

MISSION STATEMENT OF ST. PAUL LUTHERAN SCHOOL

“BUILDING A FAMILY OF FOLLOWERS UPON OUR LORD JESUS CHRIST”

STATEMENT OF PURPOSE

ST. PAUL LUTHERAN SCHOOL EQUIPS CHILDREN FOR A LIFE OF SERVICE WITH A FOUNDATION OF ACADEMIC, PHYSICAL, SPIRITUAL, AND SOCIAL MATURITY CENTERED AROUND CHRIST JESUS.

In Order to Accomplish This St. Paul Lutheran School :

1. **Partners** with parents in bringing up their children in the nurture and admonition of the Lord.
2. **Educates** children in the knowledge of the Holy Scriptures and nurtures a growing trust in Jesus Christ as their Savior from sin.
3. **Provides** a quality education with high expectations for learning in an environment permeated by Christ and His Gospel.
4. **Teaches** necessary skills, critical thinking, and study habits to live competently and creatively in a rapidly changing society
5. **Nurtures** the development of Christian relationships with peers, family and others.
6. **Develops** the potential of each student to serve their Savior and others in word and deed as good stewards of God’s talents.
7. **Understands** the nature, function, and responsibility of the student as a member of the Church and instills a willingness and ability to serve as an active follower of Jesus Christ.
8. **Fosters** a Christian social responsibility within the Christian community and world through Christian service.

“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, does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.”

We encourage the community to use our school as an alternative to public education when the parent is interested in and supportive of a Christian education for their child.

THE PHILOSOPHY OF CHRISTIAN EDUCATION

Christian Education is that vital part of God’s Great Commission where He tells us to “teach all things whatsoever I have commanded you.” Its instruction and training are designed to provide a Christ-centered education for the present and future needs of the student.

The educational experience should address itself to the spiritual, intellectual, social, emotional, and physical needs of the students. Opportunities are provided to motivate students to develop their God-given talents.

The Christian school fosters an education based on God’s Word. Through His Word students will come to know Jesus as their Savior and with the Holy Spirit’s help, lead them into a lifestyle, which will honor Christ and be of service to God and his fellow man.

The primary responsibility for a Christian education is cultivated in the Christian home. As a partner and an extension of the home, St. Paul Lutheran School assists families by providing guidance, support, and encouragement.

FACTS ABOUT ST. PAUL LUTHERAN SCHOOL

Since 1916, St. Paul Lutheran Church has supported an elementary school with its prayers and financial support. Dedicated pastors, teachers, parents, and members have helped many boys and girls grow in the knowledge of their Lord and Savior, Jesus Christ.

Teachers are certified by the State of Michigan as well as the Lutheran Church/Missouri Synod.

The school is maintained for the children of St. Paul families and any other families who desire Christian training for their children. All children are expected to participate in the religion curriculum. If parents are not members of a Lutheran church, we encourage them to attend an Adult Information Class so that they are aware of what we teach concerning the Christian Faith. Even though confirmation instruction is given to all eighth graders, they are not required to become members of the Lutheran Church.

ENROLLMENT POLICY

Children are accepted into the school as follows:

1. Children of St. Paul Congregation
2. Families previously enrolled in grades Preschool-8
3. All others who desire a Christian education

Placement tests are administered before acceptance.

To maximize the learning experience, enrollment is limited at all grade levels. Our limit in preschool is 15 children per session. Kindergarten is limited to 20 students. The maximum students will be 25 students in grades 1-8.

CHURCH ATTENDANCE

The Christian family exerts the greatest influence on a child. St. Paul Lutheran School attempts to be an extension of the home and to assist parents in “bringing children up in the nurture of the Lord.”

When you enroll your child(ren) in St. Paul Lutheran School, you indicate that you want something more for your family than public education can provide. We assume that you are seeking a closer relationship with our Lord, Jesus Christ. While a Christian school can be a very significant element in the spiritual growth of a family, it alone is not enough. The family’s worship and devotional life is of even greater importance.

In the effort to have some minimal guidelines for our school families, the Board of Education has established the following policy: Each family attending St. Paul Lutheran School will be expected to attend worship services regularly i.e. **a minimum of 50% of possible Sunday or weekday opportunities during the year calendar.** We encourage children to attend Sunday School/Promiseland as an additional opportunity for Christian Education.

Because church attendance is so very important, we keep records of your family’s participation. Member family church attendance will be recorded from the “Friendship Register”, which must be **signed by the parent** at a church service attended by the family.

If it is determined that a member family does not meet at least the 50% requirements for a quarter i.e. (January - March; April – June; July –September; October – December) non-member tuition rates will apply for the next quarter. If church attendance improves to at least 50% in that quarter, the member family educational fee status will be reinstated.

Since the members of St. Paul support the school, the children of the school are frequently scheduled to enhance the congregational worship services as members of a choir. Please try to arrange your worship schedule on those days so that your child(ren) may participate. All students are encouraged to attend the children’s Christmas service, and other special school sponsored worship events.

COMMITMENT

St. Paul Congregation and staff made a sincere and serious commitment in providing a quality Christian education for your family.

You too are expected to make a commitment to Christian education. This would include:

1. **A SUPPORTIVE CHRISTIAN HOME**
 - which provides family devotions and prayer
 - which participates in school activities, and
 - which works together with the child and teacher for the best learning experience
2. **A WORSHIPING FAMILY**
 - who regularly attends church and Sunday School together, and
 - who attends those services in which the children of the school are involved.
3. **A SERVING FAMILY**
 - who gives time and talent in school related tasks, and
 - who attends Parent-Teacher League Meetings.
4. **A FAMILY WHO PRACTICES STEWARDSHIP**
 - and remembers that the per pupil cost is more than \$4000.00
 - and makes responsible, regular contributions to the church's work through the use of member offering envelopes or, for non-members, by paying tuition on time.

ADMINISTRATION

St. Paul Lutheran School is an agency of St. Paul Lutheran Church of the Lutheran Church Missouri Synod, and is at all times under the control and supervision of the congregation.

The Board of Christian Education sets the policies of the school. The principal and the faculty make the day-by-day decisions necessary in operating a school.

PRESCHOOL PROGRAM

St. Paul operates a preschool program for three and four-year-olds. Two separate programs are offered. The three-day program meets on Monday, Wednesday, and Friday for 2 ½ hour sessions. The child must be 4 years old by December 1. The two-day program meets on Tuesdays and Thursdays for 2 ½ hour sessions, and the child must be 3 years old by December 1. It is state licensed. The maximum number of students allowed by the state license is fifteen. The program requires a yearly tuition by all, members and non-members alike. Tuition payments may be made on a monthly basis. See our current "fees" sheet for additional fees.

REGISTRATION

Pupils already in attendance at St. Paul are asked to re-register for the next year by March 31. Re-enrollment will not be guaranteed following this date. This enables the administration to plan wisely for the next year and assures having adequate supplies on hand.

Parents of new students are asked to furnish the school information by filling out an application for enrollment. Upon meeting with the principal for admission, the most recent report card should be included for review. Testing may be required for new students wishing to enroll. A minimum of one full marking period of attendance is required before final acceptance of a new pupil. Final acceptance will be based on scholastic effort, conduct, attitude, and attendance record.

A Health Appraisal form is required for each student entering Kindergarten or preschool. State law requires a vision test before kindergarten. Parents must provide the school with records showing that your child has received all of the required immunizations. State Law prohibits a school from admitting a child

to the program without a record of having received his/her immunizations. Hepatitis B immunizations are required for all students.

If your child plans to participate in our inter-scholastic sports program, a physical examination dated after April 15 of the previous school year must be on file before the athlete may participate in any practice or game.

Before school begins, parents must complete the final registration of their children. At this time, educational, hot lunch/milk, and tuition fees are paid. Parents may also sign up as volunteers (teacher aides, librarians, room mothers, PTL projects, etc.) Final registration dates are included in the July mailing. All families are required to complete final registration at one of two designated days in August. If it is not possible for you to attend one of the final registration days, you must make an appointment with the school office. A late fee will be assessed if registration is not completed before the start of school.

FEES

Tuition Rates and Member Educational Fees are set each year by the Board of Christian Education. Tuition payment plans are available by an automatic withdrawal through an outside agency, or by credit card (service charge added) on a monthly basis. Members of St. Paul pay an educational fee for each child enrolled. Families must be active members (50% or better church attendance) to remain qualified for this fee. Four equal payments (September, October, November, December), (10 or 12 monthly payments), or automatic payment plans are available for your convenience. Contact the school office for further information. **Note:** New member families will continue to pay non-member tuition in the current year that they become members of St. Paul. Member Educational Fees will become effective for the following school year.

DELINQUENT TUITION POLICY:

If a financial crisis occurs in a family, the Board would be happy to discuss ways to keep your children in our school. Consult the principal for proper procedures. The "**Late Tuition Policy**" states that no tuition may be in arrears more than 60 days. After 60 days, a 60-Day Late Notice will be sent out to notify the family that an acceptable payment plan needs to be established with the school's administrator. If a family does not comply with the agreed upon plan, the family will receive a Payment Plan Late Notice to notify the family they need to meet with the administrator to amend the payment plan. The notice will also instruct the family how to apply for financial assistance through the St. Paul Day School Tuition Assistance Fund. If no payment plan has been established after the issuance of the 60 Day Late Notice, a Termination Notice will be sent notifying the family that the student will be excluded from the school at the end of the semester in which the notice is sent.

LATCHKEY: DELINQUENT FEE POLICY: If it is determined by the Day School Administrator that a family is in arrears of latchkey fees, a letter of exclusion will be issued through the school office with the next weekly invoice. If arrangements to pay the fees are not made within seven days of the mailing, the child/children will be excluded from the latchkey program. After exclusion, a family will be allowed to use the latchkey program once the past due fees are paid in full. The Board of Education still needs to assist with the determination of arrears criteria. Some ideas:

- Carrying a negative, growing balance 3 weeks in a row.
- Negative Balance exceeds "X" amount (equal to 2 weeks of fees?)
- No payment in 3 weeks.

It will be the responsibility of the administrator to determine the execution of the policy. The newly formed preschool subcommittee can be used as a resource.

There is an annual **Registration Fee** assessed each student. This fee covers administrative costs, book rental, workbooks, religious books, (except Bible and catechism) tech fee, one yearbook per family, many art and science supplies, standardized tests, and supplies. **Final Registration *must* be completed by the first day of school to avoid a late charge.**

PTL fees, classroom party fees, field trip fee, and the cost of gym uniforms are not included in this fee. Parents are expected to also take care of these fees at registration time.

Withdrawal from St. Paul Lutheran School brings no refund of educational or registration fees.

Our **Hot Lunch Program** provides wholesome meals at a reasonable cost. A menu is attached to the Viking each month. All payments for lunches are made in the office in advance. Checks are accepted for lunch payments. **Please make a separate check payable to St. Paul Hot Lunch Fund.** Single lunch and milk purchases are at a higher price. Milk or Hot Lunch will not be available to your child on credit. Parents are responsible for keeping track of their child's lunches.

All fees, excluding tuition must be paid at final registration. Any extenuating circumstances should be brought before the principal or the Board of Education.

Lunch Supervisors – This policy requires each family to supervise a lunch recess 5 times per year or pay a \$25 fee at registration to hire a recess aide. A \$10 no-show fee per recess will be billed if the family does not supervise on their appointed day. Families are required to find their own substitutes.

Late Fees – Late fees (\$25) and a returned check fee (\$25) will be assessed if applicable.

AGE REQUIREMENTS

Upon the initial enrollment of a pupil, parents are required to show the child's birth or baptism certificate as proof of age. Age requirements for preschool must also be met for enrollment.

A child must reach his fifth birthday on or before December 1 of the year that he is enrolled in kindergarten. A child must reach his sixth birthday on or before December 1 of the year that he is enrolled in first grade.

SCHOOL RECORD POLICY

Pupils transferred from another school are to provide the name and address, to obtain their school records. St. Paul School will write to the pupil's former school asking for a transcript of the pupil's records.

Student's records are maintained in the school file as long as the student attends St. Paul. Should a student transfer to another school; the permanent records will be forwarded to the new school by written consent of the parent provided that all financial responsibilities have been met.

Student records are private, and no individual or agency outside the school will be permitted to inspect a student's educational record without written permission by the parent. Parents may request to see the records by making an appointment with the principal. They may have a copy of the records and have an opportunity to challenge its content.

ATTENDANCE

In accordance with state law, and in the best interest of quality education, all children are held to regular and punctual attendance. If for any reason a child is absent, please call the school office before 9:00 A.M. on the day of his absence. Absences may be noted before 8:00 A.M. on our answering machine. This assures the teacher that the child is safe at home. When the child returns to school, a written excuse is to be presented to the teacher with dates and reason for absence. This complies with attendance laws and informs the nurse of any communicable diseases. Please submit a written excuse even if you called.

When a child is absent, a parent may pick-up assignments at the close of the school day. A student must be in school the day of after-school functions in order to participate in scouts, sports, or other after-school activities.

Any student serving an in-school suspension may not participate in a school-sponsored activity after school on the day he/she serves the suspension. In addition, if a student receives more than one suspension during the course of a particular sports season, the student may be suspended from the team.

Those pupils having perfect attendance will be recognized at the end of the year.

ABSENCE-TARDY POLICY

It becomes necessary for schools to establish absence and tardy policies so that efficient teaching may be done, and so that parents may be aware when a child has reached the point where absence endangers promotion.

Since regular attendance is necessary for a child to get the benefits of teachers' explanations, class discussion, and teacher help, non-promotion will be seriously considered if a child misses the equivalent of 15 days per semester.

Tardiness can affect the standing of a student because he/she often misses the same class. Even a tardiness of a few minutes is disruptive to the class. A student will be suspended (the following day) on the fourth tardy and each subsequent tardy in each month.

A child should be kept out of school if he is ill or has a fever, but you should be aware that much of the learning that happens in the classroom can never be made up if missed. By this we mean that the teacher's presentation, follow-up questions, and class discussion cannot be duplicated by the child doing only the written work. This is true in the very young grades as well as the older ones.

Children must make up written work and tests missed due to absence. If one day is missed, tests are to be made up the next day, usually after school, or at another time convenient for the teacher. If two days are missed, usually two days will be the time given to make up work and tests. (It is important that tests be made up quickly so that corrected tests can be returned to students while there is teaching value in them.)

If a long-term illness is involved, we will make every effort to cooperate in keeping the child up-to-date on assignments or can suggest tutors if that type of help is desired. If the teacher is providing assignments and the student is out for along period of time, please return completed assignments weekly. Parents should give teachers reasonable notice of vacations. Though a teacher may give some advance assignments in these cases, there will be no obligation on the teacher's part to do so. All work and tests are to be made up in a timely fashion following a vacation. We discourage school time vacations.

Any students skipping school will not be permitted to make up the work for that day and will receive an in-school suspension the next day. Other privileges may be withdrawn from the student. Truancy may result in suspension or expulsion.

THE CURRICULUM

The curriculum and course of study at St. Paul meet the requirements of the State of Michigan. Quality education is the standard in all subject areas. All subjects are taught in a Christian atmosphere where Christian love and joy have an opportunity to become a real part of life.

The areas of curriculum include:

RELIGION – including worship, Bible study, salvation, history, catechism, confirmation instruction, and memory work.

LANGUAGE ARTS – reading, phonics, English, spelling, handwriting, practical and creative writing, literature and public speaking.

SOCIAL STUDIES – geography, history, current events, Michigan history

SCIENCE – general science, health, family life and sex education, and computer education.

MATHEMATICS – use of numbers, geometry, measurement, metric system, pre-algebra, and algebra

FINE ARTS – music, art, choirs, drama, band

PHYSICAL EDUCATION – individual and team sports, skills, testing for physical fitness and recreation.

The upper grades are departmentalized in certain subject areas.

TEXTBOOKS

Textbooks and workbooks are to be kept clean and neat. They should be handled carefully. Unreasonable damage to textbooks will result in fines for replacement. Lost textbooks or workbooks must be paid for so they can be replaced immediately.

School texts must be covered in order to preserve the text. Please add the name and grade of the student to the cover to aid in locating and identifying misplaced books.

CARE OF LOCKERS AND DESK

Each student from grades four and up shares or is assigned a locker. No adhesive or stickers may be used in the lockers. The staff will regularly inspect lockers and have students remove unacceptable materials. If a private lock is used, the teacher should have a spare key or combination. There are to be no stickers attached to desks or writing by pencil, pen, or marker on the desks.

HOMEWORK

Depending upon the grade level of your child(ren), various areas may require homework for the day. Unfinished class assignments, special reports, or long-term assignments may necessitate work done at home or at the library. More will be expected from upper graders than middle graders. Primary children may have very little work to do at home except for memory work or perhaps some practice in reading.

We encourage you to show interest in your child's work, but do not complete it for them. Help where necessary, but do not let them use you as the easy-way-out. You will help your child most by providing a quiet place to study, establishing a regular study time, ensuring a good night's sleep, and providing encouragement.

It is important that a child have a balance of activities during the hours following school. A balance between physical activity, homework, recreational reading, and TV viewing is important. We would recommend that you monitor the amount and content of TV viewing. Parents should encourage their children to use their time wisely in school, but the ability and study habits of children vary. If your child seems to have a large amount of homework on a regular basis, please feel free to call their teacher.

THE SCHOOL DAY

Classes begin at 8:15 A.M. and are dismissed at 3:20 P.M. To enable the children to have sufficient time to prepare for class, we suggest that students arrive between 8:00 and 8:10 A.M. The child should be in their seat and ready to work by 8:15 A.M. Any child entering the classroom after 8:15 A.M. will be considered tardy.

After school, pupils are expected to leave the building promptly or, if they have some school sponsored activity, immediately proceed to the designated area for the activity. Loitering or roaming about the building before or after school is prohibited. All children are to have left the school grounds by 3:35 P.M. Parents are responsible for supervising their children because there is no supervision of the playground before or after school hours. Children who are still here by 3:45 P.M. will be placed in the Latchkey Room to insure proper supervision. A flat fee is charged for this service for late arriving parents.

A Latchkey Program is provided before (by appointment) and after school. You must make arrangements for this service, in advance, in the latchkey room.

REPORTING TO PARENTS

Power School – You may go online to check the progress of your child at any time through our computerized Power School Program. Access codes are available through the school office.

Report cards are issued four times a year as noted on the school calendar. We use A,B,C,D, and F on many subjects, with satisfactory or unsatisfactory noted on others to inform the parents how the child is doing in each subject. The teacher also judges the amount of effort a student puts into a subject. Written

comments and a checklist of attitudes and study habits will also help the teacher communicate their evaluation to the parent.

Parent-Teacher conferences are held twice a year. Academic, social, spiritual, and emotional progress may be discussed at these times. Note the conference days on the calendar and watch the Viking for details to schedule appointments.

PROMOTION

Promotion to the next grade level is based on many factors, including but not limited to: 1) Developmental Readiness, 2) Academic Achievement, 3) Student's Effort and Ability, 4) Testing Data, and 5) Attendance Record. Parents will initially be informed at the end of the first semester of possible need for retention.

GRADUATION

Graduation from St. Paul will be based on the student's Academic Achievement, Effort and Ability, and Attendance Record. Those who qualify based on the above criteria will receive a Diploma of Graduation. Those who have not met the criteria will receive a Certificate of Attendance. Parents will be notified as early as the end of the first semester if there is a possibility of their child not receiving a diploma. Another notification will be sent at the end of the third quarter.

SCHOOL DISCIPLINE

There are certain standards of behavior that the school must require to maintain the school's moral and legal responsibility to its constituents. It is understood that any teacher in the building has the authority to correct misconduct. The school functions on the belief that students will conduct themselves in a Christian manner pertinent to most situations. The staff reserves the right to implement reasonable rules which are deemed necessary to accomplish the functions of a Christian education.

Discipline is a process whereby teachers use various strategies to help children learn how to conduct themselves in a socially acceptable manner. Strategies used in the classroom may be: name on board, loss of recess, timeouts, loss of privileges, different location in class, time in a cooperating teacher's room or other strategies that put students back on task. Students will also learn to accept the consequences and responsibility of unacceptable behavior. The steps taken by teachers will be progressive and may lead into the next step of our policy.

Discipline Notice Forms (Attachment A) will be given when inappropriate behavior should be brought to the attention of the parents. Parents may also be notified by phone. These forms need to be signed by either parent and returned to the issuing teacher the next day.

FOR EVERY THREE DISCIPLINE NOTICE FORMS SENT HOME A STUDENT WILL RECEIVE A DETENTION.

NOT RETURNING A DISCIPLINE NOTICE FORM THE NEXT DAY IS AN AUTOMATIC DETENTION.

DETENTIONS

Detentions result from a serious problem. A detention will consist of a 45 minute custodial/silence reading time which must be served on a time and date to be determined by the principal.

Items which may incur an immediate detention:

- 1) Intentional or inappropriate physical contact
- 2) Fighting
- 3) Lying or cheating
- 4) Inappropriate language
- 5) Stealing or damaging property. In the case of school property damage, it is the policy of the school to assess the parents a fee covering the cost of the damage.

- 6) Leaving school grounds without permission
- 7) Disrespect toward staff/parent helpers (Sassing or refusing to cooperate)

First Detention will be served after school on the following Wednesday (am or pm)

Second Detention will be served after school on the following Wednesday, and parents and student must meet with the teacher within one week.

Third Detention will be served after school on the following Wednesday. Parents and student must meet with the principal before student is allowed back in the classroom.

Fourth Detention is a one-day suspension with notification to parents. Parents and student must meet with the principal before student is allowed back in the classroom.

Fifth Detention is a three-day suspension with notification to parents. Parents and student must meet with the principal before student is allowed back in the classroom.

Sixth Detention is an indefinite suspension and probable expulsion from St. Paul Lutheran School.

FAILURE TO SERVE DETENTION WILL RESULT IN SUSPENSION OF STUDENT UNTIL DETENTION IS SERVED.

SUSPENSION PROCEDURES

The following procedures will be followed, if a suspension is the result of the disciplinary process. All suspensions will be served at home unless otherwise noted.

- 1) The student shall be informed of the specific charges, which are thought to be a basis for disciplinary action to be taken against him/her, and a conference will occur with the principal.
- 2) The student will have the right to present to the principal any relevant information that will support his/her defense.
- 3) If the school administrator suspends the student, he/she will notify the parents of the suspension, the reason for it and steps necessary to effectuate the student's return.

EXPULSION PROCEDURES

An expulsion may result from a student receiving his/her sixth detention, which would indicate persistent disobedience. The principal, for serious types of behavior, may also expel the student.

The following procedural guidelines will govern the expulsion process:

- 1) Informal hearing between the principal and student in referral.
- 2) Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and School Board of Education.
- 3) Evaluation of record to determine if there is any evidence that student might be challenged in learning style or ability (i.e.: Learning disabled, etc.)
- 4) Expulsion will be by formal action of the Board of Education (BOE). The BOE will meet in closed session when requested by student, parent or guardian.
- 5) Where the BOE rules in favor of the student, the student shall be reinstated immediately. The student shall be allowed to return to school without prejudice or penalty unless otherwise directed in the motion of the BOE.

DUE PROCESS POLICY

Minor misconduct can usually be resolved without need for a set formal procedure. Pupils always have the right and privilege to appeal privately to the teacher or principal whenever they believe they have received unfair treatment.

A student or parent may follow the following procedures to resolve problems or questions regarding school policies or disciplinary action:

1. The student or parent is encouraged to talk to the teacher first to share their feeling regarding school procedures or actions.

2. The student or parent may request to meet with the principal in order to discuss the issue further. Notification will be made of any decisions or actions taken subsequent to the meeting.
3. If the parents of the child are still not satisfied, they may request a meeting with The Board of Christian Education. Their decision is final.

HOME VISITS/CLASROOM VISITS

During the month of August, new families entering our school are given the opportunity to have their teacher make a home visit to discuss any health, academic, and special concerns, or just to become acquainted with the teacher.

Parents may make an appointment to meet with teachers on a designated day or evening before school begins.

PARENT-TEACHER LEAGUE

The PTL is an organization of parents and teachers who assemble to determine ways to be mutually helpful in the school or home. The programs are designed to provide adult education or topics related to the home, church, school, and community. It is expected that each family be represented at these meetings.

Consult St. Paul's yearly calendar and weekly "Viking" newspaper for specific information concerning this year's program, officers, and the activity for which you have volunteered or been assigned.

HONOR ROLLS

Since the main task of children in school is academic achievement, the students in grades 5-8 will be recognized on Teacher's Honor Roll if they attain a "B" average with no more than one "C" in the core subjects (religion, memory, math, reading, English, science, social studies, and spelling). An "F" or "D" in any subject, core or not, will not qualify the student for the honor roll.

The Principal's Honor Roll will recognize all students who have an "A" average or one "B" and the rest "A's".

The honor roll will be posted and published in the VIKING.

Eighth graders may earn the "Presidential Academic Fitness" Award if they maintain a "B+" average and score in the 85TH percentile (or above) on Reading or Math Achievement Tests.

STANDARDIZED TESTING

Our program of testing includes achievement tests given yearly, readiness tests before kindergarten, and other specialized individual testing where necessary.

Parents are informed of the achievement test results when they are available. The teacher or principal will be available to help parents interpret the results for you.

MISCELLANEOUS INFORMATION

All **medication** that is to be taken during school hours must be taken to the office. Medication must be marked with the student's name, the authorized dosage, and if refrigeration is necessary.

School personnel will administer medication, in the presence of another adult, according to written direction of the pupil's parent. Forms are available in the school office for medication authorization.

NUISANCE ITEMS are not permitted in school. Unless special permission has been granted these items include toys, radios, CD players, headphones, video games, roller blades, etc. These items will be confiscated by teachers and returned to the student's parents.

BICYCLES AND SKATEBOARDS – Children may ride bicycles to and from school, but should not ride them on school grounds. Once placed in the bicycle rack, and locked, children, including owners, are asked to stay away from them. Under no circumstances will bicycles be allowed inside the building. Skateboards are prohibited in or on school property.

LIBRARY – Our library is constantly expanding to provide the children with variety and choice. A Read-A-Thon and book fair are used to raise funds for our school library.

BIRTHDAY TREATS/ROOM PARENTS – Sometimes children who have birthdays wish to bring a treat for the other children in their class. This is permitted, provided the teacher designates the time these are distributed. Invitations to private home parties are not to be distributed in school.

ROOM PARTIES are permitted at the discretion of the teacher. These parties are held to a minimum, not to take the joy of the day from the children, but because education is our primary focus.

CHANGE OF ADDRESS OR TELEPHONE NUMBER – It is important that you notify the office immediately if you change your mailing address, work or home telephone number. Even if you have an unlisted number, we must have an accurate phone number for emergency purposes. We will not publish it in our school directory if such is your request.

CHAPEL OFFERINGS – Our Wednesday chapel services are held as worship. The offerings are given to mission and charitable projects chosen by each grade. Children are kept informed of the ways their offerings are used and encouraged to become good stewards of God's gifts to them. Statements are issued at the end of the year for tax purposes by request.

BAPTISMAL BIRTHDAYS – Baptismal birthdays are observed and celebrated during the month of each child's baptismal anniversary in our weekly chapel services. Summer baptisms are also observed during the school year.

CHILDREN'S CHRISTMAS SERVICE – Each year the children present the Christmas story to the congregation in recitation and song. Please check the school calendar for the date this year. This is an activity in which we expect all students to participate.

CHOIRS – Choirs offer the children of grades K-8 an opportunity to sing praises to God in church and to perform at special events. Special services during the Advent, Christmas, Lent, and Easter often require extra participation by all choirs. A schedule of singing times is provided. It is important that all children be present when choirs are to perform. Please try to arrange your worship schedule on those days so that your child(ren) may participate. If it is impossible, please let the director know in advance via a written note or phone call.

HANDBELL CHOIR – The Handbell Choir is composed of nine to eleven sixth, seventh, and eighth graders who have some music reading ability and can meet the performance schedule. They are chosen on a try-out basis. It is imperative that all players be present for each performance.

CONFIRMATION – Eighth graders who wish to be, and meet the requirements, are confirmed into membership at St. Paul in May. All eighth graders receive instruction from the pastor and a teacher in preparation for this rite of the church. In confirmation, a young person confirms his Baptismal vows to remain faithful to Jesus Christ his whole life on earth. They are expected to attend a Confirmation Retreat in the spring.

CHURCH EXTENSION SAVINGS STAMP PROGRAM – Children are given the opportunity to open an interest bearing savings account and at the same time help establish new churches and schools in Michigan communities by purchasing savings stamps. The stamps, which sell for 25 cents or \$1.00, are pasted into a folder. When the folder is filled it is mailed to the Church Extension Stamp Office, in Ann Arbor, and a savings account is started in the child's name. For more information a prospectus is available in the school office. Be a "Builder For Christ."

DONATIONS AND MEMORIALS – At times families, relatives, or friends of our school may wish to give a donation or memorial to support one of our programs. Special gifts may be sent directly to the

school. We are happy to accept these and receipts will be sent for tax purposes. Please consult the principal about specific needs of our school.

DRESS CODE POLICY

Pants/Shorts: Solid colors. Traditional dress with suggested colors of black, brown, tan, grey, and blue. Pants may be pleated or have a flat front. Material can be cotton/blends, corduroy, wool, or poly blends. Denim is specifically excluded. No low-rise slacks will be allowed.

Skirts/Skorts/Jumpers: In the same fabrics as noted earlier. Skirts/Skorts may be pleated or straight. Length must be no more than three inches above the knee when kneeling or no longer than ankle length.

Shirts/Turtlenecks/Blouses: Only solid color knit polo shirts (either long or short sleeved), turtle and mock turtle necks, white oxfords or plain white blouses may be worn. Sleeveless shirts are specifically excluded. Shirts must be tucked in at all times. A small manufacturer logo is acceptable.

Shoes Any shoe that is front and back closed, covering the foot, and extends no higher than just above the ankle is allowed in any color. Shoes shall NOT display inappropriate pictures, language, lights or wheels that may be distracting. **No flip flops.**

Belts: Belts are required if pants have belt loops.

Hair: Hair should be neat and clean at all times. NO extreme hairstyles.

Girls Only: Modest Jewelry may be worn.

Boys Only: Facial hair and earrings are not permitted.

Scout Uniforms: Scout Uniforms may be worn on meeting days only.

Spirit Day: All students must wear a St. Paul School Shirt/T-Shirt or Christian Themed Shirt/T-Shirt. Neat jeans with no holes or patches are allowed. **No flip flops.**

ALL GARMENTS WITHIN THE DRESS CODE POLICY MUST BE WORN APPROPRIATELY AND AS INTENDED.

THE ADMINISTRATION may make judgments regarding the appropriateness of a student's appearance or dress at any time. Students found to be wearing inappropriate attire will be sent home.

PHYSICAL EDUCATION – Students in grades 3 through 8 are required to wear a school gym uniform for physical education. This uniform consists of maroon shorts, gray gym shirt which are available to purchase at the school office. **PLEASE LABEL YOUR CHILD'S UNIFORM.**

FIELD TRIPS – The Detroit area, with its many museum, theaters, and places of interest, offers rich educational opportunities for children when taken on well-planned field trips. Periodically, teachers plan trips to introduce, enrich, or culminate a teaching unit. At that time parents are informed of the trip and are asked if they can provide transportation or accompany the class as a chaperone. Field trip fees paid at registration cover the cost of each trip.

FORGOTTEN ITEMS – When children forget lunches, gym clothes, or other items, and parents bring them to the school, please bring them to the school office. We will be happy to see that your child receives the item, so the class will not be disturbed.

LEAVING SCHOOL GROUNDS – Children are not permitted to leave the school grounds unless they have a note from a parent or guardian and the knowledge of a teacher. This also pertains to after school when there are sports practices or other events. Please note we have a **closed lunch hour** – no student may leave the grounds unless accompanied by their parent.

LIBRARY HELPERS – So that children have access to the library, parents regularly sign up to staff the library for a couple of hours a week. Please sign up during registration to become a part of the Library Mom's Group.

LOST AND FOUND – Label as much clothing as you can so that we can return it to you if lost. All lost items should be turned in to the office. Parents are urged to check the Lost and Found for all lost articles.

MONEY – Children are urged not to bring money to school except for a specific purpose. Large sums, if needed after school, are to be secured in the office until the end of the day.

TELEPHONE – Children will be permitted the use of the office phone **ONLY IN CASES OF EMERGENCY**.

POSTERS AND ADVERTISING – No posters or advertising of any kind is permitted in the school building without the approval of the school office. Please check in the office if you wish to display any posters or advertising.

AFTER SCHOOL EVENTS – St. Paul Lutheran School encourages students to attend after-school events or participate in extra-curricular sports. **However, staff or volunteers are not responsible for students after an event has come to an end.**

Parents are to pick-up their children within thirty minutes of the announced time the school-sponsored event is scheduled to end. Beyond 30 minutes, a \$10.00 child-care fee will be assessed for each ½ hour or any part thereof. If tardiness in being picked up following an event persists, it may result in the student losing the privilege of participation in or attendance at games.

PUPIL PICTURES – Early in the school year, individual pupil pictures are taken. Order the packet you wish and pay for them when your child is photographed. You are under no obligation to purchase any pictures. By having the pictures taken every year, school records are kept up-to-date, and we are able to publish a school annual with current pictures.

SAFETY – Fire and disaster drills are held periodically to acquaint the children with emergency exits and procedures.

TORNADO POLICY – When the National Weather Service has announced a tornado watch, school will remain in session with classes being conducted as usual.

When the National Weather Service has issued a tornado warning, students will remain in school, in a designated area, under the supervision of the staff, until an all clear is given.

After –school activities will be cancelled if a watch or warning is in effect at 3:30 P.M. This includes athletic events and any scouting meetings held at the school.

SCHOOL CLOSING – In case of extreme weather, listen to WJR AM 76 or WWJ AM 950 for school closings. It will also be announced on Channel 4(WDIV) and Channel 7(WABL). We follow the Royal Oak Public Schools. If they decide to close because of bad weather, we will also be closed. Room mothers will call to confirm our closing or will call if for some other reason we must close. Assume there is school unless there is an announcement or phone call.

SCHOOL YEARBOOK – A school yearbook with pictures of the children, faculty, and staff is produced each year. Various school activities, including sports and musical events, along with many other special activities are recorded for posterity. Parents are encouraged to donate pictures of events during the year for the yearbook.

SCHOOL FAIR – Each year a fair displaying student projects will be held. The theme of the fair may be science, social science, art or a combination. Consult your school calendar for time and date.

DRAMATIC OPPORTUNITIES – Periodically we plan to give the children an opportunity to present a musical, play, or operetta, often religious in nature, for the enjoyment of our parents and friends. Parents with musical skills and/or a willingness to help, may be needed for assistance.

SERVICES, AUXILIARY – Children are tested by a speech teacher from the Royal Oak School District if there seems to be a need. If speech improvement help is needed, parents are informed and asked for permission to implement this service.

We are also assigned; by the Royal Oak School District, a psychologist and a social worker who may test children with parents' consent or be used as a consultant for parents. Our school has the services of a Public Health Nurse from Oakland County. She keeps health records on all children. We may also call on her for special services as required. In cases of communicable diseases, she must be kept informed. Please remember to add this information on your written excuses when your child is absent.

The children in designated grades are screened each year for vision or hearing. You will be notified if any condition is detected.

SOLICITING FUNDS FROM OUTSIDE ORGANIZATIONS – Fundraising of any type in our school must have approval of the administration and Board of Education. Children are not permitted to sell any products, in school, supporting outside organizations.

VIKING – On the final school day of each week, the VIKING, our newsletter, is published. Important announcements, the calendar for the next week, and special attachments are attached on that day. You should expect your child(ren) to bring one home each week.

Generally we do not advertise in our Viking except when you may offer a service or item which could be helpful to our families i.e., babysitting.

PARENT SERVICE REQUIREMENT

St. Paul Lutheran School provides the finest means of training in the Word of God for our life. The congregation, Board of Education, pastoral leadership, and faculty pledge the best possible curriculum, materials, and teaching effort to all families enrolling children in the school.

The success of our school is also dependent on the commitment by each school family to maintain a supportive Christian home, be a worshipping family, and to be a serving family.

A serving family will strengthen the Christian training of their children by offering time and talents in school-related activities and attending Parent Teacher League meetings.

To promote parent involvement, each family is expected to volunteer in three (3) activities during the course of the school year. A sample list of opportunities will be provided detailing a host of different ways in which you can help. Please complete the form and turn it in at Final Registration in August. **Each family is also required to supervise outside lunch recess five times during the school year.** Please make sure you sign-in at the school office when you are on duty for that day. A \$10 fee will be charged for no-shows. Please remember: The quality and quantity of programs that we offer our students and parents depends on how and when you are willing to help.

SCHOLASTIC REQUIREMENTS FOR INTERSCHOLASTIC ATHLETIC PARTICIPATION

Team sports are played on two levels: physical education classes, and interscholastic teams. Levels are educational, and are geared to special needs. In P.E. classes, everyone participates in order to learn the game. This level takes a minimum of time on the part of the student.

The second level of participation involves the student who excels in a particular team sport. These students can participate on the interscholastic level, which means they represent our school in competition with other schools. Participation at this level requires a considerable amount of time for practice and actual playing of the game.

Since the education of the student is our primary concern, and participation in interscholastic sports secondary, the following academic guidelines have been established to participate on interscholastic teams:

1. A cumulative average of (C-) in lettered subjects must be maintained by the student.
2. Failure to meet the required grade point average will result in the student being placed on probation for two weeks.
3. An "F" or "U" in any subject area will result in being placed on probation for two weeks.
 - A. The faculty will decide on one of three types of probation to be used.
 - Two-week probation while still playing on a team
 - Two-week probation (one week of no participation and one week with Participation.)
 - Two-week probation with no participation.
4. If improvement is not made in the student's effort, attitude, and/or grades within two weeks, the student may be suspended for one or more games or dropped from the team.
5. The faculty may place a student on probation if, during the course of a marking period, a student's grades fall below the required level.
6. Final decision as to whether a student should be placed on probation or dropped from a team will be determined by the faculty after evaluation of the circumstances.
7. This policy pertains to all phases of interscholastic activities.
8. Any student serving an in-school suspension may not participate in any athletic activity after school on the day he/she serves the suspension. In addition, if a student receives more than one suspension during the course of a particular sport season, the student may be suspended from the team.

PHYSICAL ABUSE/HARASSMENT POLICY **ST. PAUL LUTHERAN SCHOOL**

I. THE POLICY

It is the policy of St. Paul Lutheran School to maintain a learning and working environment that is free from physical abuse and harassment. It shall be a violation of this policy for any member of the St. Paul Lutheran School Board, faculty, staff, volunteer, or student to harass a faculty, staff, volunteer, or student member of St. Paul Lutheran School through conduct or communications as defined in Section II.

II. DEFINITIONS

A. PHYSICAL ABUSE

Physical abuse includes using or threatening to use physical force or objects to inflict bodily harm on another person.

B. RACIAL HARASSMENT

Racial harassment is the acting out of racist beliefs and includes but is not limited to the following:

1. Racism is exhibited when an institution, individual, or group bases actions, discussion, or policies on a person's race and makes prejudicial judgments in order to gain power or control.
2. Racism occurs when a person or group is denied access to the full exercise of the rights otherwise accorded within a society or this school because of the race or national origin of that individual or group.
3. Racial harassment is any verbal or physical conduct, intended or not, directed at the race or national origin of an individual or group, which has the effect of creating a hostile or offensive environment.

C. SEXUAL HARASSMENT

Shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by a Board member, faculty member, staff member, student member, or volunteer of the school to any other member, adult or student or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of employment or educational advancement or when:
2. Submission or rejection of such conduct by an individual is used as the basis for educational or employment decisions, or when:

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating or intimidating, hostile, or offensive employment or educational environment.

D. SEXUAL HARASSMENT MAY INCLUDE BUT IS NOT LIMITED TO:

1. Verbal harassment or abuse
2. Written harassment or abuse
3. Pressure for sexual activity
4. Repeated remarks to a person, with sexual or demeaning implications.
5. Unwelcome touching
6. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, job, and the like.

III.

PROCEDURES

- A. Any faculty, staff, or volunteer who alleges Physical Abuse or harassment by a Board member or by another staff member may complain directly to his or her principal or pastor.
- B. Any student who alleges Physical Abuse or harassment by a Board member, faculty, staff, volunteer, or student may complain directly to his or her principal or pastor.
- C. Informal Complaint Procedure:
 1. Meet with the appropriate administrator.
 2. Administrators involved will offer support, provide referral information, answer questions about guidelines and procedures, and explain the options open to the complainant.
 3. At anytime during the process resolution may be achieved by the administrator meeting with the accused individually or by meeting with the accused and the complainant together.
 4. The complainant or the accused may be accompanied by an advocate of his or her choice.
- D. **FORMAL COMPLAINT PROCEDURE:**
 1. The formal complaint shall be submitted in writing to the Church Council.
 2. The Church Council will appoint a mediator from the Board of Education and/or Board of Elders.
 3. The mediator will confer with both parties involved and will attempt to resolve the situation.
 4. If either party is dissatisfied with the results, the matter will be referred to a hearing committee comprised of three people appointed by the Church Council. A final decision will be issued by this committee.
 5. The hearing committee shall make recommendations for the appropriate sanctions in the case of guilt to the appropriate administrator responsible for the hearing.
 6. After a decision is rendered, both the accused and the accuser will be informed in writing within seven days of the outcome of the hearing and any disciplinary action that will result from the hearing.
- E. Reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- F. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

IV. SANCTIONS

- A. A substantiated charge against a Board member or a volunteer shall subject such person to disciplinary action which may include forfeiture of position and/or church discipline consistent with procedures established by the congregation
- B. A substantiated charge against a faculty or staff member shall subject such member to disciplinary action, which may include discharge consistent with procedures established by the congregation and the Lutheran Church-Missouri Synod.
- C. A substantiated charge against the student shall subject the student to disciplinary action which may include suspension or expulsion consistent with procedures established by St. Paul Lutheran School

- D. Physical abuse and harassment is illegal under both state and federal law. It may also result in criminal and/or civil charges being brought against the alleged harasser.

IV. RECORDING OF INVESTIGATIVE MATERIALS

- A. A report Form shall be completed for each incidence. Copies of the report shall be given to all parties in a timely fashion, normally within five (5) days.
- B. A response in writing to a formal complaint should be made to all parties within twenty (20) working days of receiving the complaint.
- C. Results of the investigation should be forwarded in writing to the complainant and the alleged perpetrator and include:
 - 1. If no harassment has been found, the notification must include objective, clearly stated evidence to justify the conclusion.
 - 2. If harassment has been substantiated, The Board of Education shall:
 - Seek effective remedies;
 - Determine corrective action to be taken;
 - Inform the victim of remedies;
 - Monitor to see if remedies work;
 - Document in writing all conclusions and actions taken.
- D. A confidential file shall be established for every formal abuse/harassment complaint made and kept in the principal's office.
- E. The file will include:
 - 1. The complainant's name, an initialed copy of the complaint as described by the complainant, the names of witnesses and their testimony, and the name of the alleged offender.
 - 2. A copy of the investigative report and determination of facts and recommendations made.
 - 3. An indication of the disposition of the complaint, including any appeal process findings and disposition.

ADMINISTRATIVE PROCEDURE

SEXUAL ABUSE POLICY

SECTION 1: Whenever a student believes she/he has been subjected to sexual abuse by an adult or student of St. Paul Lutheran School, she/he may bring forward a verbal complaint to any adult with whom she/he feels comfortable discussing it.

SECTION 2: All administrative procedures regarding sexual harassment complaints will be followed with the addition of:

- A. A report will be filed with the Department of Social Services immediately;
- B. A report will be filed with the Oakland County Sheriff's Department immediately;
- C. The complainant and alleged perpetrator shall be separated to avoid further interaction;
- D. A report will be filed with the appropriate insurance carrier of the congregation immediately; and
- E. The pastor and/or church Council will be notified immediately to provide council for both complainant and alleged perpetrator.
- F. Every effort will be made to keep the matter confidential remembering that every person is innocent until proven guilty.

WEAPONS POLICY

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. "Dangerous weapon" includes a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches long, pocketknife opened by mechanical device, iron bar, or brass knuckles.

Because St. Paul Lutheran School participates in Federal Programs (Title I, Chapter II, Drug-Free etc.), a policy has been developed to include a provision for expulsion as stated in the Gun-Free Schools Act of 1994. The complete policy is available for review at the school office. The policy includes definitions and procedures to be followed in the event a weapon is brought to school.

ILLEGAL SUBSTANCE POLICY

St. Paul Lutheran School is aware of the chronic drug/alcohol/tobacco problem in today's society. We have an awareness/information program that is part of our health curriculum.

Possession and/or use of **all** drugs, alcohol, or tobacco products in the school and at all school activities is prohibited. A school activity is defined as any activity which is sponsored by the school in which the majority of the participants are teachers, students, and/or other individuals associated with the school.

The policy outlines the procedures when a student brings or intends to distribute illegal substances in school. The complete policy is available for review at the school office.

ATTACHMENT A

Name: _____ Grade: _____ Date: ___/___/___

Warning #: _____

ST. PAUL LUTHERAN SCHOOL
Royal Oak, Michigan
Disciplinary Notice

Dear Parent/Guardian,

This is a Disciplinary Notice only given after calling your student's attention to a problem. This is NOT a Notice of Detention but a way of asking for your cooperation.

Unfortunately, our verbal requests have not produced the required results with your child. We thought you would want to know this, and have the opportunity to speak to your child, before any formal disciplinary steps are taken. If a student receives two Disciplinary Notices, a student will receive a detention on the next offense.

Please speak to your child about:

- | | |
|---|---|
| <input type="checkbox"/> Attitude | <input type="checkbox"/> Promptness |
| <input type="checkbox"/> Classroom behavior | <input type="checkbox"/> Coming promptly when called |
| <input type="checkbox"/> Being quiet when necessary | <input type="checkbox"/> Having proper equipment ready as necessary |
| <input type="checkbox"/> Being seated at proper times | <input type="checkbox"/> Respect |
| <input type="checkbox"/> Keeping hands and feet under control | <input type="checkbox"/> Fellow students |
| <input type="checkbox"/> Having a clean environment | <input type="checkbox"/> Adults |
| <input type="checkbox"/> Hallway behavior | <input type="checkbox"/> Staff members |
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Others |
| <input type="checkbox"/> Movement at a walking speed | <input type="checkbox"/> Disrespectful language |
| <input type="checkbox"/> Yield right of way as appropriate | <input type="checkbox"/> Other |
| <input type="checkbox"/> Personal belongings | |
| <input type="checkbox"/> Dress code violation | _____ |
| <input type="checkbox"/> Maintaining a neat environment | _____ |
| <input type="checkbox"/> Having proper supplies | _____ |
| <input type="checkbox"/> Storing supplies appropriately | _____ |

Comments:

Teacher Signature

Parent/Guardian Signature