



ST. PAUL LUTHERAN
HOME OF THE GIANTS

School Handbook

HANDBOOK SIGNATURE PAGE

In light of budget stewardship and in an effort to reduce paper costs, we have placed the student handbook online at our FastDirect school portal. Should you need additional copies of this document for reference, please check the web.

Take the time to access and review the handbook with your child(ren) and then sign and return this form confirming your review in the next 2 weeks.

Our family has read and discussed the information in the Parent & Student Handbook. We understand the rules, expectations, and dress code and are committed to positively supporting your child's spiritual, social, emotional, and academic growth within the school setting at St. Paul Lutheran. We pledge to set a Christian example at home through word, deed, and bringing to our chosen house of worship. We have read and discussed the School wide Discipline Plan and will support the teacher and the school in its implementation. Our signatures below underscore our commitment above.

Please check all that apply and sign below:

My child has an allergy to peanut butter/cheese and/or bread and therefore cannot be given a peanut butter/cheese sandwich if he/she forgets lunch.

I do not give permission for the school to provide my phone number or address to Triple C or room representatives for school use.

Child's Name

Child's grade & birthdate

Child's signature

Child's Name

Child's grade & birthdate

Child's signature

Child's Name

Child's grade & birthdate

Child's signature

Child's Name

Child's grade & birthdate

Child's signature

Parent's Signature

Parent's Signature

Date

Handbook of St. Paul Lutheran School

Thank you for your cooperation in this effort to provide a safe, exciting, and quality educational program for your child. Together we can make a positive difference in the life of every student at St. Paul Lutheran School.

A MESSAGE FROM THE PRINCIPAL

Welcome to St. Paul Lutheran Elementary School!

This Parent & Student Handbook was designed to provide helpful information about the school for both parents and students. It is hoped that by providing this information, parents and school personnel can work closely to insure a rewarding educational experience for each child. We must set high expectations for each student in order to effectively foster an attitude of lifelong learning within each student and to maintain a high degree of excellence in education. These high expectations, set both at school and at home, are most important for a child's success. Concurrently, we must also recognize that each child is an individual with individual abilities and needs. It is the intention of the faculty and staff of St. Paul Lutheran School to help each student appreciate his/her contributions and uniqueness while attaining high educational goals.

It is my hope that this handbook will foster positive and effective communication among parents, teachers, and students. Please read and review this handbook with your child(ren) and then sign the signature page at the beginning of the handbook as well as the media and internet permission forms and return them to the teacher during the next two weeks. If you have any questions or comments, please feel free to talk with your child's teacher or call me directly at the school office.

Thank you,

Dustin Murray

Principal

573-756-5147

StPaulFarmington.com

WELCOME

WELCOME TO St. Paul Lutheran School! We are a school that is a mission. We are so very glad you are taking this journey with us!

St. Paul Lutheran School is operated by St. Paul Lutheran Church. St. Paul Lutheran Church is a member congregation of The Lutheran Church-Missouri Synod (“LC-MS”).

St. Paul Lutheran School is a school *with* a mission, but it is more than that. St. Paul Lutheran Church considers St. Paul Lutheran School to *be* a mission to its members and to the community. Christians belonging to The Lutheran Church-Missouri Synod (LC-MS) believe that the purpose of education is not ultimately to prepare people for life in this world, but to “make people wise unto salvation through faith in Jesus Christ.” (1 Tim. 3:15). *We believe that there is only one God, but there are three equal persons in the Holy Trinity- Father Creator, Son/Savior, Holy Spirit/Sanctifier (Matthew 28:19). The Bible is God’s Word given to call people to all people to faith in Jesus Christ (2 Timothy 3:15-17). Grace Alone, Faith Alone, Scripture Alone is our mantra – ask us for more information!*

Christian beliefs, as understood and taught in the LC-MS, pervade everything that is done at St. Paul Lutheran School. LC-MS doctrine and practice are derived from the Bible. Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrator, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

St. Paul Lutheran School expects that the families of its students will act in a way that is supportive to the teachings of the LC-MS in matters of personal conduct. Other Christian church beliefs are recognized and often used as points of discussions in the classroom. The underlying positive connections are emphasized – recognition that salvation is found in no one else than Jesus Christ, and this through no means of our own but through His own death and resurrection atonement for our sins.

Please let us know how to best serve you and your family. Thank you for choosing to walk with us in the educational ministry of your family.

Table of Contents

[HANDBOOK SIGNATURE PAGE](#)

[A MESSAGE FROM THE PRINCIPAL](#)

[WELCOME](#)

[FORWARD](#)

[PHILOSOPHY AND OBJECTIVES OF ST. PAUL LUTHERAN SCHOOL](#)

[Development of Spiritual Needs:](#)

[Development of Intellectual Needs:](#)

[Development of Social Needs:](#)

[RIGHTS AND RESPONSIBILITIES](#)

[Rights of the Student](#)

[Responsibilities of the Student](#)

[Rights of the Teacher](#)

[Responsibilities of the Teacher](#)

[Rights of the Administration](#)

[VI. Responsibilities of the Administration](#)

[VII. Rights of the Parents](#)

[VIII. Responsibilities of the Parents](#)

[OPERATION OF THE SCHOOL](#)

[ENROLLMENT POLICIES AND PROCEDURES](#)

[Admissions Procedures](#)

[Entrance Age Requirements:](#)

[Nondiscrimination Policy](#)

[Registration, Tuition, and Other Fees](#)

[Support of the School](#)

[BACK-TO-SCHOOL INFORMATION](#)

[Summer Mailings](#)

[Teacher Visits](#)

[Parent Orientation Meetings](#)

[ACADEMIC POLICIES AND PROCEDURES](#)

[Standards and Accreditation](#)

[School Records Guidelines](#)

[Testing Program](#)

[Grading Scale](#)

[Progress Reports](#)

[Report Cards](#)

[Parent-Teacher Conferences](#)

[Honor Roll](#)

[Social Media Guidelines](#)

[OPERATIONAL POLICIES AND PROCEDURES](#)

Handbook of St. Paul Lutheran School

[Attendance Policy](#)

[Absences](#)

[Tardy Policy](#)

[Dismissal from class](#)

[Church and Sunday School Attendance](#)

[Perfect Attendance Requirements](#)

[Communicable Disease Policy](#)

[Conflict Resolution Policy](#)

[Disciplinary Policy](#)

[Suspension, Exclusion, and Expulsion](#)

[Fighting](#)

[Gum Chewing](#)

[Vandalism](#)

[Public Displays of Affection](#)

[Emergency Drills](#)

[Inclement Weather and School Closings](#)

[Medication Policy](#)

[School and Classroom Visits](#)

[School Security](#)

[Sexual Harassment Policy](#)

[CURRICULUM](#)

[Chapel Services](#)

[Chapel Families](#)

[Field Trips](#)

[Physical Education](#)

[RULES AND REGULATIONS](#)

[Appearance and Dress Regulations](#)

[Arrival and Departure](#)

[Class Parties](#)

[Distribution of Promotional Literature](#)

[Hallways and Traffic Areas](#)

[Homework](#)

[Kitchen Use](#)

[Lunch Time rules](#)

[Nuisance Items](#)

[Recess Rules](#)

[Rules for Bus Riders for Field Trips](#)

[Rules for School Dances](#)

[Telephone Use](#)

[STUDENTS SERVICES](#)

[Library](#)

[Lost and Found](#)

[Lunch Program](#)

[Transportation](#)

Handbook of St. Paul Lutheran School

EXTRA CURRICULAR ACTIVITIES

[Interscholastic Athletic Program](#)

[Student Involvement in Special Worship Services](#)

MISCELLANEOUS

[Athletic Committee](#)

[Family Devotions](#)

[Fundraisers](#)

[School Volunteer Program](#)

[Triple “C” Parent-Teacher Organizations](#)

MEDIA CONSENT FORM

INTERNET PERMISSION FORM

FORWARD

Since 1874, the members of St. Paul Lutheran Church have recognized the power and reach of influence through Christian education and the role of the Christian (Lutheran) day school in providing that education. By Christian education we mean that education which has God as its center. This kind of education has a philosophy. In the words of St. Paul it should “take captive every thought to make it obedient to Christ”, 2 Cor. 10:5. It is an education which gives to all those who have received it the power to overcome any and all obstacles in this life. As a result of this education, all of life has a new purpose: to let Christ work out his way in us and through us.

Whose responsibility is it to see that our children receive a sound Christian education? In Ephesians 4:11-12, Paul tells us that God gave “some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up.” However, even before pastors and teachers come parents. Parents are the natural teachers. Their teaching is more effective because they teach on the basis of life. So strong is the influence of the home that it will usually overcome any other educational impact. This gives comfort and direction to parents who do not have opportunity of sending their children to a Christian school. By their faithful example they can exert the most powerful influence upon the formative minds of their children.

Fortunately, God has blessed us at St. Paul by giving us the opportunity to send our children to a Christian school. As good stewards of this gift, we should remember that Christian congregations do not maintain a Christian day school because they think that public is so bad. As a matter of fact, the public school is often very good. Christian people conduct a Christian school because they have put the kingdom of God first. They want most of all that their children go into a hostile world equipped with the armor of God, able to hold their ground against the vicious attacks of the devil, the world, and their own flesh. They want them to live under God's rich blessing now and hereafter in His presence eternally.

In conducting a Christian day school, the church does not presume to take away from parents their responsibility to teach their children. The objectives of the home and the school are the same, and the school exists for the sake of the home and the church. As Christian parents and teachers, we share the awesome responsibility of training.

Handbook of St. Paul Lutheran School

It is the purpose, then, of this handbook to acquaint our parents, their children, and the members of our congregation with our objectives and philosophy of education and also with the numerous other aspects of St. Paul Lutheran School's education program. While it is hoped that this publication will serve as a handy reference throughout the year, it is not intended to be all-inclusive for all time and for all situations, not to supplant God's Word as the basic guideline for all that we do. Parents should be aware that items in this handbook are subject to periodic review and revision, and that when such revisions take place during the course of a school term, proper notification will be sent home and subsequent editions updated accordingly.

As we look forward together with joy and anticipation to a new school year, may we, as Christians, be able to say in all confidence that we have indeed put the kingdom of God first in all our lives: and may we take as our own the words of St. Paul in Romans, chapter 9, verse 1: "I speak the truth in Christ—I am not lying, my conscience confirms it in the Holy Spirit." not only for the year but for the rest of our lives.

PHILOSOPHY AND OBJECTIVES OF ST. PAUL LUTHERAN SCHOOL

Mission Statement

The Mission of St. Paul Lutheran School is to "provide a Christ-centered environment, where students are prepared spiritually and scholastically for their future."

Philosophy and Purpose

The educational philosophy of St. Paul Lutheran School is an integrated set of beliefs used to interpret, determine, and evaluate education objectives, practices, outcomes, needs, and study materials.

The purpose of St. Paul Lutheran School is to provide a setting wherein children receive daily instruction in the Word of God and instruction in all other subjects in the light of God's word.

In Scripture we find the following mandates:

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

Therefore go and make disciples of all nations... Matthew 28:19 (NIV)

Following these commands of Jesus, St. Paul Lutheran congregation established and maintains St. Paul Lutheran School. The members of St. Paul believe the school is essential in carrying out God's training of children. Knowing the responsibility for bringing up a child in the "training and instruction of the Lord" lies with the parents, the school is provided to assist the parents in this training.

At the same time, St. Paul Lutheran School recognizes that the Christian lives in the world and faces such practical problems as making a living, discharging the duties of family life, getting along socially with his fellow men, keeping a devotional life, and St. Paul school seeks to train for these necessary attitudes and skills.

Handbook of St. Paul Lutheran School

Due to its grounding in revelation, Lutheran education, such as that implemented at St. Paul Lutheran School, is conservative and not easily swayed by new theories of thought. For example: Though it has recognized the contributions of "progressive education" in the field of methods and techniques, it has never accepted its underlying and motivational theory of the natural goodness of man and the perfectibility of man by human means. Because this theory is anti-Scriptural and anti-Christian, Lutheran education rejects it.

Objectives

Our objectives function to provide a sense of direction, a guide for structuring educational experiences, and a standard for evaluating progress. The ultimate objective of St. Paul education is to guide each child in the development of his or her spiritual, intellectual, physical, and social needs.

Development of Spiritual Needs:

That the child in relation to his spiritual needs--

- Acquires a thorough knowledge of God and His Word.
- Recognizes his sin and the need for salvation.
- Accepts Jesus as his Savior through the working of the Holy Spirit
- Relies upon God for both temporal and spiritual blessings.
- Desires to live according to God's Law
- Uses the means of grace, which are the Word of God and the Sacraments of Holy Baptism and Holy Communion.
- Desires to lead others to the Savior
- Serves the church through the proper stewardship of time, talents, and treasure.

Development of Intellectual Needs:

That the child in relation to intellectual needs--

- Acquires a thorough knowledge of, and skills in, the common branches of learning
- Develops an inquiring mind.
- Develops independent thinking
- Acquires a wide range of significant interests.
- Cultivates desirable and useful work habits and study skills.
- Evaluates all human knowledge in the light of what God says in the Bible.

Development of Social Needs:

That the child in relation to his social needs--

- Leads a Godly life.
- Behaves kindly and affectionately toward his family and associates.
- Respects, under God, the authority of home, school, church, and state.
- Recognizes the rights, privileges, and obligations of others, as well as his own.
- Serves as a useful and active citizen in his community.

These, then, are the objectives of St. Paul Lutheran School.

RIGHTS AND RESPONSIBILITIES

Rights of the Student

1. To develop his capacities and to profit from the school education program to the limit of his ability.
2. To receive respectful consideration as a child of God.
3. To expect rules to be reasonable.
4. To expect constant application of the rules.
5. To receive assistance from all school personnel.

Responsibilities of the Student

1. To acquaint himself and comply with the regulations of the school.
2. To pursue the required course of study.
3. To respect and submit to the authority of teachers and those in authority.
4. To accept disciplinary measures as necessary for group control.
5. To assist in application of regulations among his fellow students.
6. To cooperate with school personnel in the interest of self-improvement.
7. To display proper conduct to and from school and on grounds.

Specific prohibitions include:

- Abstaining from bullying, gambling, immorality, profanity, use of tobacco, drugs, or alcoholic beverages on school grounds or elsewhere
 - Refraining from defacing, damaging, or destroying school property.
8. To be diligent in study. Specifically, this means:
 - Being regular and punctual in attendance.
 - Paying close attention to instruction
 - Exhibiting good citizenship at all times.
 - Accomplishing schoolwork at the level of one's ability
 - Demonstrating a cooperative spirit in the effort to achieve.

Rights of the Teacher

1. To expect obedience from students in all responsible requests with regard to following classroom rules and school regulations, and in the pursuit of the instructional program.
2. To refer to the principal the students who may need the help of a pastor, guidance counselor, physician, psychologist, or other professional person(s).
3. To refer to the principal any student who flagrantly misbehaves through open defiance, profane language, physical violence, or other evidence of gross misconduct.
4. To impose discipline controls within the classroom that are warranted and reasonable. These may include, but are not limited to:
 - Lowering of the student's citizenship grade.
 - Withdrawal of student's privileges.
 - Assignment of "sentences" or "standards."
 - Requesting a Parent-Teacher Conference
 - Assignment of detention(s)
 - To consult with the administration regarding the handling of a case.
 - To expect a report of action taken following a case referred to the principal or pastor.

Handbook of St. Paul Lutheran School

Responsibilities of the Teacher

1. To conduct a well-planned and effective Christ-centered classroom program.
2. To initiate and enforce a set of classroom regulations that facilitate effective learning and apply these regulations consistently.
3. To conduct fully with administrator and other classroom teachers in reinforcing general school rules and proper campus behavior.
4. To take appropriate steps in handling discipline for which he or she is responsible.
5. To maintain a written record of conduct and to study the background of those students whose behavior is such that administrative assistance may be needed.
6. To make prompt, written referrals to the principal when a student's conduct and record indicate that more than the routine controls are needed.

Rights of the Administration

- a. To expect full cooperation from the school staff in planning and enforcing discipline and control procedures in accordance with Board of Christian Education and congregational policies.
- b. To receive referrals from teachers for cases needing administrative support and attention.
- c. To use, among others, the following measures to secure the compliance of students:
 - i. Application of Law and Gospel
 - ii. Enlistment of parental support
 - iii. Denial of student privileges
 - iv. Assignment of detention
 - v. Removal of the student from class
 - vi. Suspension of student
 - vii. Expulsion of the student
- d. To expect the teachers to work with the student and try to help him with his problems.
- e. To expect that each teacher will try to identify problems early enough to allow the administration the opportunity to plan for the use of available resources that might benefit the situation before it becomes acute.
- f. To expect that each teacher will submit, with recommendation to the principal, problem cases failing to respond to the efforts of the teacher.

VI. Responsibilities of the Administration

- a. To direct and assist the faculty in developing, understanding, and enforcing school rules
- b. To insist that teachers meet their obligations in handling discipline problems
- c. To support the teachers in their handling of discipline.
- d. To report back, when possible, to the teachers with regard to action taken on referrals
- e. To be alert to campus or classroom situations that promote poor Christian citizenship and to take firm and consistent action to correct such situations.
- f. To notify parents or guardians by telephone, letter, or personal conference of serious students offenses, and to keep a written record of such contacts, or decisions reached, and of action taken.
- g. To work with teachers, students, parents, pastor, and community services toward the

Handbook of St. Paul Lutheran School

satisfactory resolution of all referred cases.

- h. To make referrals to the proper community agencies when all of the school's resources for resolution have been exhausted. Such referrals shall be made through the principal.
- i. To maintain a written record of psychological tests, achievement tests, and behavior data.
- j. To suspend or expel those students who fail to respond to other corrective measures or who, by

their action, in his judgment, require immediate removal.

VII. Rights of the Parents

- a. To expect the teachers and administrators to provide a sound, spiritually oriented, and evangelically executed instructional program and to cooperate with the home in matters of discipline and student behavior.
- b. To expect reports of academic progress on a regular basis.
- c. To expect the school staff to report potentially serious problems.
- d. To request a review of the behavior which has led to a Parent-Teacher conference.

VIII. Responsibilities of the Parents

- a. To cooperate fully with the school staff in support of school rules and of acceptable behavior
- b. To support the school in its corrective measures.
- c. To notify the school of any unusual behavior on the part of the student that might lead to serious difficulties.
- d. To confer with school staff and cooperate in carrying out recommended procedures with regard to the student.

OPERATION OF THE SCHOOL

St. Paul Lutheran School is an educational agency of St. Paul Lutheran Church, Farmington, Missouri. Full and final responsibility, authority, and control of St. Paul Lutheran School rest with the Voters' Assembly of St. Paul Congregation. A seven-member Board of Christian Education, counseled by the principal and pastor(s), is entrusted with the development of all school policies. The Board of Christian Education, in turn, entrusts the administration and day-to-day operation of the school to the principal, who in turn delegates specific responsibilities to the teachers and staff under her/his supervision. Board meetings are usually held on the third Tuesday evening of the month. Parents are welcome to attend any regularly scheduled meeting.

ENROLLMENT POLICIES AND PROCEDURES

The primary purpose of St. Paul Lutheran School is the education of young people in order to assist them in their academic, personal, and spiritual growth—"to educate the whole person: mind, body, and soul, and to provide a Christ-centered environment, where students are prepared spiritually and scholastically for their future."

As a Lutheran school, emphasis is first and foremost on the teaching and practice of the Lutheran faith so children and young people can "experience learning and living fully integrated in the light of faith." Parents and guardians who enroll their children also understand that the school will

Handbook of St. Paul Lutheran School

remain faithful to the teachings of the Lutheran Church and steadfast in proclaiming them. Members, parents and students, of St. Paul Lutheran Church are expected to faithfully attend services and to give to the Church and School of their time, talents and treasures.

The administration of the school recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Lutheran Church. The personal family background of a student does not constitute an obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

Students Not of the Lutheran Faith: The presence of students who do not share the Lutheran faith provides a wonderful diversity to the school; however, this diversity shall not alter the primacy of Lutheran religious formation as an integral component of the educational program in the school. As such:

- All students are expected to participate in the religious formation and education programs of the school.
- All students must participate in liturgies, services, other religious functions, and religion classes for credit.
- The Lutheran Church tenets state that students not of the Lutheran faith may not receive the sacraments of the Church; unless the student should chose to participate and/or become a member.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Lutheran Church's positions on scripture, revelation, and moral practices. While Lutheran teaching respects the various faith traditions of the students attending the Lutheran school, parents must be aware that it is the Lutheran position that will be taught.

Equal Opportunity and Non-discrimination

Lutheran schools, administered under the authority of the Lutheran Church, Missouri Synod, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, disability (see following paragraph), national or ethnic origin or citizenship in the administration of their educational, admissions, financial aid, athletic, and other school administered student programs.

Students shall not be denied admission because of a disability, unless the disability seriously impairs the student's ability to successfully complete the school's academic program, with reasonable accommodations that may be available for the disabled child. Parents are to fully disclose the nature

Handbook of St. Paul Lutheran School

and known extent of any physical, emotional, environmental, or learning disabilities at the time of registration.

This policy does not conflict with the priority given to Lutherans for admission as students. Nor does it preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Lutheran faith.

Parental Role

The St. Paul Lutheran Church recognizes and the Lutheran school respects the parents as the primary and principal educators of their children. For a Lutheran parent, the promise at baptism to raise their children as Lutheran supports these premises and the Lutheran school thereby exists to assist parents in the Christian formation of their children—assisting in what is to already be happening in the home. With the school being a continuation of a child’s primary education, all parents enrolling their children in the school are expected to support the school’s mission and commitment to Christian principles.

Parents are expected to annually sign the school’s Handbook Agreement Form as acceptance of the school’s policies as set forth within the handbook.

While present on the school campus be it for academic related activities or extra-curricular events, every adult has the responsibility of appropriate conduct in order to support the school’s mission and provide positive role models to our students. A coherent witness to Lutheran moral teaching is expected at the school and during any school-related activities.

Admission Documents

The following documents are required for each student’s permanent records at the time of registration: birth certificate or legal verification of the child’s age, social security card, immunization record listing the dates of all shots in compliance with those required by state law, baptismal certificate (if applicable, Lutheran applicants only), custody agreement (if applicable) and all provided school enrollment forms.

Admission/Enrollment Decisions

A parent retains the right to withdraw a student at any time, just as the school administration (principal and/or school board) reserves the right to accept or deny admission, or to terminate the attendance of a student within the parameters of the school policies. The school administration hopes

Handbook of St. Paul Lutheran School

that all decisions may be made through amicable discussion. If needed, a grievance procedure to assist with any discussion is also a part of this handbook.

Application and Enrollment

Candidates for admission to St. Paul Lutheran School and their parent(s) must be in agreement with and committed to the mission of the school, its policies, and administrative decisions. Parents also understand that the academic success of their child is a result of parental involvement in the life of their child's academic work (for example, homework) and extra-curricular activities (for example, participation in sports and school activities).

St. Paul Lutheran School admits students of any race, color, creed, religion, gender, national or ethnic origin, and does not discriminate in administration of its educational policies, admissions policies, financial aid, or other school-administered programs. St. Paul Lutheran School admits full-time students to all rights, privileges, programs, and activities made available to all students at the school. Admission is open to all children of the community, as space is available, according to the following:

- First: Children of the members of St. Paul Lutheran Church
- Second: Children of St. Paul Lutheran School Employees
- Third: Non-member children enrolled the previous year and their siblings.
- Fourth: Non-member children not enrolled the previous year.

Admission to St. Paul is dependent upon the school having the appropriate academic program and/or educational plan that fits the student. Determination of the appropriate educational program/plan will be made through review of any or all of the following: report cards, scores on State of Missouri tests, other standardized test results, a previous school referral form, behavior and discipline records, and other possible factors. The school may or may not be equipped to service the educational needs of students with disabilities. St. Paul Lutheran School expressly reserves the right to not admit any student(s) based upon admissions criteria detailed in this policy. Students with Individualized Education Plans require individualized review and approval for admission. School records must indicate that there is a reasonable expectation for a formula for success at St. Paul, as determined by the School Administrator, School Board and/or Admissions Committee.

Handbook of St. Paul Lutheran School

All parents of applicants, grade 1-8, must meet with the School Administrator before admission to determine proper grade level placement.

St. Paul Lutheran School reserves the absolute right to admit all students on a probationary or conditional status for 2 (two) quarters.

The student must be in good standing with their previous school. Students from alternative or non-accredited schools or who have been on probation and/or suspended from another school require additional review and approval for admission.

Entrance Age Requirements:

Early Childhood, Three- or Four-Year-Old – To be eligible for enrollment in the three- or four-year-old early childhood classes, a child must have reached the age of three or four years by August 1st.

Kindergarten – To be eligible for enrollment in the kindergarten class, a child must have reached the age of five years before August 1st. Parents of children entering kindergarten must have their child's immunizations brought up-to-date and are encouraged to also have their child receive a physical examination.

Nondiscrimination 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 educational policies, athletic, and other administered programs.

Registration, Tuition, and Other Fees

The Board of Christian Education sets registration, tuition, and all other fees in the spring of each year for the following school year. A complete "St. Paul Lutheran School Fees Schedule" is then sent home to the parents at the beginning of the summer. Families of prospective students may obtain a copy of the fees schedule from the school office.

Under no circumstances will tuition be waived under a verbal, written, or otherwise implied agreement with any parent or other contributor who offers to contribute financially to the school in place of paying a tuition charge. Tuition is in all events due and payable with respect to students in the school, without respect to amounts of contributions by the parents of a student in the school.

Fees include the following:

- **Enrollment Fee**—This fee is due and payable at the time of registration for each student enrolled in the early childhood program and grades K-8. This helps offset the cost of consumable books, art supplies, etc.
- **Tuition, Grades K-8**—Payable in 10 monthly installments, August through May: the first installment is due by the third week in August. Subsequent installments due by the 10th of each month.

Handbook of St. Paul Lutheran School

- **Tuition, Early Childhood**—Payable in 10 monthly installments, August through May: first installment due by August 15, subsequent installments due by the 10th of each month.
- **Lunch**—must be funded in order for student to continue participating in the lunch program.
- **Athletic Participation Fee**—Assessed for each student *upon enrollment of the activity*. *Participation past the first practice is prohibited until the fee is paid in full.* This fee helps cover the cost of uniforms, referees, etc. For additional information on athletic participation, please see the *St. Paul Lutheran Athletic Program Handbook*.

Support of the School

Support of Christian education is the responsibility of the entire membership of the congregation of St. Paul Lutheran Church. That, of course, has a sound Biblical basis. For people, committed to God in faith, will out of gratitude to Him, give their possessions to His church. Unfortunately, those contributions have not been able to match the escalating costs of operating a Christian day school such as ours. For this reason, St. Paul Lutheran assesses fees from both members and nonmembers.

The current tuition plan provides continuity, uniformity, and direction for present and future tuition decisions. The plan fairly and impartially distributes the cost of education.

Members of St. Paul tithing assist with salaries, benefits, utilities, cleaning staff, etc. Therefore, members with children in the school do receive a reduction in tuition.

It is the policy of St. Paul Lutheran School that any and all solicitations of contributions for the benefits of the school shall be made generally to the entire church membership and not, at any time, solely to those members who are parents of children enrolled in the school. No solicitation of contributions to the school (in excess of tuition and fee charged) shall accompany recruitment, admissions, or enrollment or shall be made at the time of admission or enrollment of students back to the school.

BACK-TO-SCHOOL INFORMATION

Summer Mailings

In early to midsummer, an information mailing is sent out to all those parents with students registered for the coming school year. In addition to a tentative agenda for the start of school, this mailing includes updated information on registration; home visits; parent orientation meetings; tuition, registration, and other fees: free and reduced lunch application; immunization requirements; and necessary school supplies. It also contains important forms that need to be filled out and returned (i.e., emergency consent slip, free and reduced lunch application, athletics consent and release form, etc.). Many of these forms are available on our Fast Direct website. Depending on how quickly the spring achievement test scores have been processed, the results may be included in the subsequent summer mailing.

Teacher Visits

Prior to the beginning of the school year, the teachers of grades K-8 will be phoning the homes of those students registered for their classes to arrange for classroom “welcome” visits. These visits last 20-30 minutes each and may be scheduled any time after the first faculty meetings in August. Visits are not scheduled for early childhood students.

Handbook of St. Paul Lutheran School

Parent Orientation Meetings

Several evenings in August are designed each year for Orientation Meetings. The agenda for one meeting is specifically for new families and families with a kindergartener. These meetings are intended to better acquaint the parents with the philosophy and objectives of our church and school. It is **mandatory** that at least one parent with a child enrolled at St. Paul Lutheran School attend one of these meetings. A sign in sheet is used to verify attendance.

ACADEMIC POLICIES AND PROCEDURES

Standards and Accreditation

In recognition of its quality program of Christian Education, having met the standards and fulfilled the requirements of both organizations, St. Paul Lutheran School has been granted full accreditation by both the Missouri Chapter of the National Federation of Nonpublic School State Accrediting Associations and the National Lutheran School Accreditation (NLSA)

School Records Guidelines

St. Paul Lutheran School maintains a complete and current set of cumulative records on each student. As a parent, you have certain rights with regard to your child's records, and these include:

1. *The right to inspect.* You have the right to look at all of your child's records in the official school file.
2. *The right to prevent disclosures.* The school will not disclose anything to third parties from your child's records unless:
 - a. The request for the information is from another school in which your child is seeking to or intends to enroll- (in which case further notice of the transfer will only be provided upon your request); or
 - b. The request for the information is from another school from which your child receives services (in which case a reasonable attempt will be made to notify you of the transfer unless you were the one initiating it); or
 - c. The information is directory information (student's name, address, telephone, number, date and place of birth, participation in school activities, dates of attendance at school, honors, awards, etc.) which you have not requested to keep confidential; or
 - d. The request for the information is in the form of a judicial order of lawfully issued subpoena which requires the release of a student's record (in which case you will be informed of the said request); or
 - e. The disclosure is to other school officials who have been determined to have legitimate educational interests: or
 - f. The disclosure is in connection with financial aid for your child for which you have applied or which your child has received; or
 - g. The disclosure is to an accrediting organization in order to carry out their accrediting functions; or
 - h. The request for information is from appropriate parties in a health or safety emergency.
3. *The right to request correction.* You have the right to present evidence that the school should amend any part of your child's records which you believe to be

Handbook of St. Paul Lutheran School

inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation of your request in the record. Once your child reaches the age of eighteen, he or she obtains all the above rights.

Testing Program

Parents may request academic, speech, or other testing through our school in connection with the Farmington School District. The local public school provides special education services for qualifying students. When concerned with any area of their child's performance at school, parents are encouraged to request their pediatrician complete a thorough physical, behavioral, eye, and hearing exam. Achievement tests are administered in the spring to all students enrolled in St. Paul School from kindergarten through eighth grade. The purpose of these tests is to determine each child's academic strength and weaknesses. At present, the nationally norm-referenced Stanford standardized tests are taken in the month of April.

Grading Scale

Scales used at St. Paul Lutheran													
Starting with grade: P3 the default scale is:													
O,S,NI Scale													
letter	O	S	NI	Zer o									
min%	85	70	0	0									
click %	10 0	77. 5	62. 5	0									
Starting with grade: 1 the default scale is:													
A-F(no A+)(Scale													
letter	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	Zer o
min%	96	93	90	87	84	81	78	76	74	72	70	0	0
click %	10 0	94. 5	91. 5	88. 5	85. 5	82. 5	79.5	77	75	73	71	60	0
Also available:													
O,S,NI Scale													
letter	O	S	NI	Zer o									
min%	93	84	0	0									
click %	10 0	92	83	0									

Progress Reports

At the middle of each academic quarter, the school may issue mid-quarter progress reports. *The progress report is not a report card.* The purpose of the report is to inform the parent of those academic areas in which the child has either excelled during the first half of the quarter or in which he

Handbook of St. Paul Lutheran School

or she needs to improve. Low grades reflected during the progress report *can be raised* by increased effort and diligence on the part of the child.

Report Cards

At the end of each academic quarter, a report card is issued for each student enrolled at St. Paul Lutheran School. The grades recorded in the report card are the teacher's evaluation of the child's achievement and are not a reward or punishment. Report cards issued for students from first grade through eighth grade include both quarterly and semester grade averages. Report cards for the first and third quarters are given to the parents when they attend their parent-teacher conferences. Second and fourth quarter report cards are sent home with the students. (See "Parent-Teacher Conferences" *below*)

Parent-Teacher Conferences

At the end of the first and third academic quarters, all parents are asked to visit with their child's teacher to discuss their child's progress and to give the parents an opportunity to ask questions. Upper grades often conduct student-led conferences rather than teacher led conferences. The teacher will first attempt to contact parents by written form and then by phone to set a mutually agreeable time. If the parents still cannot be reached after a reasonable effort on the part of the teacher, an available appointment time will be scheduled and written notification sent home in hopes that the time will prove convenient.

Although these are the only *formal* parent-teacher conferences scheduled by the school during the year, parents are encouraged to schedule a conference with their child's teacher any time they feel there is a need.

Honor Roll

To encourage academic excellence and to acknowledge those students in grade five through eight who have achieved it, St. Paul Lutheran School maintains an honor roll. The requirements for attaining each of the honor rolls will be as follows:

- **"A" Honor Roll**—Only those students with no grade lower than an "A-" in at least three of their core subjects, and no grade below a "B-" in any subject will be accepted.
- **"B" Honor Roll**—Only those students with at least "B-" in all their core subjects, an overall grade point average of at least a "B-", and no grade lower than a "C" in any other subject will be accepted. The aforementioned "core subjects" include English/language arts, mathematics, science, social studies (history/geography), and reading/literature.

Honor Roll students are recognized at the end of each semester. Special recognition is given to those students who have maintained their level achievement for the entire year.

Social Media Guidelines

After much consideration the St. Paul Lutheran School Board of Education has implemented the following policy as it pertains to social media.

1. Please be mindful of other parents when sharing pictures of your child taken during school functions. Posting pictures taken of your child with classmates is a wonderful way to share their childhood with family and friends. However, we ask that you have the consent from the parents of other children in the picture before you "post" the picture online. Be respectful of their privacy.
2. Please refrain from "checking-in" during school field trips. Unfortunately in today's society

Handbook of St. Paul Lutheran School

there are many reasons to protect our children by keeping their location private. St. Paul faculty and staff strive to maintain a safe environment for the students while at school and on field trips. By publicly sharing the location of our students it can provide an open door for unwanted attention.

3. Please do not “post” pictures on-line during field trips. For the same reason as above, it is to maintain the safety of the students while not on school grounds. Feel free to post them after the trip has ended.
4. If you do choose to “post” pictures of students, staff and or faculty of St. Paul, please be respectful and do not post pictures that can be embarrassing or inappropriate. At all times be mindful of our Christian witness to others.

The above policy has been created in an effort to educate the students as to appropriate online behaviors as well as to maintain their safety while off campus. Our children learn from our actions.

OPERATIONAL POLICIES AND PROCEDURES

Attendance Policy

Regular attendance is essential if a student is to develop Christian social responsibility and cooperative skills—including such self-discipline as is appropriate for home, classroom, school, church, and community—and is to make use of the educational opportunities the school offers. Regular attendance instills these traits in the student and contributes to his or her academic achievement. Chronic absenteeism seriously hampers academic achievement.

St. Paul Lutheran School is obligated to plan and carefully administer adequately an attendance system which functions in harmony with the philosophy of the school. This system is positive in its approach, and is set up and administered with the view of helping the student, aiding the home and improving the school.

These policies and procedures have been established in hope that they will result in regularity of school attendance on the part of each student, more effective teaching and student happiness and satisfaction.

Absences

1. **Allowed Absence**—Parents or legal guardians can excuse up to six (**6**) **days of allowed absences per semester**. These allowed absences may be for any reason and are not limited to the reasons listed below for *excused* absences. Any absence after six (6) days will be considered *unexcused* unless it fits the criteria for the *excused* absences below.

2. **Excused Absence**—Excused absences allow pupils to make up all class work as long as the make-up policy is followed. The pupil will be allowed one day to turn in make-up work for each day he/she was absent. Excused absences will be given for the following reasons only:

- a. Visit to a health care provider (i.e., doctor, dentist, chiropractor, etc.)
- b. Illness and/or hospitalization of the student
- c. Serious illness or death of a member of the family
- d. School-sponsored activities for which the pupil has been properly excused
- f. Required religious observances
- g. Contagious childhood diseases
- h. Prearranged (allowed) absences that meet the following criteria:
 - i. The parents have called *one day prior to the absence* to request

Handbook of St. Paul Lutheran School

the services or presence of the pupil at home (This does not include family vacations)

- ii. The absence has been approved by the principal
- iii. All assignments have been made up in advance if so required by the classroom teacher (applicable subjects to be at the teacher's discretion.)
- iv. Unusual opportunities for education experiences not available at other times, when special permission has been received by the school principal to advance. The principal will be solely responsible for determining what qualifies as an "educational experience."

3. **Unexcused Absences**—Unexcused absences include, but are not limited to, the following:

- a. Any absence where parent verification has not been received
- b. Truancy
- c. Out-of-school suspension (OSS)
- d. Any absence after six (6) days, except for those absences that meet the aforementioned criteria for *excused* absences.

4. **Truancy**—Truancy is an absence without the knowledge of the parent or guardian. Schoolwork missed due to truancy cannot be made up.

5. **Vacation Trips**—Vacation trips during the school year are strongly discouraged. Such absences adversely affect the quality of a student's education. If a trip must be taken, the administrator must be notified at least five (5) days prior to the vacation so that the teacher(s) can be notified and, if applicable, assignments prepared. Teachers are not expected to prepare assignments in advance for completion during vacation trips. Decisions about this are left to the individual classroom teachers. If the teacher chooses not to prepare assignments in advance, it is then the responsibility of the student to request all make-up work immediately upon his/her return. The pupil will be allowed one day to turn in make-up work for each day he/she was absent. After consultation with the teacher, the student will be given a reasonable period of time to make up missed assignments, tests, and quizzes. If the teacher chooses to prepare assignments in advance, the student is expected to complete those assignments during the vacation time, and the teacher may require the assignments to be turned in upon the pupil's first day in attendance after the vacation. Days taken for family vacations count as part of the six (6) allowed absences per semester. When a family vacation exceeds the six (6) allowed absences, the remaining days will be excused *only* if the vacation meets the aforementioned criteria for "unusual opportunities for educational experiences not available at other times."

6. **Homework Make-Up Policy**—Students are eligible to make up all class work and will receive full credit for such, as long as the absence is excused and is in compliance with all applicable aforementioned criteria. The classroom teacher(s) will determine what work, if any, needs to be completed. Following an unexcused absence, the student will be allowed one day to turn in work to be completed. Said work will only receive 50% credit. Schoolwork missed due to truancy cannot be made up.

St. Paul Lutheran School begins classes each day promptly at 7:50 a.m. Students gather in the gym between 7:30 and 7:45. Teachers escort their students from the gym to the classroom. Students not in their classrooms at 7:50 a.m. will be counted tardy and must obtain an

admittance slip from the office.

1. After three absences in a semester, a letter will be sent to the parent noting the accumulation of time missed.
2. When a student has accumulated six absences in any semester, the principal or designee will inform the parents of the accumulated six days missed and may set up a conference with the parent at a time convenient for the parent to discuss the student's attendance and current level of academic performance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly. Targeted interventions will be established by a team.
3. When a student has accumulated nine absences in a semester, the principal or designee will inform the parents of the accumulated nine days missed through a hand-delivered or certified letter. This letter references the City of Farmington's attendance ordinance, identifying the risk of referral to the prosecuting attorney. The principal or designee will schedule a conference with the parents at a time convenient for the parents. All of the student's teachers will be present, and the parents will be encouraged to bring other family members. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. After 12 absences in a semester, the student is considered chronically absent. The referral to the City of Farmington's prosecuting attorney will be made. There is a strong correlation between student grades and attendance. With chronic absenteeism, students are at risk for failing current grade level.

Notice and Due Process

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the school's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the principal. Or appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show.

Handbook of St. Paul Lutheran School

Tardy Policy

Any student arriving at the school after 7:50 a.m. whether tardy or returning from an appointment must report to the school office with a parent to sign them into school. It is the parent's responsibility to assure the student's attendance. When a student receives **6 tardies** in a semester, the parent and child will complete a service project. The school strongly encourages this project include a minimum of one morning arriving at 7:30 to assist with supervision of the arrivals. We believe that serving others helps to gain perspective of fulfilling our own responsibilities.

Dismissal from class

Parents are urged to make dental and doctor appointments outside of normal school hours. If this is not possible, the classroom teacher must be provided written notice of the appointment as far in advance as possible. Parents or legal guardians are expected to provide the school office with written notice if they intend to remove their child from class during the regular school day. The school office must receive written permission from the parent or legal guardian before a child will be released to any person other than the parent or legal guardian. Under no circumstances will a student be released to wait outside for his or her parent or guardian or be released to an unidentified and/or unauthorized person.

Church and Sunday School Attendance

In keeping with the philosophy and objectives of St. Paul Lutheran School, regular church attendance on the part of both children and parents is expected. A record of church and Sunday school attendance is kept by all teachers and indicated on the report cards.

Since the true purpose of taking church and Sunday School attendance is to encourage the students to be present in worship during any given week, it is the policy of St. Paul Lutheran School that student attendance at midweek worship services or other special worship services (Maundy Thursday, Good Friday, Christmas Eve, etc.) also constitutes church attendance for a given week and will be counted as such, as long as the following guidelines adhered to:

- Attendance at midweek worship service will only count as church attendance for the Sunday *following* that school week, regardless of how many special services a student attends during that week.
- Daytime attendance by students **with their classes** at midweek Advent or Lenten services, which are attended in lieu of the regular weekly chapel services, will *not* be counted as church attendance for the following Sunday.
- Attendance at midweek worship service will *not* count toward Sunday School attendance. However, attendance at midweek Bible study class *will* count toward Sunday school attendance for the following Sunday. (This is to accommodate those students whose churches have no Sunday School classes as such, but have Bible study classes during the week, as these may be the student's only choice for such attendance.)

Perfect Attendance Requirements

At the end of each semester, recognition is given for both perfect school attendance and perfect church and Sunday school attendance. To achieve perfect school attendance, a student must attend at least six hours for each full day school was in session and at least three hours for each

Handbook of St. Paul Lutheran School

half-day school is in session and have no unexcused tardies. To achieve perfect church / Sunday school attendance, a child must have attended church / Sunday school every Sunday. Special awards will be given to those students who have achieved either perfect school attendance or perfect church / Sunday school attendance for the entire year. In some cases the principal may recognize 'almost' perfect attendance.

Communicable Disease Policy

Any student with a temperature of 99 degrees Fahrenheit in the morning or 100 degrees Fahrenheit in the afternoon, or any student who is vomiting or has diarrhea will be excluded from classes and the school will attempt to call the student's parents or guardian to come pick him or her up.

Students complaining of stomach aches, headaches, etc., will be evaluated on an individual basis. If it is decided that they are really not well enough to profit from the day's experience at school, their parents or guardians will be called to pick them up.

A student shall not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease, unless Board of Christian Education or its designee has determined, based upon medical evidence, that; (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions. Any student permitted to attend school with chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease, and who is not permitted to attend school, will be provided instruction as per the policy of St. Paul Lutheran School. The school will implement reporting and disease outbreak control measures in accordance with the Code of State Regulations (CSR), Missouri Department of Health.

Conflict Resolution Policy

The Board of Christian Education of St. Paul Lutheran School recognizes that situations concerning parent/guardians or the public may arise in the operation of the school. Constructive criticism of the school is welcome when a spirit of helping motivates it, (Colossians 3:12-14) and a sincere desire to please and glorify God by improving the quality of the educational program and equipping the school to perform its task more effectively. Such concerns are best resolved through communication with the appropriate staff members and officers of the school, such as the faculty and the principal.

The following steps are proper procedures to be followed by persons with question complaints regarding the operation of the school. The Board considers it imperative that at all times and in all situation, the principles of Biblical Resolution Management, as outlined in Matthew 18:15-2 and in the document titles Supplement to the Policy on Conflict Resolution. (Printed in the "St. Paul Lutheran School Athletic Handbook" or available from the school office) be followed by all concerned.

1. The Board carries out its responsibilities for supervision of the staff, student body, curriculum, public relations programs, and other specific assignments through the principal. Since it is normal for the Board to carry out these responsibilities through the principal, the Board refrains from direct involvement in areas of school operation.
2. Problems and questions concerning the general operation of the school, should be directed to the principal of the school.

Handbook of St. Paul Lutheran School

3. When a complaint involving a teacher or other staff member is brought by parents or others to the principal or any other member of the Board, the person making the complaint will be requested to confer with the individual teacher or staff member.*
4. Unsettled matters from (3) above involving a teacher or other staff member should be directed to the principal of the school. The principal will ask the parent(s) and the faculty/staff member to fill out the Parent's Concern Form for Conflict Resolution prior to any meeting. The principal will then meet with both parties *together* to try to resolve the conflict between them. Following this meeting, the principal will fill out his/her portion of the Parent's Concern Form.
5. Any matter that cannot be settled satisfactorily by the principal should be brought to the Board of Christian Education. Only after repeated refusal or inability on the part of the principal to deal with the matter will the Board (not the individual members) consider action, and then only after all efforts have been made to solve the problem. Unreasonable concerns by parents or others will not be permitted to destroy the rapport between the principal and members of the Board.
6. In keeping with the scriptural admonition to not rebuke an Elder (spiritual leader), other than in matters of misconduct and open sin (1 Timothy 5:19), the board will not allow anyone to criticize the ministers under its care without following the principles of Biblical Resolution Management (as outlined in Matthew 18:15-22 and in the document titled *Supplement to the Policy on Conflict Resolution*) and without the specific person present.
7. Questions and comments submitted to the secretary of the Board in letter form, or concerns submitted using the aforementioned Parent's Concern Form for Conflict Resolution, will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complaint may go to the appropriate section of the Department of Elementary and Secondary Education and from there to the United States Secretary of Education.
8. The board reserves the right to postpone discussion of a particular issue to a later date when, in its opinion, it has insufficient data for making an informed decision. In order to maintain the integrity of its decisions, the board must have data in sufficient detail and in adequate time to process the material. If the board members have to make decisions without sufficient data and time to understand, they are *de facto* and not a board in the real sense they were meant to be.
9. The Board places trust in its employees and desires to support their actions in such a manner that employees are free from unnecessary, spiteful or negative criticism and complaints. Therefore complaints about employees will be discussed only in executive session.
10. The Board and its members function as a decision-making body only when the board is in session. Individual members will not make decisions or take action outside of board meetings.
11. No person can know all the implications of any situation. No person can presume to know how the Board will act as a body after each member has added personal knowledge and response.

The Board considers it the obligation of the professional and support staff of the school to field the questions of parents/guardians of the public. Accordingly, the school will inform its constituents of this complaint procedure and its availability for lodging complaints against the school.

*Exceptions: In cases involving suspected child abuse or neglect, principal, teachers, and other school

Handbook of St. Paul Lutheran School

employees will follow provisions of Missouri Revised Statutes, sections 210.109 to 210.183 in compliance with U.S. Code Title 42, Sec. 13031. In cases involving sexual harassment, principal, teachers, and other school employees will follow the provisions of St. Paul Lutheran School Board of Christian Education's Sexual Harassment Policy in accord with Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Disciplinary Policy

Classroom Management and Intermediate Discipline Problems –

Every student owes implicit obedience to his or her teacher according to the Fourth Commandment, for in every respect, the Word of God will govern the school life of the student.

At St. Paul Lutheran School, we are committed to the principle that in order to maintain an atmosphere conducive to learning, and thereby give our students the best education possible, sound discipline must be maintained at all times. When parents enroll their children at St. Paul, they agree to a Christian training according to the precepts set forth in the Bible. We believe that a child's disciplinary training should aid him or her later in life as well as be a curb on childhood tendencies to misbehave.

School discipline begins at the classroom level. Each teacher is required to submit to the principal a list of his or her disciplinary (limit-setting) procedures that he or she intends to follow throughout the course of the year. Such procedures may include, but not be limited to, in-class warnings, assigning sentences to be written, time-outs, changing student seating, etc. Should these discipline measures fail, the teacher has recourse to initiate one or more of the following disciplinary actions:

1. **Notification of Parents** – Any severe or continuing misbehavior or lack of cooperation on the part of a student may be referred by the teacher to the student's parents. Such notification may take place by telephone call or in writing and may include a request for a disciplinary conference.
2. **Disciplinary Conferences** – Disciplinary conferences may be held, but are not limited to being held, in the following order:
 - Teacher/Student
 - Teacher/student/parent
 - Teacher/principal/parent
 - Teacher/principal/Board of Education/parent

Disciplinary conferences including student, parent(s), and school personnel called to consider a student's misbehavior in school shall always focus on the education and welfare of the student and other pupils. Due process shall be in the best interest and welfare of each student.

3. **Restriction or Detention** – A student may be detained beyond his or her regular school day, not to exceed one hour, for disciplinary or educational reasons, provided the parents have been properly notified. If possible, parents are to be notified twenty-four hours in advance of the detention. Exceptions to this policy can be made with full cooperation and knowledge of the parent(s).

At the discretion of the principal and/or the teacher, a student may be detained for a period no longer than fifteen minutes without prior notification of the parents. Pupils who are detained must be under supervision of a staff member.

St. Paul Lutheran School's complete detention policy is as follows:

- a. A detention notice will be sent home informing the parent(s) or guardian(s) that the student

Handbook of St. Paul Lutheran School

must stay after school on the next applicable detention day. The note must be signed and returned to the student's classroom teacher no later than the day on which the assigned detention is to be served. (*Note:* Detentions are served on Mondays and Thursdays only.)

- b. If the note is not returned, or it is not returned on time, the student will be required to serve two days of detention.
- c. Between 3:00-3:15 p.m. the students may visit the restroom and water fountain. He or she must be in the detention room prior to 3:15 p.m. detention.
- d. At 3:15 p.m. roll will be taken by the teacher in charge.
- e. A record of each student's attendance at detention will be kept. A student who has accrued multiple detentions may receive a referral to the principal.
- f. While the student is in detention, he or she will abide by the following:
 - Absolutely no talking or disruptive behavior
 - No eating or drinking at any time
 - No leaving his or her seat or the room for any reason other than an emergency.
 - At the 3:45 p.m. the students will be released.

4. Removal from the Classroom – A student may be removed from the classroom and sent to the principal's office at any time, providing that the situation warrants it. Removing a student should only occur when the problem becomes so severe that the teacher cannot handle it at that time without being detrimental to the rest of the class.

5. Referral to the Principal – Students who continue to misbehave may be referred to the principal for disciplinary action. A referral is filled out by the teacher and either sent to the principal with the student or placed in the principal's mailbox for later action. The principal will mete out whatever discipline he feels is appropriate to the situation. Students receiving referrals to the principal may be liable for detention, suspension, or expulsion.

Referral forms include: "Reasons for the Referral," "Actions Taken Prior to Referral," and "Action Taken by the Principal" sections. A copy of the referral will be sent home with the student for the parent(s) or guardian(s) to sign and is to be returned on the next school day. In addition, the principal may phone parents to discuss the situation, or may request a parent/student/teacher conference. Disciplinary referrals are included in the student's file for St. Paul Lutheran School.

6. Probation – Probation is a period of time (usually one quarter of the school year) during which the student is observed very carefully in order to determine whether or not specific desired results are being obtained or accomplished. Students may be placed on probation for academic, disciplinary, behavioral, or other reasons. At the end of the probationary period, the student's case is reviewed, and decisions are made concerning the possibility of the child being placed on further probation. Parents are notified of probationary measures by letter from the office.

Bullying

General

In order to promote a safe learning environment for all students, the St. Paul Lutheran School prohibits all forms of bullying. St. Paul also prohibits reprisal or retaliation against any

Handbook of St. Paul Lutheran School

person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The school has jurisdiction over cyberbullying that uses the school's technology resources or that originates on school property, at a school activity or on school transportation. Even when cyberbullying does not involve school property, activities or technology resources, the school will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the school is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Administration – one of the following, but not limited to just one, Principal, Assistant Principal and Pastor.

Designated Officials

The administration is hereby designated as the individual to receive and investigate reports of bullying. Administration shall designate at least two teachers in the building who are authorized to receive and investigate reports of bullying in the administration's absence or at the administration's discretion. The administration will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the administration or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the administration or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of

Handbook of St. Paul Lutheran School

bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the administration or designee.

Investigation

Within two school days of receiving a report of bullying, the administration or designee will initiate an investigation of the incident. The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the administration will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the School Handbook. The administration or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

Student discipline may be appealed when allowed by law in accordance with Board policy.

The administration will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the School Handbook. Such discipline may include conference with administration, detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the administration or superintendent. The school will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the school does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the school, the administration will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on school grounds or at school activities, notifying the appropriate school staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

School employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on school property or at school activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The school shall annually notify students, parents/guardians, school employees, substitutes and volunteers about this policy and the school's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on Fast Direct Links Page.

Training and Education

The administration will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The school will provide education and information about bullying and this policy to students every year. The administration will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; Chapel or Religion Class; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the school will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or school has created to address bullying, including Craig Thomas Character Traits and daily Religion.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

Administration or other appropriate school staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem as a child of God in Christ. Cf. 1

Handbook of St. Paul Lutheran School

John 3:1a, Romans 8:14-17, 1 Corinthians 1:2-3, 6:11, 1 Timothy 1:15-17

2. Teaching the student to defend him- or herself assertively and effectively without violence and in a Christian manner. Cf. Ephesians 4:15, 25-26, Matthew 18:15-17, Luke 6:35-37, Matthew 5:38-48.
3. Helping the student develop social skills and the ability, with God's help, to interact with others as fellow Christians. Cf. John 13:34-35, Colossians 3:12-17, Galatians 5:13-14, Ephesians 4:29-32.
4. Encouraging the student to develop an internal locus of control with the help of the Holy Spirit. Cf. Galatians 5:22-26, 2 Peter 1:5-7, 2 Timothy 1:7.

Additional School Programs and Resources

The Board directs the Administration to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Suspension, Exclusion, and Expulsion

Students shall receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process prior to being subject to emergency exclusions, short- and/or long-term suspensions, or expulsions.

1. **Short-term Suspension** – The principal shall have the power to exclude a student from attendance in school for a period up to and including five (5) school days when, in his opinion, the best interests of the school and student will be served by such action.
2. **Long-term Suspension** – The Board of Christian Education, upon the request of the principal, shall have the power to exclude a student from attendance in school for a period of more than five (5) school days, but less than twenty (20) school days, when in the Board's opinion, the best interests of the school and student will be served by such action. Students suspended more than once for the same offense, or repeatedly for various offenses, are liable for review by the Board of Education and/or expulsion.
3. **Emergency Exclusion** – The principal shall have the power to immediately exclude a student from attendance in school if the student has a dangerous disease, or the student's conduct presents a threat to the physical safety of the school community or is very disruptive.
4. **Expulsion** – Expulsion is used as a last resort after other measures have not brought the desired response. The Board of Christian Education shall have the power to expel a student from school for such behavior as, but not limited to, the following: a gross misdemeanor, immorality, persistent disobedience, violation of the rules, regulations and policies established by the board; or when the presence of the pupil is detrimental to the best interests of the school. The normal steps prior to expulsion would be restriction or detention, followed by referral, suspension, and expulsion. However, in some instances these previous steps may be bypassed if the situation warrants it.

Handbook of St. Paul Lutheran School

The Board of Christian Education shall determine the duration of a student's expulsion. Such action may be modified or terminated by the Board of Christian Education at any time during the expulsion period. Any expulsion that will remain in effect throughout the remainder of the school year may be scheduled for review before the beginning of the following school year. The principal shall conduct the review after the principal has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the principal that the student may be readmitted for the upcoming school year. A student who has been expelled may be readmitted only by action of the Board of Christian Education.

Students may be restricted, detained, or suspended for the following reasons:

1. Talking while classes are in session without the teacher's permission.
2. Going into the teacher's desk or another student's desk or locker without permission.
3. Failure to cooperate with or defiance of school rules and authorities.
4. Cheating.
5. Lying, profanity, or obscenity.
6. Forging the signature of a parent, guardian, or teacher.
7. Loitering in school lavatories.
8. Failure to comply with dress regulations
9. Tardiness, truancy, or leaving school without permission.
10. Setting fires or playing with matches.
11. Fighting or rough play (shoving, tripping, etc.)
12. Possession of any lewd magazines or pictures.
13. Damaging, destroying, or stealing property.
14. Possession or use of tobacco, alcohol, or any illegal drugs or controlled substances.
15. Immoral conduct.
16. Sexual harassment.
17. Any activity which, by its nature, reflects unfavorably on St. Paul Lutheran School and consequently Christ's church.

All of the above violations are also grounds for expulsion if the offense is serious enough or if the student has repeatedly committed the same offense. In addition, a student may be expelled for the following:

1. Possession of a deadly weapon
2. Any illegal activity committed while off the school grounds, which, by its nature reflects unfavorably on St. Paul Lutheran School and consequently Christ's Church.

Fighting

Fighting is strictly forbidden. Any student in a fight may be suspended until investigation by the principal permits him or her to return. This also applies on the way to school and from school to home.

Gum Chewing

Some teachers may permit gum chewing. Disposal must occur in a paper and then in the

Handbook of St. Paul Lutheran School

trashcan. The decision to dispose under furniture, on the floor, or in a can without being wrapped may result in loss of privileges. Adults should monitor students in polite chewing with mouth closed. Gum chewing should not occur while traveling in the halls, in chapel, or in assemblies. Gum chewing should not occur during oral presentations.

Vandalism

School regulations require that a student who willfully defaces, damages, or destroys school property shall be liable for payment of the same. In addition, any student who is guilty of one or more of the above-mentioned acts of vandalism will also be liable for suspension or expulsion, according to the nature of the offense.

Public Displays of Affection

Affection for others can be expressed in ways other than physical demonstrations. When students publicly and physically display affection for each other, several things happen: there is discomfort to others, one's own reputation is usually damaged, there is often difficulty maintaining self-control, and a negative image of the entire school community is created by indiscretions of a few individuals in public. Whether it is in school or at a sponsored event, any students observed failing to use good judgment in matters of displays of affection will be disciplined. (See *also* "Sexual Harassment Policy.")

Emergency Drills

It is the policy of St. Paul Lutheran School to hold regularly scheduled fire, tornado, earthquake emergency, and intruder preparedness drills. The process of evacuation is discussed with the students at the beginning of the year, and they are instructed in all safety procedures. In addition, a diagram of each classroom's evacuation routes is prominently displayed near the classroom door. The school office also maintains a "weather alert" radio to warn of severe thunderstorm or tornado watches or warnings.

Inclement Weather and School Closings

Families will also be notified through the Fast Direct text / email service whenever a decision has been made. However, changing weather conditions, the necessity of verifying good road conditions, etc. may occasionally cause delays. Parents are asked to please continue monitoring radio and TV stations throughout the morning. Please verify that school is, indeed, in session before driving away. Each year, arrangements are made with local radio stations and St. Louis TV stations to announce school closings or provide other information in the event of inclement weather (ice, sleet, snow, extreme cold, etc.). Radio stations, which have carried this information for us in the past include: KFMO 1240, KREI 800, and KTJJ FM 98.5.

Medication Policy

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. However, prescribers are encouraged to write prescriptions for medications to be given *outside* of school hours whenever possible. The school will provide administration of medication for any student if the parent/guardian is willing to comply with the requests for documentation of need, provision of medicine, and physician orders.

1. Prescription Medications

Handbook of St. Paul Lutheran School

- a. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name or drug, dosage, frequency of administration, route of administration, any adverse effects, any applicable emergency instructions, and the prescriber's name. All prescriber's orders must be renewed each school year.
- b. A parent/guardian will provide a written request that the school comply with authorized prescriber's request to give medication. This permission must be renewed annually. The school will not administer the first dose of any medication. The student may not return to school until one-half hour has elapsed after the first dose has been administered.
- c. The parent/guardian will supply the medication in a properly labeled container from the pharmacy containing only those doses to be given at school with instructions for any special storage (i.e., refrigeration). Medication supplies should not exceed a 30-day supply.
- d. Documentation records of medication administration must include the student name, drug, dose, date, time, administered and name of the person administering the medication. Individual medication records will be filed in the student's health record when completed, at the end of the school year, or when the student transfers or withdraws from the school. All documentation will be completed in black ink, or recorded on the Fast Direct Nurse tab.
- e. School staff will refuse to give any medication in which the prescriber's order does not fall within the realm of the usual prescriptive recommendations of that medication, either in dosage or condition for which it is prescribed, until further investigation has been made and the Missouri District School Health Consultant contacted.

2. Over the Counter Medications

A written order for the administration of over-the-counter medications (i.e., Acetaminophen, cough/cold medications, topical ointments, etc.) in school must be secured from an authorized prescriber. The prescriber's written order must include the name of the drug, time intervals for administration, dosage, route, specific indications for administering the medication, and any contradictions for administering the medication. No medical judgment is to be required by the school staff to determine when the medication is to be administered. These must be accompanied by the parent's written permission to give the medication. The medication must be furnished in the original marked container. A record, documenting in ink the student's administered over-the-counter medication must be maintained. In lieu of the above-mentioned requirements, the parent is always welcome to administer over-the-counter medication to the student.

3. Emergency Medications

If a student with a life-threatening condition (i.e., bee sting-allergy, diabetes, severe asthma, etc.) is enrolled in the school, every effort will be made to have the parent/guardian furnish the additional medication to be administered at school, if necessary. Such emergency medications require a doctor's order from an authorized prescriber (with detailed instruction as listed in the over-the-counter medication section.) A parent/guardian permission-to-give form should also be on file. Duplicate copies of these forms should be kept with the emergency medications that are locked in a secure location but accessible to qualified, designated personnel.

Handbook of St. Paul Lutheran School

4. Self-Administration of Medication

Self-administration of medication means that the student is able to consume or apply medication in the manner directed by an authorized prescriber without additional assistance or direction. A health professional, licensed to prescribe by a state regulatory body, may recommend that an individual with a chronic health condition assume responsibility for their own medication as part of learning self-care (.i.e., inhalers used for asthma, insulin for diabetes, etc.). Students may be responsible for taking their own medication after the school staff has determined that the following requirements are met:

- a. The student, the school staff, and the parents agree to the conditions under which the medication is to be administered.
- b. The authorized prescriber and parental request for the student to self-administer is on file.
- c. The student's status and abilities have been evaluated by the school staff, which deems self-administration safe and appropriate. As necessary, school staff has been in serviced in the administration of the medication. The school staff shall observe the initial self-administration of the medication.
- d. The school staff is reasonably assured that the student is able to identify the appropriate medication, knows the reason for administration, the frequency and time or day for which medication is ordered.
- e. The student is capable of and follows a procedure for documentation of self-administration of the medication. The school staff establishes a policy for storage of the medication in a safe location, providing accessibility for the student when needed. A back-up supply of medication shall be kept in the usual medication storage area or a second, readily available location.
- f. The school staff will monitor the student's manner of taking the medication. This may include observing the student in taking the medication, reminding the student to take the medication, communicating with the authorized prescriber regarding any side effects, and notifying the parent/guardian or any problems, including the student's refusal or failure to take the medication or take it in a prescribed manner.

5. Handling, Storage, and Disposal of Medications

- a. A parent/guardian or other responsible adult shall deliver all medications, which are to be administered at school, to the designated school staff. The medication must be in a pharmacy-labeled or manufacturer-labeled container.
- b. The school will provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual. Controlled substances, including Ritalin, will be inventoried upon receipt and at least weekly by the designated school personnel. Any count discrepancies will be reported to the school principal for further investigation. The St. Francois County Health Center or the Bureau of Narcotics and Dangerous Drugs will be contacted as a resource if assistance is needed regarding record keeping, storage, etc., of controlled substances.
- c. Expiration dates on stock medications will be checked on regularly.
- d. Access to stored medicines will be limited to persons authorized and trained to administer medications and to self-medicating students. Access to keys will be restricted to no more than three (3) designated persons. Students who are self-medication will not have access to other student's medicine.

Handbook of St. Paul Lutheran School

e. Parents/guardians may retrieve their child's medication from the school at any time school is in session. School staff will document this occurrence.

f. When possible, all unused, discontinued, or outdated medication will be returned to the parent/guardian and the return appropriately documented. With parent's consent, or in the event a parent/guardian has received a least three (3) notices and has not retrieved the medication, medications may be destroyed by the school staff, as long as the process is witnessed by another individual and properly documented. All medications will be returned/destroyed at the end of the school year.

6. Role of a Nurse in Medication Administration

a. The administration of medications, including over-the-counter medications, is a nursing activity and, according to the Missouri State Board of Nursing Licensure, must be performed by a registered nurse or trained licensed practical nurse. A registered professional nurse may delegate, train, and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge, and skill to administer medications. During in-service days prior to the start of the year teachers have a workshop available to review medication administration and general first aid.

School and Classroom Visits

Parents who have business with their children during the regular school day are to check in at the school office upon arrival. Parents are not to go directly to their child's classroom, as this is a breach of school security, disrupts lesson and learning, and takes unfair advantage of the teacher, who has an equal obligation to all the students in the class. Parents may arrange to visit a particular classroom, but their request must be presented in writing at least two days in advance, and the teacher must agree upon the day and time. Those wishing to have a conference with their child's teacher should call the school and set up an appointment time outside the above-mentioned hours.

Any parent who has a concern about the behavior of a student, other than his or her own child, is expected to share that concern with the child's teacher or the principal. Parents are encouraged to meet with each other to resolve any conflict or concern they are experiencing as their children interact in or out of the classroom. At no time, regardless of intent, may a parent confront or attempt to intimidate another parent's child. Any communication with another parent's child must be with the express prior consent of the child's parent and in the presence of the child's parent. Such actions not only constitute a breach of trust, but are also a violation of the rights of both the child in question and his or her parents and will be dealt with accordingly.

School Security

Between the hours of 7:30 a.m. and 3:30 p.m., no persons other than students and school personnel will be allowed in any area of the school, including classrooms, hallways, lunch area, playground, or any other area where teachers and students are present, unless prior authorization has been obtained from the principal or school secretary. Persons performing certain voluntary services for the school (lunchroom helpers, librarians, etc.) are exempted but only to the extent necessary for the proper performance of their duties. Parents may make arrangements to meet with teachers before or after regular school hours.

Sexual Harassment Policy

General Policy – Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title XI of the Education Amendments of 1972. Sexual harassment is any

Handbook of St. Paul Lutheran School

unwanted attention of a sexual nature that interferes with one's ability to do one's job or benefit from one's education

St. Paul Lutheran School is committed to maintaining a learning environment that is free from sexual harassment and in which all employees and students can work and study together comfortably and productively. St. Paul Lutheran School prohibits and will not tolerate any form of sexual harassment.

It shall be a violation of this policy for any student or employee of St. Paul Lutheran School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

St. Paul Lutheran School will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who sexually harasses a student or employee of the school.

Reasons for this policy –

In 1 Corinthians 6:19-20, St. Paul reminds us, “Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.” And because the Holy Spirit dwells within us, indeed because “I no longer live, but Christ lives in me” (Galatians 2:20), we want to respect His good gift of sexuality, the unique maleness and femaleness he has created in us. It is, therefore, our fear and love of God that moves us as Christians of all ages to:

- ❖ lead a sexually pure and decent life in what we say and do;
- ❖ control our sexual urges in a God-pleasing way
- ❖ express his gifts of sexuality only within the proper and safe boundaries of marriage, love, honor, and respect for each other.

Again, St. Paul reminds us in Ephesians 5:3-4 that because Christ died for us, “among you there must not be even a hint of sexual immorality, or any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.”

Finally, in keeping with the above-mentioned mandates, some of the objectives of St. Paul Lutheran School and of Lutheran education are that:

- ❖ the child in relation to himself/herself and his/her powers develops knowledge, attitudes, and conduct needed to function effectively as God's Child;
- ❖ understand his/her body and accepts responsibility of its health, safety, and recreation;
- ❖ develops social skills needed to live competently and creatively (social powers);
- ❖ understands and controls his/her emotions, finds security and a true picture of Christian love toward all people (emotional powers);
- ❖ that the child, in relation to his or her fellow human beings, recognizes all people to be God's creation and show respect, courtesy, and consideration for the rights and welfare of others.

These, then, are the reasons for the development of this policy.

Scope of Coverage of this Policy – This policy prohibits:

- sexual harassment of *all* persons including, but not limited to, administrators, faculty, teaching assistants, staff, coaches, and students of St. Paul Lutheran School.
- Harassment of students and employees by vendors, including contractors.
- Harassment of men as well as women.

Handbook of St. Paul Lutheran School

- Same-sex harassment
- Harassment at all school-sponsored events or programs including, but not limited to, field trips, athletic events, and internships.

Definitions of Sexual Harassment –

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when any of these conditions exist.

- Submission to such conduct is made either explicitly or implicitly a term of an individual's employment, or of obtaining an education.
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work, employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Examples of prohibited behavior that is sexual in nature and unsolicited and unwelcome include:

- **Written Contact** – sexually suggestive or obscene letters, texts, emails, notes, invitations, or drawings. This also includes computer terminal messages of a sexual nature.
- **Verbal Contact** – sexually suggestive or obscene comments, threats, jokes (including jokes about gender-specific traits), sexual propositions, or comments about an individual's body or sexual characteristics that are used in a negative or embarrassing way.
- **Physical Contact** – any intentional pats, squeezes, touching, pinching, repeating brushing up against another's body, assault, blocking or movement, or coercing sexual intercourse.
- **Visual Contact** – suggestive looks, leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, or electronic images.
- **Sexual Blackmail** – sexual behavior designed to control another individual's work environment. This includes salary, promotions, evaluations, and/or better job assignment or grades.

Every effort will be made to eliminate sexual harassment by non-employees, including parents, suppliers, and other visitors to the school.

Reporting Procedures –

Any person who believes he or she has been the victim or sexual harassment by a student or any employee of St. Paul Lutheran School, or any person with knowledge or belief of conduct that may constitute sexual harassment, should report the alleged acts immediately to the appropriate school official. The school encourages the reporting party or complainant to make his or her report in writing. However, notice of possible sexual harassment will be considered to have been given when any of the following occurs:

- A student files a grievance.
- A student complains to a teacher.
- A student, parent, or other individual contacts a school employee.
- A responsible employee of the school witnesses the harassment.
- A responsible school employee observes evidence of harassment such as graffiti.

The Board of Christian Education hereby designates the principal as the school's Title IX Compliance Officer to receive reports of complaints of sexual harassment from any individual, employee, or victim of sexual harassment. If the report is given verbally, the principal shall convert it

Handbook of St. Paul Lutheran School

into written form within 24 hours. He or she shall also notify the Chairman of the Board of Christian Education. The school shall conspicuously post the name of the Title IX Compliance officer, including mailing address and telephone number.

Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades, or work assignments.

Use of written complaints is not mandatory. The school will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed, as much as possible, consistent with the school's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

Investigation and Recommendation –

By authority of the Board of Christian Education of St. Paul Lutheran School, the principal, upon the receipt of a report or complaint alleging sexual harassment, shall immediately conduct an investigation. In conducting the investigation, the principal shall have the authority to enlist the assistance of the Pastor(s) and/or a Synod-trained member of the faculty. The principal shall also provide a written report of the status of the investigation within 10 working days to the Chairman of the Board of Christian Education.

It will be the purpose of the investigator(s) to strive for resolution that is fair. Upon receipt of a report or complaint alleging sexual harassment, the principal shall inform the parties involved (and, in the case of students, the parents of those parties) of allegations against them. In determining whether the alleged conduct constitutes sexual harassment, the investigator(s) will consider the surrounding circumstances, the nature of the sexual advances, the relationships between parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and the surrounding circumstances.

The investigation may consist of personal (and, if necessary, separate) interviews with the complainant, with the individual(s) against whom the complaint is filed, and with others who have knowledge of alleged incident(s) or circumstances giving rise to the complaint. If the situation warrants, interviewers will be assigned who are the same as the victim(s). The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the Board of Christian Education may take immediate steps, at its discretion, to protect the complainant, students, and employees pending the completion of an investigation of alleged sexual harassment. These steps may include, but may not be limited to, separating students from each other (i.e., placing them in different classes, etc.) until the matter can be resolved.

As the school's Title IX Compliance Officer, the principal shall document every step of an investigation and shall make a report to the Chairman of the Board of Christian Education upon completion of the investigation. If the complaint involves the principal, the Chairman of the Board of Christian Education or his designee shall be responsible for documenting the investigation.

Respect for Confidentiality –

With respect to confidentiality concerns stemming from the Family Educational Rights and Privacy Act (FERPA), although confidentiality cannot be guaranteed, St. Paul Lutheran School will make every effort to keep all proceedings confidential and to prevent public disclosure of the names of all those involved in cases involving alleged sexual harassment. At all times, it shall be the goal of St. Paul Lutheran School to "balance the victim's need for confidentiality against the rights of an accused harasser," while still performing the school's obligations under federal law.

In response to a request by a victim of harassment that nothing be done, or that the matter be

Handbook of St. Paul Lutheran School

kept confidential in some other way, it shall be the responsibility of the principal (or, if the complaint involves the principal, the responsibility of the Chairman of the Board of Christian Education) to explain to the victim that Title IX prohibits retaliation for complaints, and that his or her request to keep the matter confidential may limit the school's ability to respond appropriately to the complaint. However, even if the victim will not allow his or her name to be reported, the school will investigate and respond to the complaint. In the case of a serious incident of harassment, a case in which the victim is a younger child, or a case in which there have been other complaints against the same student, the investigation will go forward regardless of the wishes of the complainant. In the case of a faculty member accused of sexual harassment, no investigation will be begun or punishment assigned on the basis of an anonymous complaint.

Board of Christian Education Action –

Upon the receipt of a recommendation that the complaint is valid, the Board of Christian Education will immediately take such corrective action, as is appropriate and effective, based on the results of the investigation. The Chairman of the Board of Christian Education will report the result of the investigation of each complaint filed under these procedures in writing to the complainant. The report will document any disciplinary action taken as a result of the complaint.

Retaliation – Retaliation against a complainant in a case involving alleged sexual harassment is prohibited by Title IX and will not be tolerated by St. Paul Lutheran School. The principal or the Board of Christian Education will discipline any individual who retaliates against any person who testifies, assists, or participates in an investigation proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Right to Alternative Complaint Procedures – These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the State Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

Sexual Harassment as Sexual Abuse – Under certain circumstances, sexual harassment may constitute sexual abuse under state statutes. In such situations, the school shall comply with all state reporting procedures. Nothing in this policy will prohibit the Board of Christian Education from taking immediate action to protect victims of alleged sexual abuse.

Discipline – Any action taken by the Board of Christian Education of St. Paul Lutheran School pursuant to this policy will be consistent with requirements of any applicable collective bargaining agreements and state and Board of Christian Education policies. The school will take such disciplinary action as it deems necessary and appropriate, including warning, suspension or immediate discharge, or expulsion in the case of a student, to end sexual harassment and prevent its recurrence. Such action shall be reasonable and timely for the circumstances and shall also be age appropriate and effective. If the conduct is criminal, the abuse shall be reported to the appropriate law enforcement or state agency.

False Charges – False charges involving alleged sexual harassment are very serious. Any such charge made with malice for the purpose of harming a person's reputation will have very serious consequences. However, under no circumstances shall this statement be understood to imply that St.

Handbook of St. Paul Lutheran School

Paul Lutheran School is more concerned about false charges than real charges, or than an unproved charge of sexual harassment will ever be assumed to be false.

Training – Training is the key to establishing a plan for sexual harassment prevention. Yearly training sessions for all employees and students concerning rights and legal options will be held. New employee orientation sessions will include training in sexual harassment prevention. Administration and teachers will be trained in how to keep the school free from sexual harassment and how to handle sexual harassment complaints.

CURRICULUM

Chapel Services

As a part of the worship life at St. Paul Lutheran, regular chapel services are conducted each Wednesday (with only occasional exceptions) throughout the school year. These services are held in the morning from 8:15 a.m. to 8:45 a.m. Parents should check their school calendars and weekly “Giants News” for any changes in the chapel schedule. Students are expected to wear nice attire for these service. The expected standard is a school polo shirt with slacks (previously designated as ‘polo and khaki’). Slacks may be tan, blue, or black. Jeans are discouraged.

Prior to the beginning of the school year, various Christian ministries are designated to be the recipients of our weekly chapel offerings. All offerings collected go to mission outreaches; the school itself uses none. The pastor, principal, teachers, students, and guest speakers take turns leading the weekly worship services. All parents, guardians, and friends are invited to attend.

Chapel Families

A chapel family is a group of individuals who are related to one another by their rebirth through baptism and by their “adoption” as sons (and daughters): by their Heavenly Father.

The purpose of a Chapel Family is:

- I. To be a program of service to the child, youth, and adult.
- II. To better equip us for living in the Christian family.
- III. To enrich our spiritual lives in our homes.
- IV. To give us a better understanding of each other and the skills necessary for Christian nurture.
- V. To make personal worship, chapel worship, and family worship increasingly effective.
- VI. To offer counsel and support in problems of relationships.
- VII. To help lift the entire spirit and purpose of our school.

The goals of our chapel families are:

1. That every family, by the grace of God, becomes a spiritually growing, responsible, Christian unit.
2. That we each fulfill our God-given mission to those around us.
3. That we encourage each other to establish and maintain meaningful devotions for our families and ourselves.
4. That we guide and inspire each other to be Christians, living by Christian

Handbook of St. Paul Lutheran School

standards both at school and away from school.

At St. Paul, Chapel Families usually begin in September after the kindergarten students have become accustomed to going to chapel. Each family is made up of children from kindergarten through grade eight, with the students from the seventh and eighth grades serving as the “heads” of their families. On chapel days, the heads of the family go to the classrooms of their teachers/sponsors, where they meet with the other members of their family before walking over to chapel. During chapel services, they help to supervise and instruct the younger children in worship. Occasionally, other meaningful activities are developed around these same chapel families.

Field Trips

Field trips are taken by all classes and are part of the enrichment children receive at St. Paul. The majority of field trips must be shown to be part of an educational nature and beneficial to the curriculum. However, allowance will occasionally be made for field trips which are simply enjoyable or entertaining for the students, but which also help them develop their social skills and camaraderie. The principal must approve all field trips. The Lutheran School Board has passed a policy requiring any field trip taken on a Wednesday must have board approval.

The safety of students in travel will be given prime consideration when planning field trips. Whenever possible, and financially feasible, contracted bus or authorized means of public transportation will be utilized.

In order for a student to participate in a field trip, a parental consent and release form must first be filled out and signed by the student's parent or guardian. For some field trips a bus will be chartered by the Triple C to provide student transportation. Bus rental fee is costly, so it is imperative that we fill the bus as completely as possible. Students riding the bus are to return on the bus.

Use of Private Vehicles

When contracted or authorized public transportation is not available, the use of privately driven vehicles will be allowed and the following specific guidelines followed:

1. Drivers will be limited to parents, guardians, other school family members (minimum of 21 years of age), and school and church personnel.
2. All drivers must submit copies of their driver's license, proof of insurance, and cell phone number prior to driving for a field trip.
3. Due to parent's roles as chaperones, siblings of students will not be allowed to attend unless approved by the sponsor of the trip.
4. All drivers and passengers must be properly restrained in the vehicles in which they are riding.
5. Students under age 13 will not ride in the front seat of a vehicle unless driven by the student's own parent or legal guardian.
6. Missouri Child Passenger Restraint Law will be followed when transporting students:
 - a. Students weighing less than 40 pounds, regardless of age, must be secured in a child passenger restraint system (commonly referred to as a car seat) appropriate for the child
 - b. Students less than 8 years old who weigh at least 40 pounds but less than 80 pounds and are less than 4'9" tall, must be secured in a child passenger restraint system or booster seat appropriate for the child.
 - c. Students who are at least 80 pounds or taller than 4'9" must be secured by a vehicle safety belt.

Handbook of St. Paul Lutheran School

7. Teachers will assign students to drivers and will retain written records and permission forms for a minimum of 30 days.
8. Students will ride with assigned drives both to and from a destination unless a student's parent or guardian makes arrangements directly with the student's teacher to assume responsibility for the child's return.
9. *Students whose parents do not wish them to participate in a particular field trip are still expected to attend school or be counted absent.* Teachers will provide a day's worth of schoolwork for those students remaining behind, and the student(s) will spend the day in another teacher's classroom. In the event that the entire school goes on a field trip together, no provision will be made for those students not participating, and they will be counted as absent.

Physical Education

Schools today must provide opportunity for instruction in physical activity. Our program at St. Paul attempts to provide exercise and opportunity to learn basic skills so that children might enjoy athletic activities. Students in grades kindergarten through eight receive special physical education instruction on a weekly basis. Children must wear appropriate clothing for their physical education classes. At the beginning of the school year, the physical education teachers will inform their classes what constitutes appropriate dress. For safety reasons, no sandals, moccasins, or shoes with open toes or open heels are to be worn. For care of the gym floor no hard sole or hard heel shoes or boots are to be worn. All children must participate unless they have a doctor's written release.

RULES AND REGULATIONS

Appearance and Dress Regulations

As a Christian school, St. Paul has a unique responsibility in the area of dress. Since we are judged largely by our appearance, we dare not be blind to the changing styles of the day and become so far "behind the times" and hopelessly "dated" that we repel the very ones who should be attracted by our Christian testimony. Nor do we dare offend by adopting styles and fads that are unique trademark of segments of society that are decidedly ungodly in their influence. Our appearance, then, must be conservative so that we are not offensive, and in good taste so as to "adorn the Gospel" by our attractiveness.

It must be remembered that the school is a place of business. Styles, which are perfectly acceptable for lounging and special occasions, may be completely inappropriate for school year. *The administration reserves the right to determine inappropriate clothing that is not specifically covered in the handbook.*

Any student who comes to school in violation of the following regulations can expect that he or she will receive detention. Any student who consistently refuses to cooperate in matters of dress and appearance will be referred to the principal for disciplinary action. Situations will be considered on an individual basis as necessary.

I. General Appearance Rules

- A. All clothing must be clean and in good repair.
- B. Inappropriate (of questionable connotation) insignias, words, media or product advertising, brand names or slogans are not allowed.
- C. Hair:
 1. For both safety and neat appearance, hair should not obstruct vision or cover the face.

Handbook of St. Paul Lutheran School

2. No head coverings should be worn in the classroom or lunchroom.
3. No unnatural, unusual, or distracting hairstyles may be worn.

D. Pants:

Shorts are permissible for regular school wear, including chapel services, as long as they meet the guidelines listed. Shorts must be longer than the student's fingertips when hands are held down at sides. Parents are expected to exercise discretion and control over when their children wear shorts especially when the weather turns chilly. *Remember! Children are still expected to participate in recess and P.E. Classes, even when the weather turns cold.*

E. Accessories:

1. Sunglasses are permitted outdoors
2. Earrings for girls are permitted

F. Footwear:

1. Students (especially in lower grades) arriving in backless shoes will be asked to change into their gym shoes since this age child often tries to go barefoot when having easy slip off shoes.
2. Be practical, wear athletic shoes
3. No hard sole shoes are to be worn as they can damage the gym floor
4. Athletic shoes must be worn at play and physical education

II. Appearance Rules Specifically for Boys

- A. Hair - In all cases, boys' hair should be neatly trimmed and not "scraggly."
- B. Undergarments are not to be visible.
- C. No earrings

III. Appearance Rules Specifically for Girls

A. Dresses and Skirts

1. Shorts, dresses, and skirts must be in good taste and longer than the student's fingertips when her hands are held down to her sides.
2. Spandex style shorts, leggings, or tights must be worn under skirts/dresses

C. Tops

Shoulder straps must be at least the width of two adult fingers.

D. Footwear

1. No high heels or backless shoes are allowed on the playground
2. High heel and backless shoes are not practical for school wear with our steps – be practical and wear athletic style shoes

E. Make-up

Light makeup is permissible for junior high girls only, and only if applied in a subtle manner.

Arrival and Departure

School begins for students in kindergarten through eighth grade at 7:50 a.m. and ends at 3:10 p.m. Morning, early childhood classes begin at 8:00 a.m. and end at 11:30a.m. Afternoon, early childhood classes meet from 12:30 p.m. to 3:10 p.m., Monday through Thursday. Parents will be notified in advance of early dismissals.

Children are to arrive at school no earlier than 7:30 a.m. *All exceptions must have obtained*

Handbook of St. Paul Lutheran School

prior approval for early arrival from the school office. Children arriving before 7:50 a.m. must wait in the gymnasium where they will be under the supervision of a teacher. Students line up by class and exit the gym with their teacher.

Children riding bicycles to school are to leave them in the bike rack. Bicycle locks are recommended.

After arriving at school, no pupil may leave the school premises without prior permission from or knowledge of the parent or unless in the custody of a parent or guardian.

Pupils leaving school during the regular day are to check out at the school office. Likewise, parents who wish to pick up their child during school hours are to wait in the school office for the child to be dismissed.

Except for specific reasons (i.e., participation in athletics, detention, etc.), pupils are to go home immediately after school is dismissed. Students who need to remain after school may not leave the school premises until the activity or circumstance for which they remained has ended or unless special arrangements have been made by their parents for them to do so. Students remaining after school are not to secure refreshments elsewhere and bring them back to school premises for consumption.

Due to the blessing of a larger enrollment, and our desire to protect all of our children and their families, we found it necessary to facilitate a safer and more efficient after school dismissal/pick-up policy.

Little Giants are dismissed from their classrooms at 3:00, and will go directly to the Little Giants rooms.

Daycare riders are also dismissed at 3:00 to go to the Daycare van pick up spot (on Columbia at Nelson Street).

All other K-8 students are dismissed at 3:10. They proceed as a class to the commons. Sitting quietly in their class line the students wait for their name to be called for pick-up. There is no eating or drinking while waiting and the backpacks remain closed. The soda machine is off limits.

With parent permission, an older sibling may pick up a preschooler and bring him/her to the Commons to sit with the older sibling's class. Those older siblings are dismissed from their class at 3:00 to go to the Preschool room.

Students involved in after-school activities will be dismissed as a group from the Commons when checked out by their leader/coach. Coaches then supervise their athletes as they prepare for their activity. Siblings of athletes may not attend the activities.

To alleviate traffic problems, we request the full and complete cooperation of *all* of our parents in abiding by the following rules:

- Vehicles enter Nelson Street from Liberty Street. They travel south on Nelson, and turn right onto the back entrance to the parking lot. Traffic flows one-way in a westerly direction, and then proceeds into the pick-up lane in front of school. Teachers on duty then recognize the family name displayed in the right front windshield of each vehicle. The students listed on that card will be dismissed from the building and directed to their vehicle by a teacher.
- Adults who wish to park and pick up their children must park on the street or in an available parking lot space. Never park on Liberty Street or block in another car. Parents then walk to the front door where a teacher calls the student's name and dismisses the child to the parent.
- **Park only in the areas designated.** It may require walking a little farther or bringing an umbrella during inclement weather, but you will have the satisfaction of knowing that you are putting the needs of the *whole school family* first, and that is the Christian thing to do.
- **Do not double-park** to wait for your child; this is not only illegal, but also it blocks traffic and is

Handbook of St. Paul Lutheran School

extremely dangerous to the safety of your child and others. If someone else is inconsiderate enough to double-park, **don't try to pass them unless you're absolutely sure it's clear.** Then proceed slowly.

East Entrance Access –

For the safety of all our students as well as the security of our building, we have designated certain times when the doors at the east entrance of our school will be open for student arrival and departure. The east entrance door will have a staff member at the door to open it for you and your child in coordination with the times below:

Arrival	7:45-8:00
Departure	11:20-11:35
Arrival	12:20-12:30
Departure	3:00-3:15

East Entrance Access Hours

It is imperative that all parents respect the rules regarding admission times at the east entrance, and use the west entrance for picking up and dropping off students at all other times.

- **Make provision to arrive early enough** to allow for parking and walking students to and from the entrance or classroom.
- Without exception, **refrain from admitting late arrivals** at the east entrance after the doors are closed.

If we do not all agree to abide by the rules, it may one day compromise your own child's safety! ("Each of you should look not only to your own interests but also to the interests of others." Philippians 2:4). Hall doors remain locked until all students are dismissed. Parents may make arrangements for individual teacher meetings at 3:30 after students have left.

Class Parties

Classes at St. Paul Lutheran School celebrate several of the holidays with classroom parties. Room parents and the teacher cooperate in planning these occasions. Parents are to check with the teacher for guidelines regarding birthday parties. Once the teacher has communicated to the room parents on which occasions he or she desires to have parties, and guidelines have been set, it is the responsibility of the room parents to coordinate these events. Room parents contact the individual teachers to determine what treats, games, etc., are appropriate for each class's party. Other parties deserving special mention are:

Reformation and Fall Harvest – For the Christian, concerns about Halloween involve much more than safety factors or a fear of emotional disturbance for young children. Christians also need to consider the non-Christian origins and associations of Halloween, which began as a pagan holiday and today continues to be the most important day of the year for a variety of resurgent pagan cults. Even though our children know little of this aspect of Halloween, Satan still uses this day to tempt God's people to subtly join in celebration. In our Lutheran school, we choose to emphasize Jesus' love and forgiveness, rather than frightful images of goblins, witches, and ghosts. In fact, October 31 is Reformation Day in Protestant Churches, a day when we remember that God worked through Martin Luther to proclaim the good news of salvation by grace through faith in Jesus Christ. Therefore, as an

Handbook of St. Paul Lutheran School

alternative to having Halloween parties, our school celebrates the season with *Reformation and Harvest Parties* involving the students in grades K-8 and with individual *Harvest Parties* for the children in the early childhood classes. These parties provide the students with games and treats while keeping the emphasis where it belongs—on God.

Christmas – At Christmas time, the students exchange gifts with their classmates. The manner in which this is done is left to the discretion of the teacher. However, each year limits are set as to how much money the students in each grade are allowed to spend on these gifts.

Valentine's Day – On Valentine's Day, February 14, most classes have a Valentine's Day party during which the students exchange valentines with their classmates. Each child bringing valentines is expected to bring one for every student in his or her classroom.

Distribution of Promotional Literature

Students are not permitted to distribute to classmates or other students any promotional literature, advertising, various pamphlets, invitations, or any other such material without the direct knowledge and consent of the teacher and principal.

Hallways and Traffic Areas

No student is allowed outside his or her classroom without permission or without supervision. Students must obtain permission to go into other areas of the school or church buildings other than their own classrooms. Students should not be in their classrooms unsupervised.

Students should walk quietly and refrain from talking when passing by classrooms in which these classes are in session. Students are to walk in hallways, on sidewalks, or in traffic areas.

Homework

Homework assignments are to be done promptly. After returning from an absence, a student is expected to make up all missed work. It is up to the teacher to decide whether assignments missed for reasons other than illness are to be made up. Continual failure to fulfill homework responsibilities may result in detention.

Kitchen Use

At no time are students allowed to use the main kitchen, its utensils, or its appliances. The kitchenette is available for special occasions, but only when prior permission has been obtained from the administration.

Lunch Time rules

Good manners are expected at lunchtime. When students enter the lunch area, they are to line up along the bleachers and wait quietly in line for their food trays. They are not to push, play around, or cut in front of others.

1. During lunch, students will refrain from any and all disruptive behavior, including throwing things, loud talking, playing, pushing, bothering other students who are using the gym, etc.
2. Students are to show proper respect for the cooks and other lunchroom personnel at all times.
3. If possible, students should try to eat everything on their plates. It is poor stewardship to waste food.
4. With the exception of the occasions defined in these rules and regulations, students are to remain seated at all times until dismissed by their lunch supervisor.

Handbook of St. Paul Lutheran School

5. Any spills are to be reported immediately to the classroom teacher or the person on lunch duty. When it is reasonable to do so, students are expected to clean up their own messes.
6. When they are finished eating, students are to deposit their forks and spoons in the proper containers, throw away their trash, and stack their trays in the appropriate location. They are then to return to their seats quietly and await dismissal by their teacher.
7. Students will not be allowed to have fast-food lunches delivered to them at school. If a student forgets their lunch, school lunch will be provided for them.
8. Students may purchase items from the vending machines for parties and special occasions with the prior permission of their classroom teacher or the principal.
9. Students are not allowed to use any of the school's microwave ovens, refrigerators, or freezers for lunch items.
10. There is to be no eating of food on the way to or from the lunch tables. All food items are to be consumed at the lunch tables only.
11. Teachers lead prayers in their classrooms or at the lunch tables before lunch. All students should wash hands with soap and hot water before going to lunch.

Nuisance Items

Such items as radios, iPods, rubber bands, water pistols, playing cards, laser pointers, etc., which cause problems or may be dangerous to other students at school may be confiscated and returned at the discretion of the teacher. Before bringing balls, bats, etc., to school, a student should secure permission from his or her teacher. Such equipment should also be properly marked for easy identification. The school assumes no responsibility for personal toys or playground equipment that are lost or damaged after being brought to school by students. Primary students wishing to bring toys for playing or sharing time should check with the teacher first.

Recess Rules

At recess, students are expected to observe the following rules of courtesy and Christian conduct:

1. Play fair.
2. Abide by the rules.
3. Refrain from running through the games of others
4. Keep their hands to themselves
5. Be good sports.
6. Speak kindly about their playmates
7. Use good manners of conduct.
8. Be courteous at all times.

In addition, for safety and good social relations, all students are to abide by the following rules:

1. Use slides correctly. Go down slides one at a time. Never go up a slide.
2. No running, chasing, or playing tag on the equipment.
3. Take care of playground balls. Use the balls only for the sport that they were meant.
4. Balls may not be bounced against the building walls or on the roof.
5. Balls are not to be thrown in traffic areas.
6. No climbing on the playground fences or on the playground trees.
7. All playground equipment must be used in the manner for which it was intended.

Handbook of St. Paul Lutheran School

8. Children are to play all games in the designated playground areas. Children are not to be in any other areas during recess without permission.
9. Children are not to come back into the building during any recess unless requested by the teacher or in case of an emergency.
10. Teachers make arrangements for supervision of any child(ren) remaining inside during recess at the teacher's behest. Children may be excused from recess by written permission of their parents or by permission of the teacher. Teachers will have to make an individual judgment on a child's request to remain indoor.
11. For snowy days, overshoes or water-repellant boots are required before a child will be allowed to participate in any outdoor recess periods. Such shoes will be removed or cleaned in the entry and carried to appropriate areas designated by the teacher.
12. Absolutely no snowball fights are allowed. This is for both safety and insurance reasons.

Rules for Bus Riders for Field Trips

- A. Prior to Boarding the Bus
 1. Stay off road at all times. Conduct yourself in a safe manner.
 2. Wait until the bus comes to a complete stop before trying to enter.
- B. While on Bus
 1. Keep hands and head inside the bus at all times.
 2. Help keep bus safe and clean; no eating or drinking allowed
 3. Remember: Loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in an accident.
 4. Treat bus equipment as you would furniture in your home. Damage to seats, etc., must be paid for by the offender.
 5. Never leave books, coats, etc., on the bus when leaving.
 6. Keep your belongings in the seat with you and not in the aisles.
 7. Help look after the safety and comfort of the other children, especially younger ones.
 8. Do not throw anything.
 9. Do not leave your seat while the bus is in motion.
 10. Rowdy play is not permitted in or around the bus.
 11. Be courteous to fellow students and the bus driver.
 12. Remain silent when approaching a railroad crossing.
 13. In case of emergency, you are to remain inside the bus until told by the bus driver to do otherwise.
- C. After Leaving the Bus
 1. After getting off the bus, wait for instructions from teacher or adult chaperone before proceeding. If you must cross a road, first check for traffic from either direction, then cross at least 10 feet in front of the bus.
 2. Help look after the safety of the other children
 3. Be alert to any danger signal from the driver, your teacher, or chaperones.
 4. All students traveling to an event on a bus must return on a bus.

Handbook of St. Paul Lutheran School

All students of St. Paul Lutheran School are expected to abide by these rules and thereby be witnessed for their school and their Savior. *While parent chaperones may be necessary for some field trips, it must be understood that these trips are to serve an educational purpose, not become a family outing.*

Rules for School Dances

School dances have always been popular at St. Paul Lutheran School and are held for the social benefit of the student body. Individual classes or the Triple "C" sponsor most dances or other groups or organizations approved by administration. As a rule, St. Paul Lutheran School students have displayed excellent behavior at our dances. In order to ensure that this tradition continues, we ask that you familiarize yourself with and abide by the following school rules that govern our dances.

1. Our dances are for St. Paul Lutheran School Students only, although on occasion others from another school or organization may be invited as a group. (i.e., St. Joseph's junior high students) when prior arrangements have been made and approval obtained from the administration.
2. Most dances are open to junior high students only. However, exceptions may be made for other classes with prior approval from the administration.
3. Any group wishing to sponsor a dance at St. Paul Lutheran School must obtain a copy of the "Activity or Event Form" from the school office, fill it out completely, and return it to the office no later than two (2) weeks before the requested date for the dance. Any exceptions must be approved by administration
4. Students are to conduct themselves in such a way that no one's enjoyment of the event is impaired, no part of the facility is damaged, and no unreasonable demands are placed on the chaperone's responsibility for students. Please maintain self-control. Remember, you are representing yourself, your family, your church, your school, and more importantly, JESUS CHRIST.
5. Students not in attendance at the dance are not to be on school property.
6. Students on disciplinary, social, or other behavioral problems cannot attend.
7. A fee is charged for all dances. The money is used to support St. Paul Lutheran School activities and to pay for the cost of the dances.
8. Designated school chaperones (i.e., teachers) and supervisory parents must be on duty at all dances, with one designated school chaperone, accepting overall responsibility for the event. There must be one (1) chaperone or supervisory parent for every twenty (20) students present.
9. Students will not be allowed to leave the school building during the dance. Students leaving the building will not be allowed to return.
10. No smoking, drinking, possession or use of drugs or deadly weapons, or loitering will be permitted. Any students found to be in possession of or under the influence of alcohol or drugs, or involved in any illegal activity, will be removed from the dance, and their parents will be called to pick them up. If the student's parent(s) cannot be reached, or if the student represents a danger to others, he or she will be turned over to the Farmington Police. Students in violation of this rule will be subject to disciplinary action in accord with the disciplinary policy of St. Paul Lutheran School. In addition, they will not be allowed to attend future dances for a period of time determined by the administration.
11. No food or drink is to be brought into the buildings from outside. Food and drink are usually provided.
12. No BARE FEET allowed! Please do not come to the dances in expensive shoes or boots that need to be taken off and could consequently be lost or stolen.
13. In general, the following will be permitted:

Handbook of St. Paul Lutheran School

- Dresses, skirts, and shorts in good taste.
- No bare midriff garments are allowed.
- Tops are not to be sheer, low-cut, or too tight. Mesh tops are not to be worn as tops without another garment underneath.
- Inappropriate (of questionable connotation) words or slogans are not allowed. Otherwise, students will dress in accordance with the theme of the dance or the requirements of the sponsor. When necessary, the decision as to what constitutes such inappropriate attire for a dance will be at the discretion of the designated school chaperone(s)

14. Do NOT bring or wear anything valuable.

15. No inappropriate dancing will be allowed. The decision to what constitutes as inappropriate dancing will be the responsibility of the designated chaperone(s).

16. NO inappropriate music will be accepted for playing at St. Paul Lutheran School dances. This includes:

- Music containing lewd, suggestive, profane, or obscene lyrics.
- Music that blatantly encourages sexual promiscuity, disrespect for authority, racism, violence, suicide, anarchy, or physical abuse of others.
- Music that is uniquely associated with those segments of society that are decidedly ungodly in their influence (i.e., avowed Satanic rock groups, certain individuals involved in so-called “professional” wrestling, etc.)

17. No live performance, either by individuals or by bands (including karaoke) will be permitted unless the selection of music and lyrics to be played or sung have been previously reviewed and approved by the administration.

18. Students are expected to treat each other with Christian respect and dignity. Public displays of affection are inappropriate and are not allowed.

19. Arrangements for rides must be made prior to the dance.

—These regulations are for the safety and enjoyment of the students attending the dance. Students found in violation of any of the above rules will not be allowed to remain at the dance. Any student who consistently refuses to cooperate with these regulations may be subject to disciplinary action and will not be allowed to attend future dances for a period of time to be determined by the administration.

Telephone Use

Children's personal calls will not be allowed during school hours unless the call has been determined by the principal, the school secretary, or the child's teacher to be absolutely necessary. In case of an emergency or illness, the teacher or school secretary will place the necessary call for the child. Cell phones are not to be used for calls or texting during the school day. Phones should be turned off during school hours. Students not following these guidelines may lose the right to have cell phones back at school.

STUDENTS SERVICES

Library

St. Paul Lutheran School provides a library media center that is an essential component of the school's educational process at all levels. The library's collection is tailored to meet the needs of both students and faculty. Some advantages of the library are its proximity and availability to the students and its specially trained staff.

Handbook of St. Paul Lutheran School

Benefits of the library include:

1. Provides a weekly opportunity for children in grades kindergarten through eight to check out library books. Qualified volunteers operate the library.
2. Provides a balanced, well-organized trove of good materials for most levels and interests, including curriculum needs. The collection encompasses books, periodicals, videocassettes, and book/cassette kits. Like most school and public libraries, St. Paul's is arranged according to the Dewey Decimal System. The library is funded by memorials and by donations from individuals/organizations.
3. Maintains a standard card catalog so that books can be easily located, and so students can learn to use the card catalog or electronic retrieval system.
4. Maintains a "career corner" with catalogs of both synod schools and colleges in the local area.
5. Keeps the school family informed of new-book lists, periodic announcements in the school newsletter, reports of the Triple "C" meetings, and advisories to the teachers.
6. Encourages reading and library use through bulletin board displays, book fairs, National Library Week activities, etc.
7. Provides incentives for students to read during the summer, and also encourages them to take advantage of the public library program.

Lost and Found

All articles found at St. Paul Lutheran School, regardless of how great or small the value, should be turned in to the child's teacher or to the school office. Anyone losing an article should check with the school office. Unclaimed articles of unidentifiable ownership left in the lost and found at the end of the school year will be disposed of before the start of the next year.

Lunch Program

St. Paul Lutheran School offers a nutritionally balanced hot lunch program on a daily basis throughout the school year for students from grades Kindergarten through Eight. (See *also* "Lunch Time," and "Kitchen Rules,") Lunch is available when the parent places funds in the family account. Accounts are reconciled weekly, with rectification about three days off. Statements have the date of reconciliation posted at the top.

Transportation

St. Paul Lutheran School does not operate a bus for daily transportation of students to and from school. All such transportation is the responsibility of parents/guardians or independent childcare providers (i.e., daycare vans, etc.).

EXTRA CURRICULAR ACTIVITIES

Interscholastic Athletic Program

St. Paul offers the opportunity for students to participate in interscholastic soccer, volleyball, basketball, track, and cheerleading programs involving other Christian schools in the area. A volunteer acts as Athletic Director to schedule games, coaches, concessions, refs, and scorekeepers. Teachers

Handbook of St. Paul Lutheran School

or parent volunteers do all coaching. The program is intended to encourage Christian fair play, sportsmanship, physical fitness, self-confidence, fellowship, and fun. Any students, regardless of grade level, wishing to participate in a sports activity must maintain an overall grade point average of a "C". Grades will be averaged each midterm and quarterly grading period. Fees for each sport must be paid in full prior to participating in the second practice. Unpaid fees will result in nonparticipation in the sport.

The administration reserves the right to make exceptions to this policy when it is determined by the teacher and the administration to be in the best interests of all concerned. For more information on St. Paul's athletic program, please refer to the "St. Paul Lutheran School Athletic Program Handbook."

Student Involvement in Special Worship Services

While we expect our families to worship at the church of their choice, it must be remembered that St. Paul Lutheran School is an agency of its founding congregation, St. Paul Lutheran Church. As such, the students of our school are occasionally called upon to participate in Sunday and other special worship services at St. Paul. Parents who enroll a child in our school make a commitment to attend those special services in which the children of the school are enrolled.

MISCELLANEOUS

Athletic Committee

The St. Paul Lutheran School Athletic Committee was formed for the purpose of developing rules and guidelines for the St. Paul Lutheran School Athletic Program and coordinating all school athletic events. The Athletic Committee is under the direction of the school's Athletic Director. All families will receive a copy of the St. Paul Lutheran School Athletic Handbook prior to the start of school. This handbook includes rules, regulations, parental consent and release forms, seasonal sports schedules, and directions to various schools in our league. The operation of the concession stands (hosted at all home athletic events) and the designated dispersal of the proceeds from concession will be under the direction of the Athletic Committee.

Family Devotions

It has been shown that the influence of the home is so strong that it will usually overcome any other education. Martin Luther knew this when he included in his *Small Catechism* the words "As the head of the family should, teach them in a simple way to his household." In an effort to help our parents fulfill the Lord's command to "impress (His commands, decrees, and laws) on your children, (and) talk to them when you sit at home...and when you lie down and when you get up," Parents who wish to make it a priority this year to start family devotions in their homes should contact the church office for further details.

Fundraisers

In addition to the St. Paul Auction, which is held each spring, fundraisers have been held in previous years by the St. Paul Lutheran School Triple "C" organization to help effect the general operational expenses of the school.

Individual classes or groups may raise money for special projects through approved fund-raising sales. However, it is the intended purpose of the administration to seriously limit the frequency of such fundraisers, so as to not place an undue financial burden on the school's parents

Handbook of St. Paul Lutheran School

and supporters. (See *also* “Triple 'C' Organization”.)

Throughout the year the Church and School offer a wide variety of products and services to assist with various budgets. Families are encouraged to choose the few that best fit their needs and personal budgets.

School Volunteer Program

Volunteers represent a tremendous resource for the school. They can do many things to help increase the school's effectiveness. Not only can volunteers help produce higher academic achievement by assisting teachers in the classroom, but they can assist the school in providing programs and services that are normally not possible. Good volunteers provide a family atmosphere, foster good relationships. Provide a calming influence, expand the experience of children, and model the concept of selfless giving. Children reap many tangible results from work of volunteers, but the intangible results of positive feelings, healthy relationships, and the life satisfaction for the volunteers themselves become the most important products of the volunteer program.

There are four categories available for volunteers at St. Paul Lutheran School:

Instructional Volunteers – Instructional volunteers provide direct services to students and staff on a regular basis. Services may include, but not be limited to the following: tutoring one-to-one or in small groups, clerical, classroom assistant, Library Center assistant, and athletic coach.

Resource Volunteers – Resource volunteers provide curriculum enrichment for students on an occasional basis. They discuss jobs, demonstrate crafts, share collections or hobbies with classes, and other such activities.

Building and Grounds Volunteers – Building and Grounds volunteers assist the Principal, church trustees or their designee to care for the property on a regular or occasional basis. Tasks include, but are not limited to: repairs, cleaning up after events, painting, and other needed tasks related to the upkeep of the property.

Organization Volunteers – Each organization at St. Paul Lutheran School (such as the Triple “C”, Athletic Committee, Activities Committee, Auction Committee, Curriculum Evaluation Committee, etc.) has a specific purpose. Volunteers serving on these committees are under the direction of the committee chairpersons, who in turn answer to the administration and the Board of Christian Education. (See *also* “Triple 'C' Organization”.) Volunteers working alone directly with individual students must agree to a background check.

Volunteering is a way for parents to be involved in the education of their children. It provides a rich variety of opportunities for those interested in the children and programs at St. Paul Lutheran School. The willingness of St. Paul's volunteers to give so unselfishly of their time and talents places them in that singular group of people who take seriously the words of Paul when he says, “Serve wholeheartedly, as if you were serving the Lord, not men.” (Ephesians 6:7)

Triple “C” Parent-Teacher Organizations

St. Paul Lutheran School has a regular parent and teacher organization known as Triple “C” (Christ, Church, Children). Every parent having a child enrolled in St. Paul School is automatically a member of this organization, and *is expected to attend its meeting regularly*. Triple “C” meetings are held on the third Thursday of each month from September throughout the end of the school year (with exceptions of the months of December and May, or unless otherwise noted in the school calendar). The Triple “C” organization is intended to give better opportunity for closer cooperation between the

Handbook of St. Paul Lutheran School

school and the home. In addition to providing resource people and materials, which are beneficial to students, parents, and the family as a whole, the Triple “C” organization provides much-needed funding for various school programs through its annual fund-raising activities. All fundraising activities, with the exception of the St. Paul Auction, will be channeled through the Triple “C” Ways and Means Committee. Other Triple “C” committees, which are entirely dependent on volunteers, include: Nomination Committee, Executive Committee, Public Relations/Promotions Committee, Service Projects Committee, and Hospitality and Room Mothers Committee.

More information about the St. Paul Triple “C” organization can be found in the *St. Paul Lutheran School Directory* that is made available to all families at the parent orientation meetings in August.

MEDIA CONSENT FORM



MEDIA CONSENT FORM

_____ Student Name

St. Paul Lutheran School publishes information through various media forms – print (newsletters, reports, catalogs), electronic (website), and audio and video production. The purpose of these publications is to provide the community – members, student families, donors, and the general public – with an opportunity to learn more about St. Paul Lutheran School. Occasionally, St. Paul Lutheran School shares information with external media sources (newspapers, magazines, Internet, radio & television) to promote our school to the public.

By signing below, I give consent for St. Paul Lutheran School to use my/my child's quotes, photographs, video or audio clips in their publications and press releases. I also give consent for St. Paul Lutheran School to edit, use and reuse the quotes, photographs, video or audio clips for non-profit purposes. I understand and accept that my or my child's appearance might lead to people recognizing me or my child.

_____ I agree with the above statements and give permission.

_____ I do not agree with the above statements or give permission.

_____ Parent Signature _____ Date

Please complete both sides of this sheet.

INTERNET PERMISSION FORM

St. Paul Lutheran School www.stpaulgiants.com

Internet Permission Form Student Rules for Online Safety

Grade levels K-12

- I will not use the school computers without direct supervision or permission of my teacher.
- I will not go online unless I am under the direct supervision of my teacher.
- I will not download any materials, files, or programs without direct permission from my teacher.
I will not key in the address of any website unless it is by direct command of the teacher.
- I will not access any pop-up advertisements that are linked to websites.
- I will immediately report any undesirable Internet materials to my teacher, especially if they are noted on the History or address bar.
- I will not use the Internet to access any email except the stpaulgiants.com domain.
- I will not damage computers by introducing food or drink to the lab, using ink or any other form of permanent markers on the computer hardware and accessories, or attempt to repair computer hardware and accessories.
- I will cite all Internet sources when writing reports or documents.
- I will not violate copyrighted materials, whether it is written work or graphic design.
- I will be a good online citizen and do nothing that will hurt other people, reflect negatively on St. Paul Lutheran School, or be displeasing to my Lord and Savior, Jesus Christ.
-

Student Signature _____ Date _____

I have read and discussed this Internet Permission Form with my child and grant permission for him/her to access the Internet abiding by these rules.

Parent/Guardian Signature _____ Date _____

Please complete both sides of this sheet.