



August 18, 2013

Dear Parents,

It always has been our desire to furnish your child with an outstanding Christian Day School educational experience. We, at St. Paul's Lutheran School, have made a commitment to yearly strive to improve our curriculum, our teaching methods and materials, and the school atmosphere in general

It is our belief that each of your children is a precious gift from God. Each is entitled to a positive classroom environment where he/she can learn to the best of his/her potential. We believe that in order to grow educationally, socially, emotionally, and spiritually, children need to be in an environment in which there is a concerned teacher who will set firm, consistent, positive limits while providing warmth and support for responsible behavior. Children benefit from knowing what response there will be to their behavior, both positive and negative. We believe that if a good classroom management system is in place, based on the above assumptions, children will be free to learn, and teachers will be free to teach. Again this year, we are making a concentrated effort to focus on positive behaviors and responses.

We have implemented plans in each of our classrooms in kindergarten through eighth grade that clearly state our behavior expectations and our responses to both positive and negative behaviors. The plan for school generally and your child's classroom is being sent home by your child's teacher. We are also including plans for the lunchroom and playground.

We believe that Assertive Discipline is very effective if there is close communication between home and school. We need your support in implementing this program and ask that you read the guidelines with your children. We again look forward this school year to working with you and your children in a God-pleasing school environment.

In order to guarantee your child, and all of the children of St. Paul's Lutheran School a Christian learning and living climate, a place where children can be safe and learn to care for others, we have developed and put in place the following school discipline policy.

### **School Behaviors**

#### **General School Rules**

1. Walk at all times in the building
2. Speak quietly in school
3. Do not chew gum on school property or school events away from our school
4. Speak respectfully to all persons, especially adults.
5. Speak as a Christian - no cursing or foul language
6. No fighting or rough play
7. Leave classrooms only with teacher permission
8. Keep school and grounds neat and clean.
9. No hats are allowed to be worn in any school building.
10. No cell phones are allowed to be used or visible on school property. If you feel your child needs a cell phone please notify the office.

#### **Playground Rules**

1. Follow directions of playground or gym supervisors
2. Do not play on playground without adult permission or supervision.

Growing in the Word – 2 Peter 3:18

Sharing Christ ✚ Proclaiming Christ ✚ Living in Christ

3. Show respect to supervising adults and fellow students
4. Keep hands and feet to yourself
5. Use playground equipment as it was designed to be used

**Specific guidelines**

**Outdoor**

- Materials on the ground (snow, pea gravel, etc.) must remain on the ground.
- Use all slides one person at a time. Slides are designed to slide down not climb up. A child must be seated with feet going down first.
- Do not jump out of, stand, or twist on swings. Only one person on a swing at a time.
- When using climbing apparatus - no games of tag or dodge ball can be played while on the playground equipment. Any type of ball game near the playground equipment is not allowed.
- Only outside playground balls and other outside equipment may be taken out of the building

**Gymnasium**

- All students** need to change to indoor tennis shoes. Students are not allowed to play in socks
- During free play:
  - a) no ball tag, kicking of balls or throwing at anyone
  - b) no three point shots or half court shots
  - c) students may not play under or on the bleachers
  - d) no cheerleading mounts or stunts are allowed during free play
- Students may not enter the gym closet unless an adult has given permission

**Outdoor and Indoor**

- Use all equipment safely.
- Return all equipment to the proper storage place inside after outside recess and to the proper storage place after indoor recess

**If a student chooses to follow these rules they will:**

Receive praise, encouragement and affirmation; Continue to take part in outdoor play; and might be granted extra time

**If a student chooses not to follow these rules they will:**

Receive a verbal warning; be given a 5 minute time out; lose the remainder of the recess time and recess the following day; phone his or her parents; be sent to the principal( a demerit is issued at that time)

As a part of our health program here at St. Paul's Lutheran School to teach children good health habits, we would like to ask you to do the following:

1. Encourage your children who are participating in the hot lunch program to eat foods that are served.
2. Provide cold lunches (for those who are carrying their lunch) that are nutritious and that are in quantities that can be eaten by your child. Ordinarily they are expected to eat what you send. No carbonated beverages are allowed in cold lunches.
3. Encourage your child to live by the lunch period rules as stated below:

**Rules for the Lunch Period**

1. Students will follow directions
2. Students will not share or throw food
3. Students must put all trash in proper receptacles
4. Students must stay seated and keep their hands and feet to themselves
5. After the "Quiet Lunch" time has ended, students will use their inside voice at their table only

If a child chooses to follow the above rules and expectations he/she will:

1. Receive praise from the staff
2. Will be given special privileges
3. The quietest table will be dismissed first

If a child chooses to not follow the above rules and expectations he/she will:

1. Receive a warning
2. Be sent to a time out table for the remainder of the lunch period.
3. Be sent to the office to call parents
4. Be seated at a time out table for a week

These rules are taught and reviewed over the first couple weeks of school and periodically throughout the school year. You will notice that when you read the classroom rules we have tried to stay to four or five rules per classroom. Many of the classrooms will have similar rules. Each area of the building, however, has different limits and guidelines that determine how that area is used for any specific activity. Therefore the teachers will make sure by giving directions that the students understand what is expected of them. The demerit system is still in place. You will notice that the majority of the demerits are for severe behaviors such as fighting, swearing ,etc.

If a child is sent to the principal after they have called their parent that day, they will receive a demerit. Please refer to the school handbook regarding the demerit system that has been in place for several years.

Yours in Christ,

Dr. Laurene E. Hofman

Principal

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