



Parent Handbook

26

Contents

SCHOOL PURPOSE & MISSION	3
STATEMENT OF BELIEF (RE: HUMAN SEXUALITY)	3
OBJECTIVES	5
BOARD OF EDUCATION	5
CERTIFIED TEACHERS & ACCREDITED SCHOOLS	6
ENTRANCE REQUIREMENTS	6
COMPLIANCE NOTICES	6
EXTRACURRICULAR ACTIVITIES	7
EARLY ARRIVAL	7
EXTENDED AFTER SCHOOL CARE	7
SCHOOL PICTURES	8
ATHLETICS and ATHLETIC ELIGIBILITY	8
SCHOOL MEAL PROGRAM: SNACK AND LUNCH	8
SCHOOL PUBLICATIONS	9
STUDENT RECOGNITION	9
HONOR ROLL	9
BUS TRANSPORTATION	9
LOST AND FOUND	9
PRESCHOOL PROGRAM	9
PRESCHOOL ENROLLMENT	10
KINDERGARTEN and YOUNG FIVE ENROLLMENT AND TRANSFERS	10
GRADES ONE TO EIGHT ENROLLMENT AND TRANSFERS	10
PROMOTION & RETENTION	11
TUITION & FEES	11
RENT-TO-OWN CHROMEBOOK (GRADES 5-8)	11
DELINQUENT ACCOUNTS	12
REPORT CARDS & COMMUNICATION	12
WORSHIP	12
PARENT-TEACHER ORGANIZATION	13
SPECIAL EDUCATIONAL SERVICES	13
EMERGENCY SCHOOL CLOSING or DELAYED SCHOOL OPENING	13
PARENT SURVEY	13
DAILY WORK & ASSIGNMENTS	13
LEAVING SCHOOL GROUNDS	14
FUNDRAISERS	14

SCHOOL DAY	14
PICK UP & DROP OFF TRAFFIC FLOW AND PARKING	14
STUDENT ASSISTANCE FUND	15
ILLNESS AND INJURY	15
VOLUNTEERS	15
PARENT CONCERNS-COMMUNICATION	15
ATTENDANCE	16
SCHOOL ADMISSIONS	16
CONFIRMATION	17
OUTDOOR EDUCATION	17
FIELD TRIPS	17
MUSIC – CHOIR AND BAND	18
MUSIC FESTIVAL	18
SCHOOL DISCIPLINE POLICY	18
SCHOOL RULES	19
PROHIBITED SUBSTANCES	19
DISCIPLINARY PROCEDURE	20
HARASSMENT AND BULLYING	21
DRESS CODE Y5-8 th Grade	22
I. General Considerations	22
II. Shirts/Sweaters	22
III. Pants/Skirts/Dresses/Shorts	23
IV. Shoes	23
V. Special Considerations	23
PERSONAL TECHNOLOGY	23
DAMAGE TO SCHOOL PROPERTY	24
NUTRITION EDUCATION	24
NUTRITION STANDARDS	24
PHYSICAL EDUCATION AND PHYSICAL ACTIVITY OPPORTUNITIES	25
OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS	25
IMPLEMENTATION AND MEASUREMENT	26
INJURY	26
ILLNESS POLICY	27
MEDICATION	27

Governance

SCHOOL PURPOSE & MISSION

St. Paul Lutheran is a Christian preschool and elementary school, maintained and supported by St. Paul Lutheran Church, Missouri Synod since 1848 for the purpose of:

Preparing Students to Engage a World in Christ.

The Christian day school provides the best possible setting for sharing the good news of God's love for all in Jesus Christ. As fellow members of the body of Christ, teachers, pupils, and parents can become vehicles of the Spirit as we help each other grow spiritually, physically, intellectually, emotionally, and socially.

The mission of St. Paul Lutheran School and Preschool is:

We will teach, experience, and share Christ's love, equipping disciples for a life-long walk with Jesus.

STATEMENT OF BELIEF (RE: HUMAN SEXUALITY)

Preamble: St. Paul Lutheran Church is a member congregation of The Lutheran Church—Missouri Synod. As such, we believe, teach, and confess everything in accordance with that ecclesial fellowship (see Constitution of St. Paul Lutheran Church, Articles IV, V). Likewise our school, being owned and operated within, upholds and teaches the same. Of particular note at this time are the myriad alternative views regarding human sexuality that are prevalent in our society, which we address succinctly and clearly. The Scriptural references are not intended to be exhaustive.

Statement: We believe, teach, and confess that God has created humanity, and that every human being is inherently sinful and in need of the savior, Jesus Christ (Ps. 51:5; Rom. 3:23). Regardless of this fallen nature, humanity (being created by God) is made in God's image (Gen 1:27; 2:7). As regulated by the testimony of Scripture, we believe, teach, and confess that:

- Every human being is either male or female (Gen. 5:2; Matt. 19:4), and this immutable fact cannot be altered, even within the order of salvation (cf. Gal. 3:28). Contrary to the existentialist machinations of Simone de Beauvoir and her modern supporters, we reject and condemn any effort or worldview that suggests that gender and sex are distinct. We further reject and condemn any effort for an individual to change their sex by mutilation (Deut. 23:1) or choose an alternative identity for themselves (Ps. 14:1; Rom. 1:22).
- Both sexes are equal in dignity, but have different roles befitting the order of creation (Gen 2:18; Eph. 5:21; 1 Cor. 7:17; 1 Tim. 2:11–15; Titus 2:2–6; cf. Judges 4:9). We reject and condemn any modern suggestions that are contrary to the biological history of the human race and common sense since the beginning of time.
- Marriage is designed by God to consist of one man and one woman until death separates them (Gen. 2:22–24; Mark 10:9). This is reflective and typological of the

relationship that Jesus Christ has with his bride, the church (Eph. 5:32; Rev. 22:2). It is also the basis for all human society and dignity, and we reject and condemn any worldview that suggests otherwise.

- Any and all sexual activity is to be shared exclusively within the confines and protection of marriage (Ex. 20:14; Matt. 5:27–28; Heb. 13:4). We reject and condemn as illicit, unnatural, and harmful to human nature any other sexual relationship, including (but not limited to) homosexuality, adultery, rape, pedophilia, bestiality, sodomy, masturbation, and any other perversion that may be imagined henceforth.
- Provocative or suggestive material, media, behavior, dress, or speech is to be avoided and condemned as harmful to the dignity of human nature (Matt. 5:29–30; Eph. 4:29; Phil. 4:8). We further reject and condemn any and all social efforts to sexualize children or normalize aberrant sexuality in any way. This includes (but is not limited to) pornography, drag shows, pride events, and anything that celebrates these perversions. Those who do so incur God's divine wrath (Matt. 18:6; Rom. 1:24–32; 1 Cor. 6:9–10; Rev. 21:8).

Pursuant to these steadfast teachings, St. Paul Lutheran Church and its school will:

- Proclaim the gospel of salvation and forgiveness through Jesus Christ wherever repentance is shown (Matt. 18:18; John 20:23; Rom. 5:20–21; Titus 2:11–14; 1 John 1:8–9).
- Teach the above biblical distinctions between male and female and call to repentance those who deny them.
- Teach the above biblical design of marriage and call to repentance those who deny it.
- Teach the above biblical and natural design of human sexuality and call to repentance those who deny it.
- Shield and protect individuals (especially children) to the best of our ability from any and all abuses or perversions made toward or about them or to the above teachings, including (but not limited to) sexually errant materials, “gender neutral” restrooms, suggestive dress or speech, and inappropriate sexual relationships.
- Utterly refuse to assent to any individual who wishes to be seen or referred to as the opposite sex or incorrect pronoun (Eph. 4:25).
- Utterly refuse to allow any individual who practices homosexuality or who promulgates any philosophy of the LGBTQ (etc.) access to religious rites of marriage or facility usage to wit.

This statement and its policies will be reflected in the following Handbooks; any further stipulations needed for various boards will be included as appropriate:

- Elders Handbook

- Youth Handbook
- Education Handbook
- Parent Handbook
- Athletic Handbook
- Preschool Handbook
- Employee Handbook
- Building Use Manual
- Mission Committee Guidelines
- Any other Handbook the congregation deems necessary to create

OBJECTIVES

St. Paul Lutheran School and Preschool is maintained to fulfill its purpose to God's end by striving to meet the following objectives.

- ☐ To make disciples of all nations by utilizing the resources of the school, church, community, and individual members to the fullest possible extent.
- ☐ Teach Jesus Christ as Savior and Lord and train in Christian living as revealed in the inerrant Word of God.
- ☐ Maintain the highest level of academic standards while remaining consistent and faithful to the teachings of God's Word and the Lutheran Confessions.
- ☐ Provide a setting in which the Good News of God's love in Christ may be taught and lived.
- ☐ Foster a spirit of partnership in teaching and learning between parents, pastor, teachers, and pupils.
- ☐ Help the whole child grow spiritually, physically, mentally, emotionally, and socially.
- ☐ Assist pupils in discovering and developing God-given talents and abilities in academic as well as extra-curricular areas.
- ☐ Assist parents in fulfilling God's command to "Train up a child in the way he should go so that when he is old he will not depart from it."
- ☐ Equip pupils living in a technologically complex, secularly minded society with Christian values and standards to enable God-pleasing decision-making.
- ☐ Assist in training citizenship in the church and country by gaining and exhibiting wholesome attitudes and skills in such areas as Christian stewardship, Christian witness, self-discipline, respect for human dignity, courtesy, initiative, respect for authority, and cooperation.
- ☐ Build up the body of Christ and thereby bring glory to God, our ultimate purpose, through cooperation of church, school, and home.

BOARD OF EDUCATION

St. Paul Lutheran School is operated by the Voters' Assembly of St. Paul Lutheran Church. The Voters' Assembly has elected a Board of Education composed of six members of St. Paul Lutheran Church, the principal, and pastor, who are concerned with the management and operation of St. Paul Lutheran School. The members of the Board of Education appreciate your support and prayers as they attempt to maintain quality Christian education in the best way possible. The Board meets monthly, and if you have items you wish to be considered, please present a detailed, written request to the principal or Board of Education chairperson at least one week before its regularly scheduled meeting for placement on the agenda.

CERTIFIED TEACHERS & ACCREDITED SCHOOLS

St. Paul Lutheran School and Preschool is accredited by National Lutheran Schools Accreditation and the Michigan Association of Non-Public Schools and meets all requirements concerning elementary education with the State of Michigan. Our kindergarten through 8th grade teachers are state-certified, the preschool director/teacher meet state education requirements, and our graduates are accepted and do well in all public high schools of the area and Valley Lutheran High School. The goal of St. Paul Lutheran School and Preschool is to create the best possible educational environment available.

ENTRANCE REQUIREMENTS

St. Paul Lutheran School and Preschool is maintained primarily for pupils whose parents are members of St. Paul Lutheran Church. Children of non-member families who express primary concern for Christian education for their children may be admitted if our classrooms have available space. Applications for enrollment may be made with the school office.

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 educational policies, admissions policies, and athletic and other school-administered programs. Yet, St. Paul Lutheran School and Preschool unashamedly believes, teaches, and practices the lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scripture without reservation.

Children will be admitted to St. Paul in the following order:

- 1) Children of St. Paul Lutheran Church members.
- 2) Baptized children of St. Paul Lutheran Church whose parents are not members.
- 3) Children previously enrolled.
- 4) Children of LCMS congregational members.
- 5) Children from the community at large.

Normally, no new students will be admitted to a class when the number of pupils has reached 30 in a classroom. Generally, any educable child will be accepted as a student at St. Paul Lutheran School. Enrollment of children having certain disabilities will be assessed on an individual basis.

COMPLIANCE NOTICES

St. Paul Lutheran is in compliance with required posting of federal, state, and county authorities, which are located in the following areas:

- School Meals - Kitchen and Cafeteria
- Employee - Workroom
- Boiler Safety - Boiler Room

Student Services

EXTRACURRICULAR ACTIVITIES

Much growth and learning can take place through the extracurricular activities that our school offers. We encourage students to participate in any of the activities listed below. Other activities may be offered according to interest and the availability of qualified volunteers.

- Band
- Music Festival
- Soccer
- Poms & Dance Team
- Volleyball
- Basketball
- Track & Field
- T-Ball

EARLY ARRIVAL

Early Arrival is offered for St. Paul students in preschool through 8th grade. School doors are unlocked at 7:00 a.m. Students arriving between 7:00 and 7:45 a.m. will meet in the school gym and are to either work on homework or have another quiet activity (such as reading). No electronics are allowed. A faculty member will remain in the gym with the students until the bell rings at 7:45, at which time students are released to their classrooms. There is no charge for Early Arrival.

EXTENDED AFTER SCHOOL CARE

St. Paul Lutheran School may operate an Extended Care service for children in preschool through 8th grade, before and after school hours, as the need arises under the day care license. Parents will be assessed hourly rates for service.

An Extended Care registration fee will be charged. Fees will be assessed the 15th and 30th of each month. Payment is due at time of billing.

A parent, guardian, or designated adult must sign the child out when picking him/her up each day. A current emergency card must be on file. A late fee will be charged if a child has not been picked up by 6:00 p.m.

Any child not picked up by 3:15 p.m. without direct parent, teacher, or coach supervision will be placed in Extended Care. Emergency situations (so designated by the Extended Care worker and principal) will not be billed.

The school may refuse services to: students who cause disciplinary problems, those who are delinquent in payment of fees, and those who abuse pick-up and drop-off times.

SCHOOL PICTURES

All students have their individual pictures taken each fall by a professional photographer. Interested parents may pre-pay for their own set of photographs. If dissatisfied, parents will be given an opportunity to have the photos retaken.

ATHLETICS and ATHLETIC ELIGIBILITY

St. Paul participates in an athletic league in the following competitive team sports: soccer, co-ed volleyball, girls' and boys' basketball, cheerleading, and track and field. Basic athletic skills, teamwork, and Christian sportsmanship are developed through these sports.

Students must be present at least ½ of the school day in order to participate in the athletic event scheduled for that day.

Besides their relationship with their Savior, a first priority of the students at St. Paul Lutheran School is academic Christian education. Participation in athletics is a privilege granted to students who are making satisfactory progress in their academic and Christian growth.

In order to participate in athletics, a student must put forth satisfactory effort. Failing grades (less than 60%) or lack of concern for academic performance are some evidence of unsatisfactory effort in the area of academics. Inappropriate classroom behavior, excessive checks/warnings for disturbances or disrespect, or removal from the classroom are some evidence of unsatisfactory effort in Christian behavior and growth.

Based on the above criteria, the classroom teacher or principal determines whether a child is eligible. A child given a detention is ineligible for the Monday-Sunday week following the day he/she was issued the detention.

Students, coaches, and fans are expected to model positive Christian sportsmanship at all times. *Those individuals choosing not to model such behavior will be banned from participation at events.*

Every child who wishes to participate in a team sport must submit to a physical exam or furnish proof of a physical exam for the year which he/she wishes to participate.

SCHOOL MEAL PROGRAM: SNACK AND LUNCH

St. Paul has a school meal program designed to give children well-balanced meals. Milk is included in the cost of the meal. Teachers/parents supervising the lunchroom encourage good eating habits. Students are not allowed to have pop or fast food items for lunch.

School meal accounts are provided for every family to pay for their snack, lunch, or drink. St. Paul has a \$15 charge policy. Please keep a positive balance in school meal accounts. Families are eligible for free or reduced price depending upon income eligibility. Applications are available in the school office.

SCHOOL PUBLICATIONS

Our school yearbook may be ordered at registration and will be available at the end of the year. Our school's newsletter, The Potpourri, is published weekly and usually emailed or sent home with students on Fridays. Our church also publishes a monthly newsletter available to all families.

STUDENT RECOGNITION

It is our desire to recognize every student with commendations many times and many ways throughout the school year. Among the areas recognized are the following: attendance, spelling bee, honor roll, physical fitness, music festival, essay writing, Accelerated Reader board, and athletic teams.

HONOR ROLL

Students in 3rd through 8th grade are eligible for the Honor Roll. All subjects will be considered. Recipients will be recognized and receive their Honor Roll certificates at the last chapel service of the school year.

- High Honor Roll – All A's
- Honor Roll – All A's and B's

BUS TRANSPORTATION

Transportation by Bay City Public School buses will be available to eligible St. Paul students as prescribed by the General School Law and the policies of the Bay City Public Board of Education. Students riding Bay City Public School buses are to comply with all established regulations or forfeit the privilege of riding the bus. When buses are not in operation, it is the responsibility of the parent to transport students.

LOST AND FOUND

Lost and found articles may be claimed in the office. Items such as musical instruments, cell phones, electronic devices, athletic shoes, and other valuables should be responsibly secured in lockers or classrooms. It is up to the student to secure the lock and to determine that the lock is completely closed.

Parent Information

PRESCHOOL PROGRAM

St. Paul Lutheran Preschool is a state-licensed program that works to enlarge the child's view of the world and gives each young child the opportunity to see himself/herself as a member of a larger family—the family of God. Morning half day and full day sessions are available for three (3) and four (4) year old children.

To enter preschool, children must be three or four years old, respectively, to be enrolled. Individual patterns of maturation may not always indicate a child's readiness for the preschool program and admission is left to the discretion of the preschool director.

Preschool Admission Policy – Children are admitted to the preschool program in the following order:

1. Children of members of St. Paul congregation who have submitted an enrollment application and non-refundable registration fee.
2. Children of non-members who were enrolled in St. Paul Preschool the prior year who have submitted an enrollment application and non-refundable registration fee.
3. Children of non-members who have submitted an enrollment application and non-refundable registration fee.

PRESCHOOL ENROLLMENT

Our preschool children will develop their spiritual, social, emotional, intellectual, and physical growth by developing self-control, discipline, working and sharing with others, and self-expression. Above all, we want our preschool children to be surrounded by a Christian environment of love and acceptance.

Applicant must present a health examination and current immunization record.

KINDERGARTEN and YOUNG FIVE ENROLLMENT AND TRANSFERS

Our kindergarten children will develop their spiritual, social, emotional, intellectual, and physical growth by developing self-control, discipline, working and sharing with others, and self-expression. Above all, we want our kindergarten children to be surrounded by a Christian environment of love and acceptance.

To enter kindergarten, a child must have attained the age of five years on or before September 1st of the year in which he/she wishes to enroll.

Applicant must present a birth certificate, a health examination, a verification of vision and hearing screening, and current immunization record.

GRADES ONE TO EIGHT ENROLLMENT AND TRANSFERS

Our first through eighth grade children will develop their spiritual, social, emotional, intellectual, and physical growth through a rigorous curriculum, compelling instruction, and collaborative learning environment.

To enter the first grade, a child must have reached the age of six on or before September 1st of the year in which he/she wishes to enroll.

Pupils in other grades are accepted into the grades recommended by the transferring school, unless parents and principal mutually agree upon other arrangements.

Students enrolling in grades one to eight must complete the enrollment process and have proper identification.

PROMOTION & RETENTION

A child who has attended school regularly and achieved a satisfactory academic growth rate will be promoted to the succeeding grade at the close of the school year. If a decision to retain a child is made, it will be done in consultation with the parents, teacher, principal, and Board of Education. Consideration shall be given to a child's chronological age, mental development, social development, academic achievement, and physical development. At all times, the welfare of the child shall be of utmost importance.

TUITION & FEES

For many years, members of St. Paul Lutheran Church have valued a strong Christian day school and have been willing to sacrifice to maintain their school. Tuition rates, established by the Board of Business Management, are used for faculty salaries and benefits, building operation, and instructional programs.

Current tuition rates are available on the school website or by contacting the school office.

Church membership changes are ratified monthly by the church's Board of Elders. Should a community family choose to become members of St. Paul, they should first speak to a pastor regarding that process. Upon official reception into membership, that family's tuition is assessed *pro rata* to the beginning of the school year, provided it is ratified on or before the January meeting of the Board of Elders.

Regular payments may be made in ten sub-amounts from August through May.

No records will be released to any party until all accounts have been settled by the end of each school year.

RENT-TO-OWN CHROMEBOOK (GRADES 5-8)

Technology is a gift from God to be used wisely. St. Paul Lutheran School is committed to empowering students to use technology for the purpose of educational and spiritual growth.

St. Paul students entering 5th grade will receive a new Chromebook. If a student enrolls post 5th grade year he or she will receive a gently used Chromebook based on availability. A yearly fee for Rent-To-Own will be paid at registration. Upon graduation, after four years of payment (or the equivalent of), the student will own the Chromebook.

St. Paul will "wash" and remove all accounts including Gmail, drive, and all other student created files. Chromebooks and chargers will be made available to graduate and eligible students at the end of June pending no delinquent accounts.

DELINQUENT ACCOUNTS

To foster the best education possible for all children, it is important that St. Paul Lutheran School has the financial resources to provide dedicated staff, as well as educational supplies and materials. Tuition is one of the school's largest sources of income. Late tuition payments and/or nonpayment creates an unstable financial base from which to cultivate this education. We understand that families may face financial hardships and crisis. Therefore, St. Paul offers financial assistance options to those in need.

All families must be current in their payment of tuition. School families failing to pay tuition according to the agreement which they have made with the school, or those who have been unwilling to make suitable alternative arrangements, will be informed that their tuition account is delinquent via FastDirect and via mail. For accounts more than 60 days delinquent, the principal will meet with the family and a written agreement for regular payments will be made.

At the end of the school year, if a balance is still outstanding due to a family failing to meet their agreement / obligation for tuition, then the principal will send a letter to attempt to collect the amount owed. The principal will also have the authority to send the account to a Collection Agency. All communications with and letters sent to families will be maintained in a file for records retention.

Prior to re-enrollment, payment in full of an outstanding balance must be received by August registration for the following school year.

REPORT CARDS & COMMUNICATION

Student progress can be viewed daily on FastDirect, St. Paul's school information website: (www.fastdir.com/stpaulbaycity). FastDirect offers email and texting opportunities for communication with your child's teacher. Report Cards are issued quarterly. Required Parent-Teacher consultation will be held mid-first and mid-third quarter marking periods. No report cards will be issued until all fines and fees have been paid.

WORSHIP

Regular Sunday worship at the House of God is vitally important. Parents do their children an injustice when they do not set the pattern according to this principle. Children whose parents do not bring them to worship and Sunday School may soon begin to wonder whether church is as important as their pastor and teachers maintain. Consequently, church and Sunday School attendance records are kept and contact is made with families that do not attend. St. Paul Lutheran School students are required to attend at least 26 church services every year.

Chapel services are conducted in our gym every Monday at 8:10 a.m. This is a worship service conducted on the level of the child. As opportunities become available, students and other outside groups will take turns with the teachers in leading this worship service. Chapel does not replace the regular Sunday morning service, but becomes a supplement to your child's Christian training in worship. Parents are invited to attend. Chapel services also afford children the opportunity to bring contributions to their Lord and His Church. A different recipient for each quarter's offerings will be determined by the faculty.

PARENT-TEACHER ORGANIZATION

St. Paul's Parent-Teacher Organization (PTO) exists to help parents work with teachers and staff to provide Christian training and education for their children, and to develop a better home-school-church partnership. The PTO meets 3 to 4 times during the school year. All parents who have children attending St. Paul Lutheran School are automatically members. Interest in our school and in our children should prompt us to attend these meetings.

SPECIAL EDUCATIONAL SERVICES

Learning problems may develop at any grade level. The school and the parents will work together along with other education professionals to assess the student's current level of performance and develop an intervention plan that best meets that child's educational, social, and/or emotional needs. Evaluations and special education services are available to our students from Bay City Public Schools and/or the Bay-Arenac Intermediate School District.

EMERGENCY SCHOOL CLOSING or DELAYED SCHOOL OPENING

- Look to local media outlets for all weather related school closings and delays. St. Paul Lutheran School follows the cancellation notices of Bay City Public Schools with phone notifications to the student body. For multiple consecutive days, St. Paul will follow Bay City Public Schools for the first two days. After two days, St. Paul will determine its own closings.
- School will remain in session if inclement weather arrives during school hours. Students may be dismissed early to their parents or their designated adults.
- Delayed Opening: If Bay City Public Schools have a delayed opening due to inclement weather, St. Paul Lutheran School will also delay its opening for the same time frame. St. Paul will not be listed separately for this circumstance. Look only for Bay City Public Schools.

PARENT SURVEY

An annual survey may be conducted of each school family about the total ministry here at St. Paul. We encourage all families to respond. Results from these surveys are used to review and evaluate current programs and assist in planning for the future.

DAILY WORK & ASSIGNMENTS

The purpose of daily work is to provide students a chance for independent learning, practice of new concepts or skills, and to develop responsibility. Therefore, all work is expected to be turned in properly completed and on time. Students who do not have assignments completed at the beginning of the day may be assigned a mandatory study period during their lunch recess to complete their work. Three incomplete assignments in a given school week will result in a pink slip.

Generally, if children in grades 4-8 are consistently spending considerably more than one concentrated hour per evening on homework, an examination of study habits and use of time may be necessary. Conversely, when children never have homework, the parent may wish to check with the teacher to verify that no homework has been assigned. Parents are encouraged to assist their children with homework by providing

encouragement and a quiet study area. Parents should never do their child's homework for them. If homework assignments are consistently burdensome, the child's teacher should be contacted.

Generally, students may be given one additional school day after an absence to complete assignments. If extended time is needed following lengthy illness, please consult your child's teacher.

School papers submitted by students need to be neat and accurate and should reflect care taken to follow directions and established standards. Schoolwork is a reflection of a student's desire to honor and glorify God. Pride in workmanship and sense of accomplishment may be fostered by homework.

LEAVING SCHOOL GROUNDS

Since the school cannot assume responsibility for children not on the school grounds, children are not permitted to leave the school grounds during the school day. Exceptions may be made with the written permission of a parent. Any children leaving during the day **MUST** be signed out using the book in the office.

FUNDRAISERS

The school has several annual and ongoing fundraisers that are used to support improvements and maintain a variety of different programs. The following are a few examples: Scholastic Book Fair, Magazine Sale, Tyson Project A+, School Spirit Bread, Restaurant Fundraisers, Coke Rewards, Prairie Farms, and the Mexican Dinner. Throughout the year we sell gift certificates to numerous area businesses (*SCRIP*) and collect *Box Tops for Education* as well. Each fundraiser helps to provide the extra funds needed for continued growth.

SCHOOL DAY

School hours for students in preschool through 8th grade are 8 a.m. - 3 p.m. (8-11:00 a.m. for half day preschool). Classrooms will be open to students at 7:45 a.m. Students arriving between 7:00 and 7:45 a.m. will meet in the gym for Early Arrival. Children not picked up after school by 3:15 p.m. will be placed in Extended Care and the parents billed accordingly.

PICK UP & DROP OFF TRAFFIC FLOW AND PARKING

Please obey the entrance and exit only signs. This applies to everyone and helps to make the traffic flow more predictable. In the morning, parents are asked to drive around the East Parking Lot in a counter-clockwise fashion, dropping children off at the East (Main) Doors (Door #1). No one is to park in any of the parking spaces around the edge of the East Lot. Any parents choosing to accompany their child(ren) should park in a space toward the center of the East Lot and carefully walk their child(ren) into school.

After school, parents are asked to park in a space toward the center of the East Lot, leaving room for the bus to park and for traffic to flow easily. Use caution when leaving the parking lot.

STUDENT ASSISTANCE FUND

The St. Paul Lutheran School Student Assistance Fund was developed with one intended purpose: to allow students to fully participate in all Christian fellowship and learning opportunities at St. Paul Lutheran School.

Fund Guidelines:

- Student Financial Assistance is available to eligible St. Paul Lutheran Church families and community families.
- Student Financial Assistance expenditures are under the director of the Board of Business Management.
- Application for Student Financial Assistance may be made online or on applications available in the school office. The principal will notify the Board of Business Management of a family's eligibility.
- Student Financial Assistance may be awarded for the school year or a portion of a school term.
- Student Financial Assistance expires at the end of the school year. Application for Student Financial Assistance must be made annually. Family financial information is handled in a personal and confidential manner and may be viewed by the principal, pastor, or their designee.
- Student Financial Assistance may be designated for school and preschool tuition only.

ILLNESS AND INJURY

The school office maintains current information cards on each pupil that contain information about the child's doctor and emergency numbers to be used in contacting parents or designated persons. Parents are required to keep the school informed of any changes to their contact information. Serious injuries are to be reported to the principal at once. A qualified staff person or paramedic will administer immediate and appropriate first aid. The parent or designated adult shall be notified of the injury and recommendation for treatment by a licensed medical facility.

VOLUNTEERS

The school's program depends heavily upon the assistance of many volunteer helpers. Volunteer helpers are needed to staff the library, count monies, coach, assist teachers, chaperone/drive for field trips, supervise recess, conduct room parties, sell concessions, telephone parents, sew costumes, and help on special projects. Parents may volunteer at the time of registration to help. Due to liability issues, volunteers must complete a Volunteer Information Form each year. Volunteers will be asked to sign in and out whenever they are "working" in the school building or in direct contact with the students. Volunteers may also be asked to submit to a background check.

PARENT CONCERNS-COMMUNICATION

If concerns arise regarding what takes place in classrooms and school, parents should first contact the teacher directly with their questions, concerns, or suggestions. Making contact requires some courage, but teacher-parent dialogue is more productive and more beneficial for children than is a failure to communicate or the temptation to gossip. Teacher-parent conversations will not always result in agreement, but they will

generally lead to an increased understanding that will be beneficial to the situation. If such conversations have been conducted and the situation is unresolved, parents are encouraged to contact the principal. If the situation is still unresolved, a formal complaint should be made to the Board of Education chairperson expressing the concern or problem so that the matter may be addressed. Parents, teachers, principal, and the Board of Education working together in the spirit of harmony will greatly benefit children.

ATTENDANCE

St. Paul conforms to state requirements regarding the length of the school year. State of Michigan law requires continuous and consecutive school attendance for all children ages 6-16. All absences must be excused to the school in person, by telephone, or in writing. A pattern of tardiness or absences in excess of 10% of school days shall warrant action up to and including notification of public authorities. **Children who miss more than 20 days in one year must be approved for promotion by the Board of Education.**

During the course of the school year, a student may need to be absent from school for a portion of the school day. In order to be fair to all students, the following policy for recording attendance will be followed:

- If a student's total minutes missed are greater than or equal to 120 minutes, they are counted as a half day absent. It is the sum of all missing time at the beginning, middle, or end of the day (not counting the lunch period).
- Students are not only expected to attend school regularly, but also arrive on time. A student will be considered tardy to school if he/she arrives in the classroom any time after the 8:00 a.m. bell, but before 9:00 a.m.
- If a student is *tardy 3 times* during the grading period (quarter):
 - That student will need to spend *45 minutes before school* on the following Tuesday. A slip noting the exact date of that detention will be sent home to the parent.
 - If the student should continue to be tardy and accumulates another 3 tardies during the marking period/quarter, that student will be required to serve an additional 45 minute detention.
 - When a new marking period/quarter begins, students will begin with a clean slate (tardy count set back to zero) for detention purposes. The number of tardies accumulated over the semester will appear on the report card.
 - Chronic and/or continued tardiness will be dealt with at the administrative level.

SCHOOL ADMISSIONS

- Refer a family and receive tuition credit.
 - When a kindergarten through 8th grade St. Paul family refers a new family to the school, and the new family joins, the referring family will receive a \$100.00 credit towards their child's tuition.
- Baptismal voucher – The Caroline Project
 - When an infant child is baptized, a card of welcome along with a small stuffed animal will be sent or given to the family.
 - A birthday card will be sent annually on the date of the child's baptismal birthday until the child's 5th birthday.

- On or near the 3rd baptismal birthday, the card will include a voucher which may be applied toward the cost of sending the child to St. Paul Lutheran Preschool. Information on the preschool program will be included with this card.
- When the child is ready to start kindergarten, information about the school will be sent, as well as a second voucher, which may be applied to kindergarten tuition.
- If the newly baptized child is beyond the preschool or kindergarten age, a card and stuffed animal will be sent, along with a voucher that can be applied toward the child's tuition (for any grade) at St. Paul Lutheran School.

Student Activities

CONFIRMATION

Children who receive their education in our Lutheran school are well grounded in the fundamental doctrines of the Lutheran faith, and have received instruction for communicant membership in our congregation. The chief parts of Christian doctrine are reviewed from Luther's Catechism in grades 5-8. All children, whether their parents are members or not, are required to take the regular religion course of study. Confirmation class is conducted by the pastor and/or the Director of Family Life Ministry. Upon completion of the prescribed course, children may be accepted into communicant membership by the Rite of Confirmation.

OUTDOOR EDUCATION

As part of our required curriculum, grades 7-8, together with pupils from other area Lutheran schools, spend three days and two nights in the fall, every other year, at an outdoor camp in the area. The program includes survival skills, boating and water safety, as well as the development of self-confidence, responsibility, independence, and teamwork. As this is an important part of the curriculum, students will be required to participate to the fullest degree possible.

FIELD TRIPS

St. Paul Lutheran School believes that much educational value can be gained by experiences outside the classroom setting. Consequently, we plan class excursions and field trips during the school year related to classroom studies and other academic and cultural topics. Since field trips are intended to be educational, we insist that students consider field trips a regular part of their education. Transportation for such trips may be by bus or private car. All pupils are to use seat belts and, when applicable, age and/or size appropriate car seats or booster seats when traveling in private cars. Car seats and booster seats must be provided. To prevent airbag injuries, students will not be permitted to sit in a front seat unless they are of sufficient size and age.

MUSIC – CHOIR AND BAND

All students participate in a regular course of study in music and choir (Cherub Choir in grades K-4 and Youth Choir in grades 5-8.). Choirs take regular turns singing at worship services. Each choir member is expected to be present whenever his/her group sings. Valid excuses should be given to the director prior to the performance.

Students in grades 5-8 are eligible to join either beginner or advanced band. Lessons occur on a regular basis, twice per week, and are directed by a music instructor from Valley Lutheran High School. Additional band experience in larger groups will be arranged throughout the year. Band participation fees will be collected monthly or annually. Band members will be expected to participate in periodic practices held at Valley Lutheran High School.

MUSIC FESTIVAL

In the spring, choirs and students in grades 5-8 are given an opportunity to participate with other area Lutheran schools in a vocal and instrumental music festival. Interviews and rehearsals/practices will be conducted for all interested in participating.

Student Conduct

SCHOOL DISCIPLINE POLICY

St. Paul is a school that exists not because of man's laws, but because of forgiveness and salvation won for mankind through the life, death, and resurrection of our Savior, Jesus. Discipline takes place under this Gospel precept. God's law confronts the Christian daily with the knowledge of sin and the need for repentance and forgiveness. Growth in discipleship is the result of the activity of the Spirit working through the Law and Gospel. Biblically, parents assume the primary responsibility for their children, while teachers are to be regarded as God-appointed guardians when the child is in their care. This implies obedience and respect as the Fourth Commandment dictates. All dealings with children, even when punishment becomes necessary, should be motivated out of sincere love and concern for the child's total well-being. Punishment should serve the purpose of impressing the child with the seriousness of misbehavior so that he/she might appreciate the forgiveness of the Gospel more fully.

Removing privileges, assigning duties, or requiring detention are some acceptable means of correcting misbehaviors. Physical punishment, or punishment which is cruel or demeaning, shall never be used. The best discipline is preventative, providing a positive learning environment that begins at home with parents fostering a positive attitude toward learning and school.

SCHOOL RULES

Rules will be consistently enforced to maintain a safe and well-disciplined atmosphere.

1. Children are to remove coats and hats upon arrival at school and place them in lockers.
2. Children are to talk softly in school hallways, washrooms, and auditorium.
3. Children are to use washrooms and drinking fountains at recess or at teacher approved times.
4. Children are not to loiter in hallways or washrooms.
5. Children are to play in designated areas in gym, playground, and area east of school.
6. Children are to clean their feet/footwear upon entering the building.
7. Children are to receive permission to use school telephone.
8. St. Paul Lutheran School is a Drug-Free and Weapon-Free School Zone. As such, knives or weapons and drugs of any kind are not permitted. Possession could lead to expulsion.
9. Gum, cosmetics, and matches are not permitted in the school at any time.
10. For safety, children are not permitted to run in hallways or classrooms under any circumstances.
11. Children are to maintain cleanliness and orderliness in their lockers and desks.
12. Children are to remain in their seats whenever it is necessary for a teacher to leave the classroom.
13. Children are to help keep building and grounds clean and neat by not playing on front lawns and by discarding waste in proper receptacles.
14. Children are not allowed to throw objects in classrooms or hallways.
15. During recess, children are to be in the designated recess area under the supervision of an adult unless otherwise directed and supervised.
16. Children must adhere to any other published policies or guidelines set by the principal or Board of Education.

PROHIBITED SUBSTANCES

St. Paul Lutheran School is dedicated to providing its students, staff and visitors with a safe and healthy environment to learn, work and play. All staff, students, and visitors to St. Paul Lutheran School shall not possess, transmit, conceal, consume, show evidence of having consumed, used, or offered for sale any tobacco*, alcoholic beverages, illegal drugs, non-prescription drugs, look-alike drugs, or mind altering substances, the possession of which is prohibited by law and by the St. Paul Board of Education. This policy applies to the school building, school outdoor property, and at school sponsored events on or off campus.

Adults assumed to be in violation of this policy will be asked to leave school property or school event. Disciplinary action by the administration will take place for any staff or student assumed to be in violation of this policy.

**Tobacco: This policy applies to the smoking or use of all tobacco products, including but not limited to cigarettes, cigars, spit and smokeless tobacco, chew, snuff, electronic cigarettes, vape products and other electronic nicotine delivery systems.*

DISCIPLINARY PROCEDURE

Unsatisfactory student behavior is classified in two categories: Minor Misconduct and Major Misconduct. Minor Misconduct results in a simple documentation of the misbehavior and communication with parents. Major Misconduct results in a detention served after school, supervised by the principal or his/her designee.

DISCIPLINE NOTICE/PINK SLIP

The following are examples of a Minor Misconduct that may result in a Discipline Notice (Pink Slip):

- ☐ Incomplete or missed homework assignments (at least three in one week for all subjects combined)
- ☐ Being tardy for class three times in one marking period = 45 minute detention
- ☐ Disobedience or disrespect toward a teacher or parent in a supervisory role
- ☐ Disrespect toward fellow student(s)
- ☐ Disregard of School Rules
- ☐ Being late or unprepared for class (at least three occurrences in one week; Does not include being tardy to school.)
- ☐ Violation of dress code
- ☐ Disrespect toward personal or school property
- ☐ Any deliberate or willful conduct deemed detrimental to the normal functioning of any school activity.

When issued, a Discipline Notice (Pink Slip) must be signed by the parent and returned to the homeroom teacher the following day. The homeroom teacher will keep track of each student's behavioral records for the year.

DETENTION

The following are examples of a Major Misconduct that may result in a Detention Notice:

- ☐ 4 Discipline Notices (Pink Slips) in one quarter
- ☐ Repetition or a combination of any of the behaviors from the above list in one incident
- ☐ Fighting
- ☐ Truancy (skipping school)
- ☐ Possession, use or sale of weapons, drugs, alcohol, or cigarettes could lead to suspension and possible expulsion.
- ☐ Theft

When a Detention Notice is issued, the school office will contact the parent directly by phone and/or by sending the notice home to be signed and returned to the homeroom teacher the next day. Detentions will be served after school for 45 minutes on the Thursday of the week following the infraction and shall take precedence over all other school activities. A detention will result in sports ineligibility for the week, Monday through Sunday, following the issuance of the detention. A second detention in a quarter may be issued following the same guidelines as the first.

SUSPENSION & EXPULSION (Repeated Major Misconduct)

If a student has already earned one detention, a second Detention Notice in the same quarter may warrant a suspension. The decision regarding a suspension resides with the

principal. In such cases, the parent will be contacted personally and a Discipline Notice shall be completed indicating that a suspension has been assigned. In the case of any suspension, the Board of Education chairperson shall be notified immediately and a full report made at the next regularly scheduled Board of Education meeting.

The suspension may take the form of in-school or out-of-school. For an in-school suspension, the student will be required to spend the day or days stipulated in the principal's office and will complete whatever tasks assigned. For an out-of-school suspension, the student is not to report to school at all for the day or days stipulated. In either case, the student shall be required to complete and will receive half credit for any work assigned in class during his or her suspension.

The student, parent(s), teacher, and principal will meet within 5 days of the offense in order to review the problem. Every reasonable means of resolving the problem will be explored. If the problem is unresolved by the above measures, or the pupil continues the unacceptable behavior, the suspension may be continued or reinstated until the situation is decided by a special meeting of the Board of Education. That meeting will take place within 5 days of the previous meeting, if possible. All affected parties may be asked to attend. Board deliberations will be held after all interviews or reports have been completed and will be in private. The decision of the Board will be reported in writing within 5 days to all parties. The decision is to remain confidential. Under these circumstances, the student may be expelled from school by action of the Board of Education. The decision of the Board of Education will be final and binding.

HARASSMENT AND BULLYING

It is the policy of St. Paul Lutheran School to maintain a learning and working environment free from any type of harassment or bullying of any form. It shall be a violation of this policy for any member of the St. Paul Lutheran School community to harass and/or bully any individual. Sexual harassment and/or bullying will not be tolerated. The school administration will treat allegations of harassment and/or bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment or bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment and/or bullying will result in disciplinary action, up to and including expulsion from school.

How does bullying differ from other forms of conflict?

Other Conflict/Fighting is described as:

- Between friends/equals/peers
- Spontaneous/occasional
- Accidental/not planned
- No serious or lasting harm
- Equal emotional reaction
- Not for domination/control
- Often a sense of remorse
- May try to solve problem

Bullying is described as:

- Not friends/imbalance of power
- Repeated over time
- Intentional
- Physical/emotional harm
- Unequal emotional reaction
- Seeking control/possession
- No remorse – blames target
- No effort to solve problem

Individuals found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion from school.

It is the responsibility of the employee/student to:

- Contribute to a positive Christian school environment.
- Avoid any activity, including the use of any type of social media or cyber bullying, which may be considered discriminatory, intimidating, or harassing.
- Inform (immediately) a teacher, principal, or other adult about behavior that is offensive and unwelcome.

Any faculty member, staff member, other employee, or volunteer who believes that he/she has been subjected to harassment and/or bullying as prohibited by this policy may complete and forward a written Harassment Report Form (found in the school office) to the school's principal, the congregation's pastor, or a member of the Board of Education.

DRESS CODE Y5-8th Grade

The purpose of a school dress code is to improve the appearance, attentiveness, and learning capability of the students. A dress code will instill better order among students and reduce the cliquy/status effects of labeled clothing. It is the sincere belief of St. Paul Lutheran School that students who take care of their appearance are less likely to find themselves with behavioral problems and are more likely to succeed academically.

In all matters regarding dress and appearance, the principal, representing the Board of Education, retains the right to declare dress and/or appearance unacceptable for school. Students will not be allowed to attend classes until any infraction of the dress code is resolved to the satisfaction of the principal. Repeated offenses may result in further consequences, including detention. The principal has the authority to designate special exceptions.

I. General Considerations

- A. No hats, outdoor coats, or bulky jackets are to be worn in the building at any time.
- B. No clothing will have excessive (2"x 3") trimmings, frills, pictures, designs, or words. (St. Paul insignia is allowed.)
- C. Neither makeup nor unnatural hair coloration will be allowed.
- D. All clothing is to fit properly and be free of rips, tears, frays, and patches.
- E. Undergarments must be covered. Students should wear modesty shorts, tights, or leggings under skirts and dresses.

II. Shirts/Sweaters

- A. T-shirts/sweatshirts are not allowed, with the following exception: Short or long sleeve official St. Paul Church or School spirit wear such as t-shirts or sweatshirts may be worn on non-chapel days.
- B. All shirts (except sweaters) must have collars. Girls may wear solid or patterned uncollared shirts if worn under a jumper, dress, or cardigan.
- C. Shirts/sweaters will have a neckline no more than 2 inches below the collarbone.
- D. Shirts will be tucked in at all times and must be of sufficient length to remain tucked in.
- E. Sweaters will extend at least 3 inches below the belt line.

- F. Sweaters may be kept in lockers for when children are cold.
- G. All shirts must have sleeves (no tank tops or cropped sleeves).

III. Pants/Skirts/Dresses/Shorts

- A. Pants, skirts, dresses, capris, and shorts will be in solid colors, floral, striped, plaid, or a repeating pattern.
- B. Pants will not flair excessively at the ankles nor will the hem touch the ground.
- C. Dresses, skirts, and shorts will be no shorter than four inches above the top of the knee cap when standing (measured from the shortest length of material).
- D. Shorts and capris may be worn during the months of August, September, October, April, May, and June.
- E. Dresses must have sleeves (no tank tops or cropped sleeves).
- F. Sweatpants, athletic warm-ups (pants that have zippers or snaps at the ankle), leggings, yoga pants, lounge pants, and/or pajama pants are not to be worn as pants. Leggings may be worn under dresses and skirts.

IV. Shoes

- A. All shoes must have full backs (no straps or partial backs).
- B. Heels must be less than 2 inches in height.
- C. Socks or nylons will be worn at all times.
- D. Wheeled shoes (such as Heelys) are not permitted.
- E. Clog style slip on shoes (such as Crocs and Uggs) are not permitted.

V. Special Considerations

- A. Wednesday Chapel – Students are encouraged to DRESS UP on Wednesdays as part of preparation for weekly chapel services. Dress up may include clothing that is worn for Sunday church services or special occasions. Students are encouraged to stand out (in a positive way) from the normal dress code of the rest of the week. Boys, all shirts must be tucked in. Girls, tie-back style shirts do not need to be tucked in. All other shirts must be tucked in.
- B. Game days for athletic A-Teams – St. Paul has a mandatory dress code for athletes in season. On game days, all A-Team athletes should stand out from the rest of the student body. Boys are to wear khaki pants/shorts or dress pants, a button-down dress shirt with collar, or a polo shirt. Girls are to wear khaki pants or dress pants, skirts of appropriate length, with an appropriate top, or dresses.
- C. PE Clothing-Grades 5-8 are required to change into PE clothing during PE class. Students must have a St. Paul t-shirt and appropriate fitting gym shorts (see Section III.C) As cooler weather approaches, athletic pants and St. Paul sweatshirts will be permitted during PE.

PERSONAL TECHNOLOGY

Personal technology is distracting to the student and the classroom environment. Smartwatches may be worn if messaging, notification, and gaming capabilities are disconnected/disabled. If personal technology becomes overly distracting to the learning environment, students will be asked to leave the technology in their backpack during the school day (this includes recess, lunch, and passing periods). Personal technology may also be asked to be removed prior to assessments such as quizzes, tests, or at the teacher's discretion.

Student cell phones are to be powered off and in student backpacks during the school day. If a student needs to contact his or her parent(s) during the school day, the student should communicate the need to the teacher. The teacher will reach out to the parent if necessary.

If a parent chooses to allow his or her child to bring personal technology, St. Paul is not responsible for lost, stolen, or broken items.

DAMAGE TO SCHOOL PROPERTY

Children must reimburse the school for the loss of or willful/careless damage to any school property. Violators will be billed for amount of damage.

Wellness Policy

St. Paul Lutheran School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices and promotes healthy eating and physical activities to support student achievement.

NUTRITION EDUCATION

Students, preschool through 8th grade, shall receive nutrition education. When appropriate, nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating habits shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition education shall have appropriate training.

The school shall implement a quality nutrition education program that addresses the following:

Curriculum:

- Equips students to acquire the knowledge and skills needed to engage in sound nutrition behavior.

Instruction and Assessment:

- Build students' confidence and competence in making healthy nutrition choices.
- Engage students in learning that prepares them to choose a healthy diet.
- Include students of all abilities.

Nutrition education should also be made available to parents/guardians and the community. This nutrition education may be provided in the form of handouts, wall or bulletin board posters or banners, postings in the school newsletter, or other communication on promoting proper nutrition and healthy lifestyles.

NUTRITION STANDARDS

Our school shall ensure that meals meet a high set of nutrition standards. Drinking water is available for all students throughout the day, in various forms including multiple drinking fountains. Our school will encourage students to make nutritious food choices. Our school shall monitor all food and beverage choices sold or served to students, including those served outside of the school lunch program.

School Lunches will include:

1. A Meat or Meat Alternate
 - a. Limiting high fat meat products
 - b. Limiting processed foods as often as possible
 - c. Serving natural cheeses, not imitation or processed cheese product
2. A Vegetable
 - a. Serving fresh produce as often as possible
3. A Fruit or Second Vegetable
 - a. Serving fresh produce as often as possible
4. A Bread or Grain Product
 - a. Excluding grain-based desserts such as cookies, cakes, bars, etc.
 - b. Serving whole grain rich items as often as possible
5. A Low-Fat Milk
 - a. Limiting flavored milk

The school shall discourage using food as a reward. The school shall also encourage healthy food at school parties. Notices should be given to parents/guardians either separately or as part of a school newsletter, reminding them of the necessity of providing healthy treats for students and/or encouraging the use of non-food treats for classroom birthday or award celebrations. All food items brought to a child's classroom for sharing should be individually wrapped, commercially prepared items. Homemade foods are not allowed.

The school shall encourage healthy fundraisers as alternatives to fundraising that involves selling food items of limited nutritional value, such as candy, cupcakes, or sugary beverages.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY OPPORTUNITIES

Our school shall offer physical education opportunities that include the components of a quality physical education program. Physical education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction shall support the Michigan Department of Education K-12 Physical Education Standards.

Every year, all students, preschool through 8th grade, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short-term and long-term benefits of a physically active and healthy lifestyle.

OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

St. Paul Lutheran School may implement other appropriate programs to help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

The school shall strive to create a healthy school environment that promotes healthy eating and physical activity. In order to create this environment, the following activities shall be implemented:

Dining Environment:

- A clean, safe, enjoyable meal environment for students
- Enough space and serving areas to ensure all students have access to school meals with minimum wait time
- Drinking fountains or drinking water available so all students can get water at meals and throughout the day
- Encouragement to maximize student participation in school meal programs
- Identity protection of students who eat free and reduced-priced meals

Time to Eat:

- Adequate time for students to enjoy eating healthy foods with friends in school
- That lunch time is scheduled as near to the middle of the school day as possible

Food or Physical Activity as a Reward or Punishment:

- The school shall:
 - Prohibit the use of food as a reward or punishment in school.
 - Not use physical activity as a punishment.
 - Encourage using physical activity as a reward, such as teacher or principal walking or playing with students at recess.

Consistent School Activities and Environment:

- The school shall:
 - Provide opportunities for on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education.
 - Make efforts to keep school physical activity facilities open for use by students outside of school hours.
 - Encourage parents/guardians, teachers, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
 - Encourage and provide opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas.
 - Implement physical activity across the curriculum throughout the school day or in all subject areas.

IMPLEMENTATION AND MEASUREMENT

The principal will implement this policy and measure how well it is being managed and enforced. The principal will develop and implement administrative rules consistent with this policy. Input from teachers (including specialists in health and physical education), parents/guardians, students, school foodservice staff, Board of Education members, and other interested individuals will be considered before implementing such rules. A sustained effort is necessary to implement and enforce this policy. The principal will report to the Board of Education, as requested, on the school's programs and efforts to meet the purpose and intent of this policy.

INJURY

In case of minor scrapes and bumps, appropriate first aid will be given at school, and parents will be informed of such treatment at the time the child is picked up.

If your child becomes ill or injured while at school, we will first make every effort to contact you or your designated pickup person. If we cannot contact you or the

designated person, we will take the child to the designated hospital for diagnosis, medication, and/or treatment.

In case of extreme injury or illness, the staff will immediately call 911. Parents will be notified as to which hospital to meet the ambulance.

ILLNESS POLICY

In an effort to keep every student and staff member as healthy as possible, please refer to the following chart to determine if your child should be absent from school.

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION
					
Temperature of 100 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice or nits	Redness, itching, and "crusty" drainage from eye(s)

I CAN GO BACK TO SCHOOL WHEN I AM...

Fever free for 24 hours WITHOUT the use of fever-reducing medication (ex. Tylenol, Motrin).	Free from vomiting for at least 24 hours.	Free from diarrhea for at least 24 hours.	Free from rash, aching, or fever. I have been evaluated by my doctor if needed.	Treated with lice treatment at home and am lice AND nit free upon check from school staff.	Evaluated by my doctor and have a note to return to school.
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Your child will be sent home for exhibiting one or multiple symptoms listed above. **He or she will not be allowed to return to school until being symptom-free without medication for 24 hours, or a doctor's written "Return To School" note is presented.** If it is determined that the child has been exposed to a communicable disease, a notice will be posted in the child's classroom.

MEDICATION

If your child must receive medication at school, the office staff will dispense it. We must have:

- Physician prescribed medications in original containers **with Rx labels**; (Ask the

pharmacist for an extra labeled container for home.)

- Over-the-counter medications in original containers.
- A completed and signed parental permission slip with the medication for both prescription and over-the-counter medications.

Please contact the administration concerning breathing treatments.