the time of their arrival at St. Paul until the time school is dismissed for the day unless permission is given by the Student’s Teacher or the Principal. Violations will result in disciplinary action(s) against the Student.
16. Follow rules and procedures – students will not violate the **Code of Conduct** or its **Student Responsibilities** or **Specific Policies**.
17. No Threats of bodily harm.

Parent Responsibilities

1. *Respect school policies/procedures.*
2. *Bring Student to school daily and on time. School starts at 8:15 a.m.*
3. *Assure your child is prepared for the school day by helping them remember their belongings, homework, signed papers, rest, and nutrition.*
4. *Provide adequate study time and an appropriate study environment.*
5. *Avoid school and classroom disruptions.*
6. *Follow arrival and dismissal policies.*
7. *Follow chain-of-command when problems arise:
Teacher – Principal – School Board*
8. *Keep account balances current.*
9. *Assist with classroom/school projects.*
10. *Respect authority (from Student Responsibilities).*
11. *Follow Uniform Policy.*
12. *No unauthorized snacks or meals.*

Enrollment Block

St. Paul Lutheran School reserves the right to dismiss and/or to block re-enrollment of a student for the following reasons:

1. violations of the Code of Conduct, Student Responsibilities, or Parent Responsibilities;
2. violations of the Specific Policies;
3. uncooperative behavior on the part of a parent/guardian; and/or
4. excessive absences and/or tardies.

Because it is impossible to foresee all problems which may arise, the administration may block enrollment for any behavior which violates the spirit and philosophy of St. Paul Lutheran School, even though not specified above.

Specific Policies

Policy Regarding Bullying

St. Paul Lutheran School is committed to providing an atmosphere conducive to learning with a focus on the personal worth and dignity of every child. All efforts are made to educate children in a Christ-like setting. Therefore, acts of name-calling, taunting, bullying, harassment, physical aggression, verbal threats and acts causing another to do the same are not tolerated.

Victims or witnesses to these actions are obligated to report them to the Teacher and/or administration immediately. All allegations will be investigated, with prompt, appropriate disciplinary action taken. Parents of all parties involved will be notified, if deemed appropriate. Parents must remember that a conflict between students does not always equate bullying.

Disciplinary action may include any or all of the actions indicated in this Parent-Student Handbook. Repeated violations of this Policy could result in expulsion.

Policy Regarding Sexual Harassment

The administration and staff of St. Paul Lutheran School believe that all students are entitled to study in a Christian environment that is free from sexual harassment. The school does not tolerate sexual harassment of any type.

Victims or witnesses of these actions are obligated to report them to the Teacher and/or administration promptly. Allegations are investigated and prompt, appropriate disciplinary action is taken. Parents of both parties will be notified.

Examples of peer sexual harassment include, but are not limited to: verbal or written taunting, bullying or other offensive, intimidating or hostile conduct, gestures or touches, music, verbal or written communication, graffiti, jokes, nicknames, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse, or demean an individual or group. Disciplinary action may include any or all of the actions indicated in this Parent-Student Handbook or as required by law.

Policy Regarding Fights

Students shall not engage in fights at any time on school grounds, or during school sponsored activities.

Any student engaged in a fight is subject to immediate suspension. Dismissal or re-enrollment block may occur following investigation by the administration.

Policy Regarding Weapons

A weapon includes, but is not limited to any instrument, device, or object capable of inflicting injury and designed or specifically adapted for use as a weapon, and possessed or carried as a weapon. This includes any dangerous object (firearm, knife, deadly weapon, explosive, incendiary device) or look-alikes. Students are also forbidden to act out violence by use of pretend weapons.

This policy expressly prohibits the use of possession, transmission, sale or discharge of any weapons, instruments, or explosive devices in the school, on school grounds, or at school-sponsored activities. If it has been determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

Disciplinary action will include dismissal from school as well as other actions required by law.

Policy Regarding Drugs or Alcohol

Students will not possess, sell, use, transmit, or abuse drugs, alcohol, tobacco, or any illegal substance. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

Disciplinary action will include dismissal from school as well as other actions required by law.

Parent Interaction with Students

Parents are not allowed to address concerns they may have to a Student who is not their child. Such concerns should be directed to the Classroom Teacher, the Principal, or the Parent(s) of such Student.

Consequences for Non-Compliance

Actions that can be used to enforce this Code include, but are not limited to, the following:

- Verbal or Written Warning
- Detention
- Written Notification to Parents
- Parent Conference
- In-School Suspension (requires payment of \$100.00 per day)
- Social Suspension
- Out-of-School Suspension
- Blocked Enrollment
- Expulsion
- Emergency Expulsion

Suspension and Expulsion

At St. Paul Lutheran School we do not think of the term discipline as meaning punishment, but rather as the teaching of self-control and discipleship. The Students will be taught that it is necessary to love one another, and have respect for one another's rights and privileges.

When normal disciplinary measures fail to correct disruptive or defiant behavior, removing the problem student from some or all of the school's functions for a definite period of time will be used to restore order. Repeated suspensions may result in a permanent expulsion.

1. Definitions:

- A. **In-school suspension (ISS):** The student will be isolated and supervised in the building where all work of that day will be completed. The student may not return to the classroom for any reason and will remain in isolation for all things including lunch. A \$100 fee, per day-per student, will be assessed.
 - B. **Social suspension:** The student forfeits participation in, or attendance at, any extracurricular activities.
 - C. **Off-Campus Suspension (OCS):** The child will be removed from school premises for a period not to exceed ten (10) school days. An OCS can be extended and may also include other conditions such as a contract for return, psychological testing, or counseling. Class work completed during OCS must be turned in immediately upon return to campus and will receive no higher than a “C” grade.
 - D. **Expulsion:** The student will no longer be permitted to attend the school. Following expulsion, the student is not permitted on campus on school days between 8:00 a.m. and 4:00 p.m.
2. **Criteria for Suspension:**
 The following items of misconduct shall be treated as offenses necessitating suspension, with the Principal choosing either ISS, Social, or OCS according to the severity or frequency of the offense.
- a. Deliberate disruption of class or other school functions
 - b. Fighting
 - c. Intimidation or interference of other students or staff
 - d. Insubordination
 - e. Vandalism, stealing
 - f. Profanity, vulgarity, or desecration of God’s House or God’s Word
 - g. Sexual misconduct or harassment
 - h. Continual disregard for the School Code of Conduct
 - i. Continual Bullying
 - j. Repeated failure to complete homework
 - k. Any other behavior which violates the spirit and philosophy of St. Paul Lutheran School not specified above.

Premeditated false fire alarms or bomb threats shall result in a suspension (ISS or OCS) for up to ten (10) school days. This does not preclude expulsion or other legal remedies.

3. **Right to Appeal:**
 The student and the parents/guardians have a right to appeal any action taken by the Principal against the Student. Such appeal will be to the School Board, and the Parents/Guardians must request in writing that their appeal be considered by the School Board. Such request should be delivered to the Director of the School Board or the Principal.
4. **Expulsion Process:**
 A Student will automatically be placed under expulsion-review after any two Suspensions from school.

- A. Within 48 hours of the first term suspension the Principal shall issue written notification to the Parents/Guardian(s) and the Student declaring the Student's susceptibility to permanent expulsion after a second term suspension.
- B. Written notification shall be sent to the Parents/Guardian(s), the Student, and the Day School Board Director by the Principal declaring the expulsion-review status of the Student within 48 hours of the second (or any subsequent) term suspension.
- C. The Student and Parents/Guardian(s) shall be granted an impartial hearing before members of the St. Paul Lutheran Day School Board to address and rebut the specific charges directed against the Student within 10 school days of the second suspension, but the Student shall remain in suspension until the matters raised at the hearing are decided.
- D. At the conclusion of the hearing, the Board Director shall convene a special Board meeting to act on the evidence set forth during the expulsion-review hearing. A majority of the Board members shall determine whether to expel or reinstate the student.
- E. The decision of the School Board shall be final and will be effective immediately.

Detentions

Teachers or the Principal may assign Detention for a Student's inappropriate behavior, failure to complete class work, failure to adhere to the Code of Conduct, or any other behavior which violates the spirit and philosophy of St. Paul Lutheran School. Students in grades 3 – 8 may be required to attend after-school detentions in order to provide supervised time to make up work or complete additional assignments. Parents will be notified of the detention at least one day before the detention, and the detention is normally served after school on Tuesday through Friday. ***Students assigned a detention will forfeit participation in any extra-curricular activity scheduled on the day of the detention.*** A student assigned a 4th detention in any quarter will serve a Saturday detention. Any student who receives two (2) Saturday detentions in one (1) quarter will be assigned an ISS on next offense. Failure to complete homework may result in Detention.

Saturday Detention

Students receiving three (3) detentions in one quarter will be assigned Saturday Detention on the issuance of the 4th classroom detention, for any misconduct. Saturday detentions will be held from 9 a.m. to 12 p.m. on Saturday mornings. A \$100 fee will be assessed per student for each Saturday morning detention. Students cannot be tardy or leave early. ***Parents must sign the student in at or before 9 a.m. and must sign the student out at or after 12 noon.*** Students will not be allowed to stay if they arrive after 9 a.m. **NO** eating or drinking will be allowed in classroom. Students who do not show for their assigned Saturday school detention will be assigned an extra Saturday Detention, in addition to the one they must make up at another time and pay the \$100 fee for each detention assigned. The fee paid for the assigned detention that was missed will be forfeited. No exceptions.

Study Hall

Students who need to have extra academic help and study time after school (3:30 - 4:15 p.m.) may stay with the supervising Teacher (Tuesday, Wednesday, or Friday) if prior arrangements are made in writing between the Parent and the Student's Homeroom Teacher. Students who have not made this arrangement will be sent to after-school child care until the Parent arrives to pick-up the Student and the parents account will be subsequently charged this

service. Study Hall is not an after-school care program. Students must have a written note from their classroom teacher to attend study hall.

After-School Supervision

When a Parent arrives on campus after school, he or she assumes responsibility for supervision of their Child. Students on campus after 3:45 must report to Extended Care. Extended Care is only for students who are up to 13 years of age. Children older than that must be picked-up by 3:45 p.m. They will not be allowed to wait in the front office, if an emergency arises, please call the office.

Playground Rules

All students are expected to follow the following rules whether they are on the playground during the school day or at other times. We ask parents to assist us with these guidelines.

1. Walk to the playground and through the gate.
2. No standing or sitting on the picnic tables or standing on the benches.
3. Request permission from the Teacher or Supervisor to go on the field or re-enter the building.
4. No climbing of any fences, poles or trees.
5. Rocks should not be removed from designated areas.
6. Throwing rocks or other debris is prohibited.
7. No standing on the swings. Swing straight, not sideways. No twisting around and no jumping out of swings.
8. Do not stand in the way of children who are swinging.
9. Go up the slide on the ladder only, and slide down in a sitting position, feet first. No jumping off of the slide or swinging on the slide.
10. No running near picnic tables, water fountain, or concrete area.
11. Students should not put their hands on other Students. Chase and tag games should be played on the field only with the Teacher or Supervisor's permission.
12. No standing or sitting on top of the horizontal ladder or on the tube slides.
13. No eating on the playground except in designated areas.
14. No trash is to be thrown on the playground.
15. Classroom aides are to be shown all respect and have the right to administer time-outs when students are not in compliance.
16. No contact sports (football, wrestling, etc.)

Exceptions to any rules may be made by the Teacher/Principal at their discretion.

Damages

School and church property, including furniture, equipment, and books must not be defaced, marred or damaged in any manner. Violators will be billed for the amount of damage or for replacement cost. Students must pay full replacement cost for all textbooks or library books that are lost or damaged, regardless of how long the books have been in use. The child must reimburse the school for the loss as well as for any damage to the property.

Student Possessions

Since the purpose of St. Paul Lutheran School is educating your child, Students should bring to school only those articles that directly relate to their education. This restriction is put in

place in order to protect all Students and their possessions from loss or damage. **Nuisance items will be confiscated and returned to a parent only.** No money should be brought to school unless it is being used for a school-sponsored activity. No family pets are to be brought on campus unless permission is given.

Because of the similarity of clothing, lunch boxes, and other personal belongings, children's names should be placed on each of these articles. All lost and found articles are kept in the Lost & Found box located in the main hallway. Unclaimed articles will be given to charity.

Hallway Behavior

No Student is to be in the hallway or anywhere outside the classroom without permission. So as to not disturb classes that may be in session, Students are required to refrain from loud talking, running or other acts that are likely to cause a disturbance. This rule applies to Students at all times, even after school.

Parties and Invitations

Party invitations should not be distributed at school unless all the boys, all the girls, or the entire class is invited. The invitations should be given to the Teacher who will distribute them at a convenient time. If party treats (limited to one treat) will be brought to school, the Teacher should be notified at least two days in advance. Parents should not plan on hosting a class party at school. Gifts for children should not be sent to school because, as wonderful a statement as they are, they become an interruption for the class and a form of envy. We do encourage all families to consider giving a gift to the library in their child's name as a continuing birthday gift. No flowers or gifts are to be delivered to the school for any Student. Students **may not** be picked up by a limo service for any reason.

Dress and Grooming

Personal appearance is important as it reflects respect for God, self, classmates and others. Students are expected to dress according to the uniform policy. Uniforms are expected to be neat, clean, and fit appropriately. Students are expected to be clean and well groomed.

PERSONAL HYGIENE

1. Perfumes or scented products will not be allowed.
2. The only form of make-up permitted will be clear or light pastel colors of nail polish or lip gloss. Body glitter is not allowed.
3. Hair colorings, highlights, or hair dyes that do not look natural are not allowed.
4. Boy's hair must be cut so that it is ***above the collar, above the ears*** and away from the face.
5. Tattoos, whether real or henna (temporary), are not allowed.

EVERYDAY DRESS

1. Hats and head coverings are not permitted indoors;
2. Shirts should fit properly and cover the abdomen area completely, with no undergarments showing;
3. Skirts/shorts/pants must be worn at the waist;
4. Christian shirts and jewelry are encouraged on non-uniform days;
5. Jewelry that causes a distraction to the learning process, as determined by the Teacher, may not be worn;
6. Tennis shoes are required for P.E. and are preferred for all days. Wearing other shoes will limit your child's activity on the playground.

Any students (PK-4 – 8th) inappropriately dressed will be given a uniform shirt and/or pants/shorts to wear for the day at the parents expense. *The Parents will not be notified in advance.*

CLOTHING IS TO BE LABELED WITH THE CHILD'S NAME FOR EASY IDENTIFICATION, especially P.E. clothing, sweaters, jackets and shoes.

Telephone

Parents are asked to use good judgment in making phone calls to the school. Office telephones are to be used for emergency call/important information only. Parents are requested not to have a child called to the telephone. The office secretary will take an urgent message or the child will be asked to return the call. Children may not use any telephone without permission from their teacher, and only in the case of an extreme necessity.

GENERAL INFORMATION

Church and Sunday School Attendance

Consistent with the principles for which St. Paul was established, all Students are expected to attend a weekend Christian Church and Sunday School. This is expected inasmuch as Church and Sunday School are the normal extension of the Christian school program in the lives of the Students.

In the event that a child is not enrolled in a Sunday School or his parents do not attend or hold membership in a Christian church, we invite them and others to attend St. Paul. St. Paul's Pastors hold classes regularly to explain the teachings of the Lutheran Church-Missouri Synod. You are cordially invited to attend these classes. All families new to St. Paul should consider these classes to understand more fully the teachings that their child will be exposed to in the classroom. St. Paul Lutheran Church's Worship Schedule consists of at least:

SUNDAY, 8:00 A.M. --	Traditional Worship
SUNDAY 9:30 A.M. --	School and Bible Class
SUNDAY, 10:45 A.M. --	Contemporary Worship

Additional services are added during the winter season. Please check in the Business office for a complete schedule.

Children's Worship Service

Chapel Services are held on Fridays for all students according to the following schedule:

8:25 a.m. - 2 nd -8 th Grades
9:00 a.m. - PK-4, K-5 and 1 st Grade
Wednesday at 9:30 a.m. – Child Care children

At these services the children learn from experience how to conduct themselves in the House of God. Efforts are made to have the children take an active part in the service. The message endeavors to emphasize some practical lesson in Christianity which the Students can apply to their daily lives. Each week we collect a chapel offering which is directed to missions,

charitable institutions, and other church related organizations. Offering envelopes are usually sent home the day before chapel. Parents should help Students develop a sense of giving to the Lord through their weekly chapel offerings. *Parents are invited and encouraged to attend these special worship opportunities.*

Devotions

We at St. Paul believe that devotions help us apply biblical principles to our daily lives. To that end, the faculty and staff meet at 7:45 a.m. for devotions each day, except days on which a chapel service is held, and are therefore not available for conferences at that time. Students are dismissed from the Cafeteria each morning after prayer at 8:00 a.m. Each class day begins and ends with devotions and/or prayer. We believe that it is important for families also to meet for prayer and devotions on a regular basis.

Lunch Program

St Paul Lutheran Church & School operates a lunch program every day that school is in session. Menus are available on the school's website (under School Lunch Menu) and sent home a week or so before the menu month begins so you can choose any or all meals for your child. Menu prices are also posted on the school's website under Tuition and Rates. You will need to get the menu charge sheet or an email indicating meal selections back to busmgr@stpaulmcallen.org at least 3 business days before the next menu month starts. If you would like to be pre-charged for all meals every month please put that in writing and we will automatically bill you at the end of each month for the next month. Refunds or changes will not be permitted once your request has been turned in. A late fee of \$30 will be assessed if the meals are not paid for by the 15th of the menu month. Prepaying should enable us to cut down on meal-time staff and buy more accurately.

If your child brings a lunch, the lunch should be nutritious and not include soda, candy or breakable containers. After the school day has started, please drop any late lunches at the office. Any food brought to school should not be in a food establishment's packaging. **Please do not** take it to your child's classroom. Any food brought to school should not be in a food establishment's packaging, but instead should be in plain packaging.

If your child forgets a lunch, one will be provided (if available) and charged to your family's account at \$5 each. The child will not be permitted to call home if a lunch is forgotten. State Law requires, for health reasons, that food never be exchanged with other students. Parents are welcome to each lunch with their child if the above guidelines are followed and the parent(s) is present at the beginning of the child's lunch period.

Vending Machines

Vending machines are not to be used by students during the school day. Parents may use the machine after school to purchase drinks for their child. Students may purchase drinks before and after athletic activities.

Homework

All students have homework and requirements will vary with subject, class and grade level. Homework is designed to extend, enrich, and/or reinforce classroom learning. If a specific assignment is not given, homework time should be used to review previous materials or to read for pleasure. Although length of homework time will vary, students should have a minimum of ten minutes per grade level (**i.e., 3rd Grade x 10 minutes = 30 minutes**). Time should be set aside at home each night for homework. This time is only an average as each child

approaches a task in a different way. Parents can assist their children greatly by establishing a study routine each evening. It is expected that parents will assure their child completes all homework assigned for each day and that the homework is returned to school by the due date. However, should a Student not finish their assigned work, the Parent is asked to send a note to the Teacher. Students will not be penalized but will be asked to complete the work during a recess period. No homework will be assigned on Wednesdays.

Library

The school provides a library with many volumes of both fiction and non-fiction books. There is an attempt to provide books that are both educational and spiritually nourishing. Regular purchases of new books are made each year. Computers for the Accelerated Reader program are also found in the library. Parents are always encouraged to donate books or money gifts to the library. A fine will be imposed on books that are not returned within the two week check out period, and ***Students must pay for lost or damaged books.*** Report cards and school records will not be released until all books are returned and/or fines and payments are paid.

Accelerated Reader

St. Paul offers a reading enrichment program called Accelerated Reader. Through it, children are urged to read books, and then take a short computer generated quiz. Testing is done during the school day in the classroom and on some days after school in the Library. Parents are asked to wait in the hall for children who are testing.

Graduation

This worship service is a special time to praise God and recognize the accomplishments of each graduate. There will be a Graduation worship service for Eighth (8th) grade Students who fulfill all the requirements necessary to graduate.

Awards

Students in 1st-8th Grades will be eligible for a number of end-of-the-school year awards. Among those offered are:

Valedictorian

Salutatorian

Perfect Church Attendance

Faithful Church Attendance (4 or less absences during the school year)

Perfect School Attendance

Faithful School Attendance (4 or less absences during the school year

and less than 10 tardy days. Ten tardy days will equal one absence in this regard)

Honor & Merit Roll (academic awards for Middle School)

Presidential Physical Fitness Awards

Various other awards.

Extra-Curricular Activities

In order to enrich the entire educational program, extra-curricular activities are offered to students. Students and parents will be required to make a commitment to the particular activity throughout the time-period it is offered. Students, who by action or word, do not support the major goals of the activity will not be allowed to participate. Extra-curricular activities will be offered after the school day and on some weekends.

SPORTS - Students in 5th-8th grades will have the opportunity to participate in a variety of sports throughout the school year. Students and parents will be notified about the specific events before the beginning of each sport season.

St. Paul participates in the **VISA (Valley Independent School Association)** Christian school league, which is comprised of teams from schools in Brownsville to Rio Grande City. Games are normally held after school during the week or on Saturdays. Students who have failing grades will not be allowed to participate in the games until progress has been shown, but may practice with their team. **ATHLETIC SUSPENSION** – students who receive a failing grade in any subject on either the mid-quarter or the report card will be suspended from the athletic team for a period not to exceed **two (2)** weeks during volleyball, softball or track or **four (4)** weeks during basketball season. During the athletic suspension, the students may still practice, but will not play in any games. A lack of improvement during the suspension will mean full dismissal from the team.

In the event a Student is absent for part or all of a school day due to illness, family circumstances, or any other reason, the Student will not be allowed to participate in any St. Paul extra-curricular or sports activity on that day unless permission to do so is obtained from the Classroom Teacher, the Coach or other adult supervisor of the extra-curricular activity, and the Principal. Any child, not directly involved in the extra-curricular activity, must be supervised by their parents after school and/or during the game.

STUDENT HEALTH

Contagious Diseases

Children with contagious diseases should be kept at home until released by the physician. Under no condition should children with a fever be sent to school.

General Health

It is requested that all children receive a complete physical and dental examination before they enter school. In this way, necessary work can be taken care of before conditions become so severe that valuable school time is lost during the school year.

Children in Pre-Kindergarten, Kindergarten, 1st, 3rd, 5th and 7th grades are required by Texas law to have a vision and hearing screening each year. The school will make arrangements for this screening with local agencies. Parents who do not want to wait for the screening should see their family physician.

Parents are not to send their children to school when they show signs of sore throat, rash, and/or fever. After prolonged absence from school due to illness, children should be examined by the family doctor before returning to school.

All absences, whether for illness or other reasons, must be excused by written notes from parents to teachers. Telephone calls to the office or teacher about excused absences do not count. Excuses must be in writing. Students are allowed to make-up work only if they have an excused absence.

Illnesses/Injuries

Parents must come immediately when contacted that their child is ill or has been injured. If your child is ill before coming to school, please keep them at home to prevent others from getting ill.

Dispensing of Medicine

All medications (whether prescription or over-the-counter) must be given to the front office and must be properly labeled to show the child's name, time for administration, and whether the medication needs to be refrigerated. No medications are to be kept in lunch boxes, desks, or backpacks. Medications from Mexico will be not administered to St. Paul students.

Parents need to give written permission to administer medication by filling out a form before it can be dispensed. A form is to be filled out by the parents each time any medication is sent to school or when the dosage or frequency changes. Copies of the form may be obtained from the school office.

Over-the-counter medication is to be used as needed, must be in the original container, labeled with the student's name and dosage, and be accompanied by a written permission slip.

Prescription medication must be in the original container, include the name and number of the pharmacy, student's dosage, name of drug and be accompanied by a written permission slip including the times for administration.

Under no circumstance may a student take medication without notifying the teacher or following the above procedures.

Immunization Requirements

Parents are responsible for providing the office with the immunization and health records of their children. The following requirements are followed at St. Paul:

<u>New Students</u>	<u>Grade</u>
Copy of birth certificate	PK4-1 st
TB Skin Text	PK4-8 th
Current Immunization Record	PK4-8 th
Health Information Record	PK4-8 th
Medication Authorization Form	PK4-8 th
<u>Returning Students</u>	<u>Grade</u>
TB Skin Test	5-8 th (<i>one time only</i>)
Updated Immunization Record	K5-8 th
Updated Health Information Record	K5-8 th
Medication Authorization Form	K5-8 th

ST. PAUL LUTHERAN SCHOOL UNIFORM POLICY

Under the direction of the school board and due to numerous parent requests we have chosen to implement the following new school uniform policy beginning with the 2008-2009 school year. This policy is in effect for all K-4 thru 8th grade students. All skirts, skorts, jackets, sweatshirts, and PE clothes must be purchased through the school. Pants and shorts can be purchased from other vendors and must meet dress code standards.

All students will be required to be in full uniform on the first day of school. Any student that does not have full uniform will be sent to the front office and given the appropriate uniform. The item(s) will then be charged to your school account. The office will no longer call the parent(s) to bring appropriate uniform items.

Any clothing worn in the classroom must follow the guidelines listed below. The PE uniform must follow the guidelines listed below. We expect all students to wear the appropriate uniform

for the proper class. For example, PE uniforms can only be worn during PE or immediately before PE class. PE uniforms are not acceptable any other time. Students will not be allowed to wear non-uniform sweatshirts or jackets while in the classroom. Only St. Paul approved clothing may be worn while in the classroom.

No outside logo or embroidery will be permitted.

POLO SHIRTS

Students are required to wear an approved St. Paul polo shirt. Students may chose to wear any color St. Paul shirt on any day of the week. The St. Paul polo shirt with logo is available in three colors: gold, white, and royal blue. These polo shirts are available in both short sleeve and long sleeve. All polo shirts must be tucked in to the bottoms.

Long sleeve polo shirts are intended for cooler days when the student's arms need more protection from the weather or classroom temperatures. Students will not be allowed to wear short sleeve shirts with long sleeve undergarments under the polo shirts.

PANTS/SHORTS

Students are required to wear khaki or navy uniform-style shorts and/or pants. All students will be required to have his/her shirt tucked in. Belts will be required for all pants and/or shorts with belt loops. No extra pockets can appear on the pants/shorts. All pockets must be concealed within the side seams and the back pant/short pocket must be the tailored-style pocket that shows only the pocket slit.

SKIRTS/ SKORTS

St. Paul will offer a navy blue pleated skirt in all children and adult sizes. This skirt will have built in shorts underneath. We will also offer a khaki skort that has a skirted front and short back in all children and adult sizes.

PE UNIFORMS

PE uniforms will be required for all students in grades 3 – 8. The uniform consists of:

- Gold t-shirt w/logo
- Royal blue mesh short w/logo
- Navy blue sweatpants (for cooler weather)
- Navy blue hooded sweatshirt w/logo (for cooler weather)—*this sweatshirt may also be worn in the classroom at any time.*

JACKETS/SWEATSHIRTS

St. Paul will offer a royal blue, nylon windbreaker with logo for cooler days.

SHOES

We encourage students to wear plain tennis shoes or other comfortable shoes to school. All shoes must be closed toe with a back to the shoe. We will NOT allow students to wear flip-flops, crocs, sandals, boots, or shoes with open toes.

SOCKS

Socks should be plain—no designs or multi-colors. They may be white, black, beige, tan, or blue. No other colors will be allowed. Students must wear socks w/shoes.

BELTS

Belts must be worn with any bottom that has belt loops. Belts should be either black or brown with a plain belt buckle. The design must be plain—no fancy stitching, brads, wording, engraving, tooling, characters, or cut-outs will be allowed.

PLEASE NOTE: A school uniform policy has many positive effects that far outweigh the negative. Research has shown that school uniforms:

- Help alleviate social class distinction,
- Take away peer pressure to dress in trendy clothing that does not conform to social acceptability,
- Costs less to fund than non-uniform clothing,
- Assures students are dressed within school dress code policies,
- Results in better behavior and performance in school (students who dress sloppily or too casual tend to behave in the same manner and produce less than acceptable school work), and
- Learn to follow guidelines similar to ones by which they will have to abide as adults.

From the school's standpoint, monitoring the school uniform requires less instructional time that is wasted in assuring students are acceptably dressed to meet dress code standards.

As parents, you also need to be assured that St. Paul Lutheran School has not taken advantage of this policy to earn extra money for the school. The costs of the uniform items have only \$1.00-\$2.00 mark-up, some with no mark-up in price. What very little we gain, monetarily, helps to cover the cost of maintaining an inventory at school and to cover any losses we may incur. In fact, the cost of our uniforms is very reasonable when compared to other private schools in the area. Before selections were made, the Uniform Committee spent many hours researching the prices of other school uniforms. The prices charged at St. Paul Lutheran School are very reasonable and fair.

The staff at St. Paul Lutheran School wants to thank you in advance for cooperating with this strict dress code policy. Should you have any questions, please feel free to contact Dr. Lang.