

# St. Paul Lutheran School

## Parent and Student Handbook

### *Preschool through Grade 8*

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Mrs. Barb Riley, Principal

#### **School Mission Statement**

*St. Paul Lutheran School is committed to engaging students with a comprehensive education grounded in God's Word to prepare them for a full life in Christ.*

#### **2023-2024 School Theme "Connected" Verse**

*I am the vine; you are the branches. Whoever abides in me and I in him, he it is that bears much fruit, for apart from Me you can do nothing.*

*John 15:5*

**School Slogan**  
Committed to Christ

**School Mascot**  
Spartans

**School Colors**  
Green and White



*Revised 6-16-2023*

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# PURPOSE AND PHILOSOPHY OF CHRISTIAN EDUCATION

A philosophy of Christian Education is first of all determined by a consideration of the Bible's statements that children are a trust from God and the responsibility of their parents. Parents have the primary responsibility in this most important task of Christian education. In the Lutheran Church-Missouri Synod, the Christian day school is the most significant formal educational force which the church can employ to assist the parents in carrying out their responsibility. This Handbook is written with the assumption that parents, church, and school form the educational triangle which can best provide a proper and beneficial training in the Christian faith which we seek to implant in the hearts of our youngsters. The Word of God is not only taught in the subject area of religion, but is the foundation which permeates all areas of the school curriculum. This, under God's blessing, will also prepare our students for eternity in heaven. With the influence of Christian homes, school classmates, and teachers, it is our hope that, with the Holy Spirit's help, our children will lead a Christian life pleasing to God and will become living witnesses to their faith.

## GENERAL INFORMATION

### Kindergarten through Grade 8

7:45 a.m. -- Warning Bell Rings

7:50 a.m. -- Instruction Begins (morning announcements and prayers)

2:45 p.m. -- School Dismissal

### Preschool

4yr. old Preschool All Day 8:45-3:00

4 yr. old Preschool Monday/Wednesday/Friday: 8:45-11:30 a.m./12:15-3:00 p.m.

3yr. old Preschool Tuesday/Thursday: 8:45-11:30 a.m./12:15-3:00 p.m.

### Latchkey

Latchkey opens at 6:00 a.m. for students who arrive at school early. All students who remain in the building after dismissal will be sent to Latchkey until they are picked up. This service is available from school dismissal time until 6:00 p.m. For the safety of our students and staff all exterior school doors will be locked when students are present. In order to enter the school, you will be required to use our automated buzzer system.

### Student Drop-Off and Pick-Up

Parent drop-off and pick-up is located in the church/school parking lot. Please walk your child to the building or watch until he/she enters the building. Our bus transport occurs in front of the school at Center Street.

## After-School Activities

Students may only stay after school under the direct supervision of a staff member.

# PARENTS' GUIDE FOR SOLVING PROBLEMS

In conflict situations or where there is a grievance, the persons involved should take steps to resolve the problem by following our Lord's direction as found in Matthew 18:15-17. Christians are called to handle disputes in love, with a goal of restoration. This style of conflict resolution is based on a desire for holy living and love for our fellow brothers and sisters in Christ.

**Step 1:** Begin the process by taking the concern to the person closest to it.

**Step 2:** Present your concern to the next level. The Principal is the second person to contact if your concern/problem has not been resolved satisfactorily.

The Board of Christian Education members are elected to represent the interests of all students, parents, and church members. School Board members do not have direct authority in day-to-day school operations. The Board of Christian Education's primary responsibility is to make policies that guide the school. They are available to hear your comments, but concerns should initially be handled at the building level.

Issue/Concern	Where to Start	How They May Help
Academic Concerns	Skyward Classroom Teacher	Parent-Teacher Conference Monitor Planner Tutoring Suggestions Skyward Usage
Social Concerns	Classroom Teacher	Parent-Teacher Conference Referral to Outside Agencies
Discipline Concerns	Person Issuing Discipline	Phone Conference Parent Conference Clarification
Attendance/Health	School Secretary	Request Homework Accommodations if Needed Refer to Appropriate Personnel
Special Needs	Classroom Teacher District Special Education Office	Parent-Teacher Conference Meeting with Director Non-Public Service Agreement

Athletics	Your Child's Coach Athletic Director	Phone Conference Meeting with the Coach or Athletic Director
Transportation	Driver Transportation Director	Clarification from the Driver

## INFORMATION SOURCES

### Website

The website will be updated regularly and will include the most current information possible. School handbooks, school year/athletic calendars, pictures and many more items are posted on our website. Please go to the school link at [www.stpaul-millington.org](http://www.stpaul-millington.org).

### Weekly School Newsletter

During the school year, parents should be looking for the Newsletter each week. The Newsletter includes school related announcements and an up-to-date calendar related to all the various school activities. A monthly school calendar and a hot lunch menu will be made available at the end of the month. All this can be found on the school website.

### Classroom Newsletters

Classroom teachers produce newsletters specific to their grade level of instruction. These are sent home at various times depending on the teacher.

### School Messenger

School Messenger is a tool, which allows a school to create and manage parent and staff contact lists. School Reach is used for school cancellations, emergency notification, and general announcements.

### Skyward

Skyward is our school and student information system. It assists in managing parent and student databases, attendance tracking, grade reporting, parent-teacher communication via email, recording financial accounts, and compiling various reports.



## **Media Release**

Over the course of the school year, we will have an opportunity to share with our community events that occur at our school. If you would choose not to have your child's name or picture in any form of media, including the church website, you need to send a written request to the school for our files. Thank you for your help in honoring your wishes.

# *Part A*

## **INTRODUCTION**

### **Administration**

St. Paul Lutheran School is operated by St. Paul Lutheran Church of Millington, Michigan. It is under direct supervision of the Voters' Assembly of the parish through the Board of Christian Education. All matters related to the school operation are under the auspices of the Board and are administered through the Principal. Directors for special areas may be appointed by the Board and are responsible to the Board through the Principal.

### **A United Commitment for Christian Education**

St. Paul Lutheran Church has committed itself to provide quality Christian education for its members and the community. In order to assure the attainment of the goals, it is necessary that parents also commit themselves to support these efforts. They will support the goals and objectives of St. Paul Lutheran School by subscribing to the policies found in the Handbook. They will maintain regular church attendance for their families, provide financial support for the church's work to the best of their ability, and make every effort to preserve a spiritual atmosphere in their homes. With this kind of unity everyone will be assured of maximum educational opportunities for their children and bountiful blessings from our Lord.

### **Cooperation: Home and School**

An effective educational program can only be achieved through parent and school cooperation and unified goals. The values taught at school are ineffective unless also first taught and applied at home. The special emphasis on Christian education requires an even greater need for cooperation. For this reason, regular Sunday worship in God's House is expected. It is important that the child be provided with a Christian home environment by personal example in matters of worship, sacrificial giving, and positive promotion of the school and the church. Children are to be encouraged to complete all assignments and parents are expected to display concern and interest in the work being performed -- reviewing papers sent home -- signing homework folders and report card envelopes. The time and talents of all parents are needed in a church school where funds are more limited. Requests for information and/or fees are to be given prompt attention. Full cooperation is reflected through compliance with all policies and procedures outlined in this Handbook. Finally, parents are encouraged to join with the staff in praying for students, teachers, and parents that all may grow together in the grace and knowledge of the Triune God.

## **Non-Discriminatory Practices**

St. Paul Lutheran School admits students of any race, color, national or ethnic origin and extends them the same rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Inquiries about the non-discrimination policies of St. Paul Lutheran School may be directed to the Principal.

## *Part B*

# **CURRICULUM AND AREAS OF LEARNING**

### **Curriculum**

As a Lutheran School, we are not bound by the Common Core State Standards (CCSS). We currently are not actively teaching strictly to CCSS; however, we teach according to what we believe are best practices, which is, as we are coming to find out, already incorporating many of the Common Core concepts.

We will continue to research the standards and will address them to ensure that our students excel, and that they are prepared for what they will face coming out of our school. We feel that whatever standards are set before us will be exceeded by our teachers and curriculum.

Our research has shown that there are some concepts in the CCSS that are beneficial and we will incorporate only that which we believe will be most advantageous to our students. Conversely, there may also be some concepts that we believe are contradictory to our values and beliefs as a Christian school and will not be incorporated. We are mindful, in both scenarios, that our students will need to be prepared to continue on with their education in schools beyond St. Paul that may be incorporating the CCSS.

Religion is the first 'R' in the curriculum and is taught as a required subject. We teach the Christian faith based on Holy Scripture as explained in the Book of Concord and Luther's Small Catechism. These teachings permeate all the remaining subjects. The development of wholesome attitudes is included in educational goals across the country, yet the only true motivation for achieving these attitudes comes from the Gospel of Christ. It is for this reason that the secular subjects typical of most schools are also found at St. Paul, but are enlightened with God's Word and taught as dimensions of Christian growth. Sex and drug education are included in the curriculum and are taught within the structure of existing subject areas where and when it is appropriate.

### **Areas of Learning**

**Religion:** Worship, Bible study, Bible history, church history, catechism, confirmation instruction.

**Memory:** Scripture passages and doctrine from Luther's Small Catechism as well as hymns.

**Language Arts:** Reading, vocabulary, phonics, literature, English (grammar and composition), creative writing, spelling, handwriting.

**Mathematics:** Arithmetic, Mathematics (number theory, geometry, algebra).

**Social Studies:** Geography, history, citizenship values and skills, current events, civics, government, economics, Michigan history, map and globe skills, thinking, reading, and writing skills, study and research skills, time-related skills.

**Science:** General science, environmental, physical, biological, and earth science. Art: Drawing, appreciation, three-dimensional, varied media. Physical Education: Skills, physical fitness, health, safety.

**Music:** Vocal, theory, appreciation, notation, instrumental.

**Technology:** Keyboarding, word processing, internet, project organization and presentation, computer assisted learning.

Approved methods and teaching aids are employed in all subjects. A schedule is being created for reviewing and updating all curriculum areas. Kindergarten through Grade 4 are self-contained classrooms and Grades 5-8 are departmentalized.

## *Part C*

# **GENERAL INFORMATION**

## **Enrollment Policies and Priorities**

The right to establish enrollment policies and procedures is delegated to the Board of Christian Education through the Voters' Assembly. St. Paul Lutheran School is established primarily for the Christian education of its members. All members are given the first priority to enroll their children. Non-member families may be denied admission due to classroom size. Any student may be removed from school membership if particular circumstances indicate that such action is in the best interest of the school or a particular class. The Board of Christian Education reserves the exclusive right to make this decision.

When enrolling, parents must provide copies of the following:

- A birth certificate.
- Court papers allocating parental rights and responsibilities, or custody (if appropriate).
- Proof of residency.
- Proof of immunizations.

## **Enrollment Acceptance**

St. Paul Lutheran School reserves the right to accept or decline enrollment determined by whether or not the school can meet the child's needs. Enrollment may require certain academic adjustments or even a probationary period. The school also reserves the right to determine final grade placement for any applicant or current student based on educational needs.

Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy of St. Paul Lutheran School. St. Paul is a school of the Lutheran Church-Missouri Synod (LCMS). All students will have daily religion lessons prepared for LCMS schools. Beginning with Kindergarten, students have memory assignments weekly. Students will learn the six chief parts of Luther's Catechism, books of the Bible, and selected Bible verses.

## **Preschool**

The purpose of St. Paul Lutheran's His Little Lambs Preschool is to assist parents in their duties of Christian parenting. It is not our purpose to take the place of parents, but rather to serve both parents and children as they grow in their love for and understanding of their Creator God and the world He has created for them. It is also our

prayer that God's Holy Spirit would use our Preschool as a tool to reach out to those who have no knowledge of their Savior.

A separate Preschool Handbook is available.

## **Kindergarten**

Students that attain the age of five before August 1 may be enrolled in Kindergarten. All kindergartners must have the required immunizations and a physical examination prior to entering school. All necessary information and forms are available in the school office. Physical examinations and immunizations, given prior to a student's entrance in a preschool program, meet the requirement and another physical is not necessary for Kindergarten. Parents who are planning to enroll their children are encouraged to attend the Kindergarten Round-Up. (Kindergarten Round-Up is not a registration.) All information pertaining to Kindergarten will be presented and available at that time. Hearing, vision, and speech screening is also given at Round-Up. Children entering Kindergarten must be toilet trained. All new kindergarten students must be enrolled through the regular school registration process.

## **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building principal or secretary.

## **Calendar**

The school calendar will be available to each family at the beginning of the school year. Parents are asked to keep the calendar for reference even though a weekly newsletter will provide a calendar of coming events for the week. Notification will be sent home with the children when changes occur.

## **Student Safety and Well Being**

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and lock down procedures as well as accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff member immediately.

Students with specific health care needs should submit a written notice about such needs, along with proper documentation by a physician, to the school office.

St. Paul Lutheran School is equipped with a security system to aid in keeping students and personnel safe. Doors are locked during the school day. Please enter the building at one of the entrances using the automated buzzer system. All visitors to the building during school hours, including parents, must report to the office to check in.

## **Emergency Drills**

Fire, tornado, and lockdown drills are conducted throughout the school year in accordance with state law. Children are instructed in proper behavior for an emergency so that, in case of fire, the building can be evacuated in a rapid, safe manner. In the event of a tornado or severe weather, children will be taken to a place of maximum safety. The teachers will also work with students in preparation for other emergency situations that may arise keeping in mind the age of students served. You can find completed drill information on our school website.

## **Injury and Illness**

Students who become ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released without parental permission.

All injuries must be reported to a teacher or the school office. If minor, the student will be treated and may return to class. If medical attention is required, all efforts will be made to reach parents or guardians, or their designated representative. In the rare case where none of the student's contacts can be reached and the injury is enough to require immediate medical attention, the building principal will arrange for the student to be taken to a doctor or hospital for treatment. This action does not obligate the school to any financial responsibility for the treatment of the student.

## **Emergency School Cancellation**

When emergencies arise necessitating the cancellation of classes, a notice will be sent via radio and television through Millington Schools. The Flint and Saginaw radio and television stations will carry the announcements. There will also be a School Reach call made to all school families alerting them to any school cancellation.

## **Bus Transportation**

The Millington Public School District provides bus transportation for St. Paul students that live inside the district. A representative from the Transportation Department attends our annual welcome night before school starts to help with bus routes.

Children who ride the bus are expected to demonstrate Christian conduct at all times. Failure to do so may result in suspension of riding privileges.

## **Annual Parent/Teacher Consultations**

Formal parent/teacher consultations are held after the first quarter of the school year. Parents are free to contact any teacher after school hours for an appointment during other times of the year.



## Reports to Parents

Report cards are issued four times a year. They record the progress taking place and indicate areas that need improvement. Report cards are sent home with the children the first three quarters and the fourth quarter cards are to be picked up at registration. Teachers may from time to time send home other reports concerning a child's progress, especially when special attention is needed. Report card envelopes are to be signed and returned for the first three quarters. This should be done within a week.

## Grading Scale

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

## Chapel Services

Chapel services are normally held each Wednesday, with the exception of special church holidays. These services train the children in both traditional and contemporary forms of worship. They are presented at their level, directing the Word of God to their life situations. Each month's offerings are given to the work of the Lord for special mission areas.

## Student Pictures

School pictures are taken each year in the fall. Parents are given the opportunity to purchase the pictures if they so choose. A retake day is usually arranged 4-6 weeks following the date pictures are taken for those who were absent or whose pictures did not turn out satisfactorily. Anyone else may have his or her picture taken by simply arriving on either day. Those having pictures taken that are not a part of one of the classes must have them taken between the groups of classes or prior to the start of school. The photographer is ordinarily taking pictures until about noon.

## Fundraisers

Fundraisers are conducted annually to help cover the increasing costs of school materials, thus reducing the amount that must be charged for school registration. Fundraisers are not mandatory.

## **Lunch and Milk Programs**

A school lunch program is available to all children. The rules and regulations are under the direction of the U.S. Department of Agriculture and the State Department of Education. Continuous changes necessitate an annual notice regarding current lunch policies and charges.

Children purchasing a lunch are also entitled to one half-pint of milk as part of the meal. Extra milk may be purchased at the current rate.

Lunch and milk tickets for Grades K-8 are available for purchase in the kitchen in the morning prior to the beginning of classes. Availability of volunteers will determine the number of days each week in which purchases may be made.

The charging of lunches or milk should be avoided due to the narrow margin with which the program operates. Students are given a written notification when each charge occurs. A maximum of three lunches may be charged before a student will be asked to call home.

## **Textbooks**

Students will be assigned textbooks and class materials as needed. Students are to place their name on the identification label located on the inside of the front cover. Textbooks will be collected from the students as needed and the teacher will evaluate the textbook condition at that time. Fines will be assessed for damaged or unreturned materials. Fines are collected by the building secretary and added to the family school account.

## **Home Visitations**

Prior to the start of school teachers make visits to homes of the students in their class for the coming year. The purposes are to become better acquainted with the entire family and to explain special classroom procedures.

## **Supplies**

A list of supplies required for each class, together with a list of those provided by the school, is provided to each family at the time of registration. Children who do not have the necessary supplies when needed will be treated in the same manner as those having incomplete assignments with the same resulting effects upon their class grades.

## **Lost and Found**

Children are responsible for their own valuables. All clothing should be properly marked for easy identification. Students with missing items should check the lost and found located in the hall next to the janitor's office. All items not claimed by the end of June will be donated to charity.

## **Retention Policies**

Retention of a student may be recommended by the teacher after considering all factors of the child's life. Parents will be advised well in advance of the close of the school year if retention should be considered. The teacher will also request a meeting with the parents and the Principal to present all factors involved in the final decision.

## **Property Damages**

Parents are responsible for any property loss caused by an action of their students.

## **Parent/Teacher League (PTL)**

Parent/Teacher League (PTL) is an organization that provides an opportunity for parents and teachers to develop a closer relationship in their mutual task of providing a Christian education for the children in their care. All parents and teachers are automatically members of the organization. Members are invited and urged to participate in all activities sponsored by the group. The funds raised by these activities help provide the school with needed equipment and supplies.

Meetings will be announced in the school newsletter. Each meeting consists of a topic that will be announced. The church calendar, Sunday bulletins, and school newsletters provide a reminder of the forthcoming meetings. A separate PTL Handbook is available in the school office.

## *Part D*

### **EXTRA-CURRICULAR AREAS**

#### **Music – Choirs**

St. Paul has several school choirs ranging from Kindergarten through Grade 8. The purposes of the choir program are threefold: to enhance the worship service of the church; to give the child the opportunity to praise the Lord through musical excellence; and to enrich the child's musical life through choral discipline and training.

Participation in the lower and middle grades is required. Screening for membership in the Free Spirit Choir (Grades 6-8) is based on vocal ability and tone quality. To maintain membership in the upper grade choir, students must attend all scheduled services and exhibit a positive attitude. A written note from the student's parents constitutes an excused absence. Students are allowed no more than two unexcused absences in these select choirs. Certificates given to select choir members at the end of the year are based on regular participation in church services when the choir is scheduled to sing.

#### **Music – Junior Handbells**

St. Paul school students will be given priority to participate in Junior Handbells based on the limitation of the number of bells available and the student's ability to read music. Junior Handbells participates in worship services, the Christmas Concert, and the Lutheran School Music Festival.

#### **Music – Band Program**

The band program is an activity that is offered only when a qualified instructor is available. Beginning Band is mandatory for all Grade 5 students. Instruments may be provided by the school. Students in Grades 6-8, who so desire, are given the opportunity to develop their musical abilities in Advanced Band. Instruments are to be provided by the parents. Band students also participate in worship services, the Christmas Concert, and the annual Lutheran School Music Festival.

#### **Yearbook Staff**

A Yearbook is a nice memento of the year's activities and is produced annually. The cost will vary depending on our cost. This is a cost only, not for profit project.

## **Field Trips and Outings**

Occasionally, a class will go on a special trip or outing. A permission form will be sent home prior to the trip and must be signed by a parent before the child will be allowed to participate. A trip on a regular school day is counted as a day of school and will be recorded accordingly in matters of absence or tardiness. Many of these outings need the assistance of parents as chaperones and/or drivers. Only students enrolled in the participating class will be allowed to attend.

## **Interscholastic Athletics**

St. Paul is a member of the Tri-County Lutheran League (TCLL). The school competes with fellow Christian schools and occasionally with neighboring public schools.

The grades eligible to participate in interscholastic competition will vary from year-to-year and sport-to-sport depending upon class sizes. The deletion or addition of a sport is dictated by the League. In all sports except track, the A-team consists of eighth graders and below and the B-team consists of seventh graders and below. The following sports may typically be offered: boys' and girls' soccer; boys' and girls' (A & B) volleyball; boys' and girls' basketball (A & B); and boys' and girls' track (Division A: Grades 7 and 8, Division B: Grades 6 and below).

Although cheerleading is not a competitive sport, it is a part of the winter basketball program. Tryouts are held when a large number of girls have indicated an interest in belonging to the team.

St. Paul believes that athletics are an extension of the curriculum. All students that wish to participate on a team must maintain satisfactory grades. Participation includes all tryouts, practice and games. Students may be placed on academic probation for the following reasons:

- Have a GPA of 2.0 or lower in core subjects for the current school year.
- Have a cumulative grade of F in any core subject
- Displays behavior that is inappropriate as determined by the Principal, Teacher, and/or Athletic Director.

Core subjects do not include the following: Art, P.E., Enrichment Courses, Band, Tech

The school principal and athletic director, under the supervision of the Board of Education, will make the final determination of eligibility. Extenuating circumstances may be considered when making these determinations.

Because the interscholastic programs are fairly strenuous, school policy requires that a health examination be submitted prior to participation. Other extra-curricular school activities of a strenuous nature also require a health examination. The school provides health forms, which are available from the school office throughout the year. It is strongly recommended that health forms be completed by the first school day because students are not allowed to participate in any athletic activities, including practice, until this requirement is fulfilled. However, if participation is planned for only winter or spring sports, then October 1 and March 1, respectively, would serve as

effective guidelines. Frequently, children are required to have health exams for summer activities and the school will accept these for the coming school year if a copy of the form is furnished for the school records and if a medical doctor gave the exam. Likewise, each participant in the interscholastic program is expected to maintain satisfactory standards of achievement, effort, and conduct. The particulars of this requirement are spelled out in detail in the form given to those who wish to participate. Parental support is also required of those taking part in a sport. This includes working at events and providing transportation as needed. A nominal fee is charged for each student participating in an interscholastic sport. The fee is established by the Board of Christian Education and covers each sport in which a student may participate throughout the year. The revenue is used to help cover extra costs related to interscholastic sports.

## **Vacation Policy**

The faculty and Board of Education of St. Paul Lutheran School strongly discourages extended student absences (three or more days) due to vacations. Students miss out on class instruction and learning skills that make catching up difficult and time-consuming. If these vacations are necessary, the following guidelines will dictate how those vacation times are handled.

1. Work should be requested by the parent/guardian from the teacher a minimum of one week prior to the first day of absence.
2. All assigned work is due by the third school day upon returning. Work submitted on day four after returning will be marked down 10%. Any work submitted upon the 5th school day will receive no higher than 59%. If the work is late beyond this, the student will receive a zero.
3. Tests must be taken here at school and must be made up within the same time frame referred to in point two of this policy. Failure to do so will result in a failing grade for those tests.
4. Memory work must be done in advance of the vacation or failing grades will result.
5. Parents should inform the teacher and the office of the scheduled vacation as soon as plans are made. Parents must complete the Vacation Request Form in advance.

## *Part E*

# **POLICIES AND REGULATIONS**

### **Miscellaneous**

In order to assist in the smooth operation of the school, there are several miscellaneous regulations that have been established.

- Gum chewing is not permitted on the premises, inside, or on the playground.
- If a child needs cough drops, or any other type of medication, permission will be granted through a note from the parents and will be administered by designated personnel. Notification of duration of medication needs to accompany the note.
- No baseballs will be permitted at school.
- Cars should be parked in such a way as to avoid blocking other cars or interfering with a clear view for the students exiting the building into the parking lot.
- Teachers will confiscate all knives, cap guns, water guns, and other nuisance items (including toys) that children bring to school without permission from the teacher.
- All electronic devices are considered in the same category unless the student has received specific permission from the teacher in advance. Confiscated items will be returned only at the request of the parent.

### **Church Attendance**

In keeping with the program of religious training in the school, all students are expected to attend worship services with their parents. It is hoped that the example of the parents will support the teachings of God's Word regarding devotion to the preaching and teaching of God's Word, and to regularly hearing and learning it. Those who are members of another parish are expected to worship regularly in their own parish. Those who have no church home are expected to regularly attend St. Paul. Also, it is desirable that your child participates in the Sunday School or Bible Class program offered by the church.

Out of genuine love and concern for the child's spiritual welfare, each teacher records church attendance. This is done discreetly so as to avoid placing undue pressure on the child. The teacher's record of church attendance is confidential. A copy of this record is sent with quarterly report cards. A copy is also provided to the pastors so that those who have not attended church regularly might be encouraged to do so.

## **Arrivals and Dismissals**

The beginning and closing times of the school day may vary from year to year. The official starting and closing times are announced each fall. Children will be admitted 15 minutes prior to the start of classes. Those students who arrive more than 15 minutes prior to the start of school must go directly to Latchkey where supervision is provided. Once a child has arrived on the school grounds, he/she is expected to remain until the dismissal time for that day. Leaving the grounds during periods when class is not in session is prohibited. Children remaining after school for participation in extracurricular activities must remain in Latchkey until practice begins and are subject to the same regulations that exist during the school day. Sports teams who have practice immediately after school will remain in the Parish Hall until the coach arrives. All other students are to leave the school premises within 15 minutes following the close of the day. Except in the case of illness, it is expected that a child will attend classes until the normal dismissal time. If it is necessary to pick up a child prior to the close of the school day, parents are to send a note with the child in the morning to give to his/her teacher. If a parent unexpectedly finds the need to have his/her child dismissed prior to the end of the school day, the parent may call the school office and request that the office notify the pertinent teacher. As a safety measure, students will not be permitted to wait outside for someone to pick them up. Latchkey is available from 6:00 to 8:30 a.m. and 2:45 to 6:00 p.m. at a cost of \$4.00 per hour.

## **School Attendance**

Regular and punctual school attendance is essential for success in school. Important learning results from active participation in the classroom and other school activities that cannot be replaced by individual study.

When a child is absent, parents are to call before the start of the school day and leave a message for the child's teacher or a note should be sent with a sibling if possible. Any make-up work due to an absence is the responsibility of the student and parents. Work must be turned in within a reasonable amount of time for credit.

For a normal class day, a half-day absence is recorded if a student arrives after 8:50 a.m. and is present for the remainder of the school day. A half-day absence will also be recorded if a student misses class for at least one hour due to an appointment during the day.

Cases of excessive absences will be brought to the attention of the Principal and the Board of Christian Education for evaluation. In the case of excessive absences due to illness, a written doctor's excuse will be required for review.

Parents are urged to make appointments with doctors and dentists during non-school times. If a child is to leave during the day, please send a signed excuse with the child explaining the reason for leaving school grounds. If a child will be taken out of school for several days, please consult with the child's teacher for assignments that will be missed.

St. Paul follows Tuscola Intermediate School District's guidelines on truancy. Copies of the guideline are available in the school office.



## **Tardiness**

Late arrivals disrupt the classroom routine. A tardy is recorded if a student arrives within 59 minutes of the beginning of school. Students who are not in the classroom by the bell, marking the beginning of school, will be recorded tardy. Tardiness will be noted and will appear on the student's report card. Students will not be recorded tardy if their bus is late. The Principal also has the authority to call for a delayed attendance to be used on days with poor weather or road conditions.

Excuse for absence or tardiness is to be submitted to the classroom teacher in writing at the time of return unless prior contact had been made by the parent. The written excuse should include the reason for the absence so that, if a recurrence of the illness takes place, the teacher will be sensitive to the problem.

Tardiness in excess of 60 minutes constitutes a half-day absence. A student who must be excused from class for more than 60 minutes and up to three hours will be considered absent half a day. If a student must be dismissed from class during the day, the teacher is to be notified in advance so that the assignments that are missed can be provided to the student. When picking up the student, the parent is to go to the office to indicate that the child is leaving. The office staff will contact your child's teacher and your child will be released and will meet you in the school office. Parents are strongly urged to avoid scheduling family vacations during the days that classes are in session.

## **Parental Visits and Special Consultations**

Parents are welcome to visit classes. The teacher should be contacted in advance, however, to be sure that some unusual special circumstance does not make the visit inadvisable at the chosen time. Parents wishing to discuss a matter with a teacher should make arrangements to do so outside of the times that classes are in session. If a parent wishes to speak to a child during the school day, the parent is to report to the office where the child can be paged, rather than going directly to the room. Visits by children not enrolled at St. Paul is permissible only through special arrangements with the classroom teacher in advance. If a child is experiencing some special problem at home that might affect his school life, it would be advisable to notify the teacher of the difficulty.

## **Attire and Appearance**

While fashion changes, the reasons for being in school at St. Paul have not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational setting or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Am I dressed appropriately for the weather? (Yes)

If a student is sent to the office for a dress code violation, the student will not be allowed to return to class until he/she is dressed in a manner that meets dress code requirements. The school reserves the right to make decisions on what is or is not acceptable.

## **Dress Code Guidelines**

Each student will dress in a manner that will not interfere with an orderly, wholesome, and productive school life.

- No student will be allowed to attend school if his/her personal hygiene or wearing apparel endangers his/her own health or safety of others, or interferes in any way with the educational process.
- Hemlines of skirts, dresses, and shorts must be to mid-thigh, including slits in skirts.
- When wearing leggings, tops must extend to mid-thigh.
- Shirts, sweaters, and blouses must cover all undergarments and the back cannot be exposed. Midriff and cleavage should not be visible. Halter tops, shirts with spaghetti straps, sleeveless tops, and mesh tops are not acceptable.
- Slacks, jeans, and shorts must fit appropriately and meet the expectations of the school environment.
- Shorts are only acceptable before November 1 and on or after April 1.
- Clothing may have writing and pictures on it as long as it does not refer to profanity, alcohol, drugs, sex, rock groups, or anything else that is contrary to our Christian belief.
- Caps or other head paraphernalia are not to be worn in the building during school hours.
- Shoes must be closed-toed and have back straps and must be worn at all times. Slippers and flip-flops are prohibited.
- Keep in mind that your student is expected to go outside at recess and gym periods when the weather is favorable and that the wearing of extra light clothing is not a valid excuse to make an exception. If the temperature is below 50 degrees (regular or real-feel), coats are required.
- Weather conditions and special school activities also determine the propriety of some apparel, especially shorts.
- Special consideration should be given to what is worn on chapel days, especially by those who are ushering. Sandals with heel straps may be worn on chapel days as part of a student's dress attire. For safety purposes, students may be asked to bring other shoes for recess.
- Sunglasses may not be worn unless the student submits a doctor's evaluation to the office.
- Parents are asked to help students make wise choices.
- The principal will determine if the above dress code has been followed.
- Students who are not compliant with dress code may be required to call a parent or guardian to provide appropriate clothing.

## **Health Matters**

State law requires that all students new to Michigan schools be given a physical examination and receive specific immunizations prior to entrance. All doctors are familiar with the current immunizations required and forms for physical examinations are available in the school office. All children must keep current in their immunization

program during their school years. St. Paul Lutheran School will be compliant to state requirements and recommendations.

Teachers should be advised in writing at the beginning of each year, or at the onset, of any special health problems which a child may have that would affect his/her normal school activity. If special medication is to be administered during the school day, it will be under the supervision of the teacher, and a signed note indicating quantity and times for use must be received. All of your child(ren)'s prescriptions should be noted on his/her Health Form, completed at the onset of the school year, and kept on file in the school office. In addition, if your child has asthma, a School-Based Asthma Management Form needs to be completed.

Parents are required to notify the school at the onset of any communicable disease. The County Health Department keeps a record of these diseases so that impending epidemics can be monitored.

Children displaying signs of any communicable disease will be removed from classes until receiving further advice from a physician. This includes such infections as pink-eye, unexplained rashes, and head lice.

Parents are reminded that a child's maximum learning potential can only be achieved when reasonable bedtime hours and proper diet are maintained.

## **Recess**

Recess is an important part of the overall school environment. Fresh air and being outdoors is good for children, therefore, children will spend at least some time each day outside.

The only times children will not go outside will be for the following:

- Rain
- Lightning
- Colder than 20 degrees above zero Fahrenheit
- Wind chill below 20 degrees

Children need to be dressed and prepared to play outside. Coats, hats, and mittens or gloves are in order. Children wishing to play in the snow need boots. If they wish to roll around in the snow they need snow pants.

All children must remain on the school grounds during recess. The throwing of snowballs is strictly forbidden. Only school equipment may be used at recess unless under the direction and supervision of a teacher.

If a child is to be confined indoors for a particular health reason, the parent is to notify the teacher of this situation and indicate the duration of time that this will continue. A child's verbal indication to remain indoors will not be accepted.

## **Homework**

Children may have two types of homework. Occasionally a child may have an assignment which is given by the teacher to be specifically done at home. Ordinarily, homework is the result of not completing a given assignment during the allotted class time. Parents are responsible for providing time, opportunity, and the proper setting that would enable the child to perform these tasks. Grades and promotion are affected by the extent to which homework or class assignments are satisfactorily completed. Children who miss classes are responsible for making up the work in accordance with the teachers' requirements. These requirements may vary from grade to grade. If a parent feels that an excessive amount of homework is being given, the teacher should be contacted immediately to determine the cause and make whatever adjustments might be deemed necessary.

## **Late Work Policy**

It is the student's responsibility to complete all assignments in a timely manner and to turn them in on the day that they are due. If the assignment is not turned in on the due date, parents will be notified and the student will receive a reduced grade. All assignments are due at the beginning of class, and any assignment turned in after that time will be considered late; however, the student is still expected to complete and turn in the work. Any assignment turned in later than the beginning of class of the due day will receive 10% off; on the third day, any assignment submitted will earn no more than a 59%; After the third day, any missing assignments will receive NO CREDIT. The late policy for other assignments, including larger projects, will be at the discretion of the teacher.

## **Standardized Testing and Consultative Services**

All students in Kindergarten through Grade 8 are assessed using NWEA (Northwest Evaluation Association) testing. This research-based computerized assessment provides reliable data, professional development strategies, and perspectives on key academic issues. A performance report is provided to parents at the end of the school year. A school diagnostician and speech therapist are also available for testing, consultation, and therapy. A wide range of other consultative services is available through both the county and Millington Schools as needed. Anyone with special needs should contact the principal's office for possible available services.

## **Access and Rights to Records**

St. Paul Lutheran School follows strict rules, many set by State and federal law, for the access and release of records. Parents with questions about St. Paul Lutheran School policies or other content of student records should contact the Principal. Only educational officials may use the records unless a parent gives written permission. Rules for access and release of records that apply to all students are:

- Parents or guardians will be granted access to any and all information in their children’s permanent records. In the absence of a court order to the contrary, St. Paul Lutheran Schools will provide, upon request, a non-custodial parent access to their student’s academic records and other school-related information. It is the responsibility of the custodial parent to provide the school with a copy of any court order prohibiting the release of information to the non-custodial parent.
- School officials will be present when records are reviewed.
- Parents have the right to challenge any entry, except grades, in the school’s student records on the basis of accuracy, relevance, and/or propriety. A written request for a hearing must be submitted to the Principal and must specify the entry or entries to be challenged and the basis of the challenge.

## **Library**

Library books may be checked out for one week plus one more week when renewed. Books should be returned to the Library on the day that the library period is scheduled or placed in the drop box provided outside of the Library. If students do not return a book after two weeks, they will not be allowed to check out any books until either the book is returned or a lost fee is paid. Paperbacks are \$5.00 each; hardcover and Accelerated Reader books are \$10.00 each. Some book fees are based on the actual price of the book and can be up to \$50. Donating a book is also acceptable. If the book lost was an Accelerated Reader book, then the donated book will need to be as well. Any book lost or damaged will be replaced with the student paying the cost. Continued abuse of the library privilege will result in a loss of the privilege for the remainder of the year. Parents cannot check out books without librarian permission.

## **Telephone Use**

A telephone pass must be obtained from a teacher before using a phone. If parents need to contact their children, they should leave a message at the office. Students may not use a cell phone in the building during the school day. If a cell phone is brought to school for use after school, the cell phone must be kept in the school’s designated area.

## **Gym Use**

Students should have a special pair of gym shoes for any activity within the gym. No shoes worn outside will be permitted in the gym. Bare feet or stocking feet are also prohibited. Parents can assist by making sure that their children have their gym shoes at school at all times.

## **Bicycles**

Children may use bicycles as their means of transportation to and from school. A bicycle, like a car, must be in good working condition to be a safe vehicle. Children who ride bicycles must know and obey traffic rules. Children are not permitted to ride bicycles on the school playground, sidewalks, or on the parking lot. They should be walked to the rack and locked upon arrival and should be unlocked and walked to the street upon dismissal. Bike

locks are suggested for the protection of the owner. All vehicles ridden by children to school are to be immediately parked in their designated areas upon arrival and are not to be used until the close of the school day.

## **Use or Possession of Illegal Substances**

Student use or possession of tobacco, alcohol, drugs, or any illegal materials while under the supervision of the school will result in an automatic minimum suspension of five school days (five days in which classes are actually being held). The actual number of days of suspension are determined by current Board of Christian Education policy and the circumstances of the particular incident which occurs. Suspension automatically removes a child from participation in any school activity, curricular or extracurricular, during the duration of the suspension. In some situations, suspensions could result in denial of participation in extracurricular activities for the remainder of the year. The Board also retains the right to expel extremely serious offenders.

## **Lockers and Desks**

Students are assigned a locker. No student is to move to another locker during the course of the school year without permission and must use only the locker assigned to him/her. All personal items and books, when not in use, are to be kept in the student's locker. Students should not tamper with their own or another locker. The use of a locker is a privilege and its care and maintenance is the student's responsibility.

Lockers and desks will be routinely inspected for neatness as well as for undesirable objects. This may be because of a unique odor, a routine check of an entire class, or just a surprise check of an individual locker for a suspicious reason or no particular reason at all. Any desk or locker may be checked at any time.

## **Computers – Technology Acceptable Use**

It is the policy of the Board of Education that students will use technology responsibly and abide by the school's Technology Code of Ethics and Rules for Computer Users and the school's Internet Use Agreement. Policies will be given out at the beginning of the school year and must be returned and signed before students may use the computers. Violation of the policy and/or regulation will result in appropriate discipline as determined by the building principal or technology supervisor. Laptop settings may only be modified by the instructor. Please see the Technology agreement on page 36.

# *PART F*

## **STUDENT INFORMATION**

### **Discipline Code**

It is important that both parents and teachers have the same understanding about discipline. Both must be working with the child toward common goals by common means, with open and prompt communication between parents and teachers.

The goal to be achieved is always self-discipline. For a Christian, this self-discipline is something special, because the Christian is disciplined also by the Holy Spirit. Self-discipline means having a sense of responsibility, but a Christian in a democratic society has added responsibilities. They must be responsible not only to themselves, their community and country, their family, and the rest of the world, but also to God. All of these responsibilities are seen in the light of God's forgiving love shown to us in Christ. The ultimate source of our power to love others and act responsibly is God's Holy Spirit.

A Christian school is not just a place that seems to have better discipline or orderliness. It is a place where a child's disorder can be forgiven each day. If we fail to think of discipline as a process of confessing and forgiving, we pass up God's power. We should never forget that the words discipline and disciple come from the same root, and that a disciple of Christ is what we are because of God's forgiveness.

### **Behavioral Expectations**

All students at St. Paul Lutheran School are expected to:

- Speak and act respectfully toward teachers, staff, other students, and visitors.
- Refrain from using profanity, name calling, vulgar, or racially insensitive language, and/or gang related gestures, and also language of a sexually suggestive nature.
- Complete all assignments to the best of their ability according to the directions and time all.
- Treat all property, both real and personal, with care and respect.
- Walk slowly and talk quietly while in classrooms, restroom, hallways, and lunch areas.
- Eat only during scheduled snack and lunch periods, and only in areas designated for such purposes.
- Leave chewing gum, candy, sunflower, and all types of seeds, and soft drinks at home.
- Show pride in their school by helping to keep the campus free of litter, food scraps, and other undesirable debris.
- Bring to school only those items necessary for the educational process.
- Dress and groom in accordance with St. Paul Lutheran School's dress code.

- Be responsible for the whereabouts of their personal belongings, such as books, backpacks, lunch boxes, jackets, jewelry, watches, etc.
- Submit to the authority of teachers and/or other staff persons for questioning or disciplinary action.
- Refrain from bullying. Bullying is defined as “any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, or at school activities.”

## **Disciplinary Policies**

Students who behave in any manner contrary to the behavioral expectations outlined above will be subject to disciplinary action. Such action includes talks with the teacher and or Principal, detention, suspension, and expulsion. There are two types of discipline, informal and formal.

### ***Informal Discipline***

Informal discipline takes place within the school. It may include:

- creating a behavior plan to improve behavior;
- change of seating or location;
- lunch-time/recess or after-school detention;
- in-school restrictions; and/or
- Discipline Referral to Principal.

Informal discipline procedures apply to behavior that interferes with teaching and learning. Inappropriate or minor behaviors include:

- Inappropriate language such as name calling.
- Refusal to follow procedures/directions.
- Classroom distractions such as talking, making noises, out-of-seat behaviors, blurting out, etc.
- Throwing objects such as paper wads, pencils, erasers, stones, snowballs, pinecones.
- Horseplay or roughhousing.
- Running, poking, shoving, pushing, sliding, skipping, hair pulling, loitering, climbing, hanging, etc.
- Failure to transport written communication to/from parents.
- Spitting.
- Unprepared for class.
- Poor use of class time.
- Lack of cooperation.
- Disregard for lunch rules and manners.
- Loud noises indoors.

Informal discipline is progressive and includes the following steps. In addition, persistent disobedience will lead to possible suspension from school.

- Warning-talk with student.
- Loss of a privilege/parent contact.



- Discipline Referral.
- Referral to the Principal.

### ***Formal Discipline***

Formal discipline may remove the student from school. It includes emergency removal for up to 72 hours, suspension for up to ten 10 school days (short-term suspension), and/or expulsion from school (long term suspension). Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the Principal prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended for 10 days or less, the parents may appeal the suspension, in writing, and a formal appeal hearing will be held. Suspension from co-curricular and extracurricular activities may not be appealed. When a student is being considered for long-term suspension or expulsion, a formal hearing is scheduled with the Board of Christian Education, and the parents will be given written notice of the hearing and will be expected to attend. In the case of a long-term suspension or expulsion, the student remains out of school during the process.

Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extracurricular activities, such as band and athletics, can lose their eligibility for violation of the school rules.

If a student commits a crime while at school or a school-related event, he/she may be subject to school disciplinary action as well as action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### **Suspension of One Class**

A teacher may suspend a student from his/her class, subject, or activity for up to one class period in accordance with State law (Section 1309 of the Revised School Code) for conduct that poses a clear threat of imminent injury to persons or property. This provision does not permit teachers to suspend students for one full day, but only to suspend students from the individual teacher's class, subject, or activity for one school day. A student removed from the same class period for 10 days will receive a due process hearing for each suspension beyond 10 days consistent with required due process for long-term suspensions.

## Student Code of Conduct Consequences (Major Offenses)

The following consequences are provided as examples and are not intended to be an exhaustive list.

Consequences will progress in severity and will be determined by the school administrator(s). **Administrative intervention may occur for any level depending on the severity of the offense.** Refer to the list of disciplinary actions that may be taken by the school administrator(s) on the following pages.

### 1. Controlled Substances - Drugs, Alcohol, and Tobacco

Violation	Consequence
<b>Tobacco, tobacco substitutes/ lookalikes.</b> Possession, use, distribution, and/or sale of tobacco and/or tobacco products.	First Offense – One-day suspension. Second Offense – Three-day suspension. Third Offense – Five-day suspension.
<b>Drugs -- Over-the-Counter Medications.</b> Possession, use, sale, or distribution of over the-counter medications.	Ten-day suspension pending further investigation and possible expulsion.
<b>Drugs -- Prescription.</b> Possession, consumption (use), under the influence, sale, or distribution of prescription drugs.	Ten-day suspension pending further investigation and possible expulsion.
<b>Drugs -- Illegal.</b> Possession, consumption (use), sale, or distribution of illegal drugs.	Ten-day suspension pending further investigation and possible expulsion. Law enforcement to be contacted; further actions may be taken.
<b>Alcohol.</b> Possession, consumption (use), under the influence, sale, or distribution of alcohol.	Ten-day suspension pending further investigation and possible expulsion. Law enforcement may be contacted; further action may be taken.
<b>Inhalants.</b> Possession, consumption (use), sale, or distribution of inhalants such as whippets, white-out, glue, aerosol cans, etc. will be treated as controlled substances.	Ten-day suspension pending further investigation and possible expulsion. Law enforcement may be contacted, further action may be taken.

### 2. Weapons/Dangerous Materials

Violation	Consequence
<b>Weapons.</b> Possession, use of dangerous or deadly weapons such as firearms, knives, chains, pipe sections, razor blades, or the use of any object (i.e. padlocks, pens, pencils, laser pointers, jewelry, etc.) that is used to threaten,	State and federal laws apply. Student will be indefinitely suspended pending a full investigation leading toward expulsion.

harm, or harass another.	
<b>Dangerous Materials.</b> Possession, use, sale, or distribution of dangerous materials such as fireworks, explosives, smoke bombs, mace, pepper gas, and other objects of similar nature.	State and federal laws apply. Student will be indefinitely suspended pending a full investigation leading toward expulsion.

### 3. Protection of Property

Violation	Consequence
<b>Theft, Burglary, Robbery.</b> The intent, attempt, or act of dishonestly acquiring property of others (stealing).	Return of or payment of stolen property and the following:  First Offense – One-day suspension. Second Offense – Three-day suspension. Third Offense – Five-day suspension  The value of the stolen property will be considered when determining whether or not law enforcement officials are contacted.
<b>Vandalism.</b> Involvement in intentional damage or defacement of property belonging to others, including but not limited to computer software or hardware.	Full restitution of property and the following:  First Offense – One-day suspension. Second Offense – Five-day suspension. Third Offense – Five-day suspension.
<b>Arson</b>	Law enforcement will be contacted and full restitution will be sought. Student will be indefinitely suspended pending a full investigation leading toward expulsion.
<b>False Alarms.</b> The act of initiating a fire alarm, calling 911, and/or initiating a report warning of fire, bombing, or other catastrophe without just cause.	Indefinite suspension pending a full investigation and possible expulsion.
<b>Technology.</b> Inappropriate use of technology <i>beyond</i> what is described in the Technology Use Agreement.	First Offense – Three-day suspension Second Offense – Five-day suspension Third Offense – Ten-day suspension  Possible loss of computer privileges.
<b>Trespassing, Accessing a Restricted Area, and/or Unauthorized Use of School and/or Personal Property</b>	First Offense – Three-day suspension. Second Offense – Five-day suspension. Third Offense – Ten-day suspension

#### 4. Protection of Personal Property and Mental Well-Being

Violation	Consequence
<b>Harassment -- Bullying, Hazing, or Intimidation.</b> Directed at school staff, volunteer, contractor, or another student.	Depending on the severity of the harassment/intimidation, a student will receive up to a ten-day suspension and face possible expulsion. Legal ramifications outside of school may apply.
<b>Physical Assault.</b> Of school staff, volunteer, or contractor.	Intentional injury to another person is a felony. Legal ramifications outside of school may apply. Ten-day suspension pending further investigation and possible expulsion.
<b>Physical Assault.</b> Of another student. Physical assault includes biting.	Intentional injury to another person is a felony. Legal ramifications outside of school may apply. Ten-day suspension pending further investigation and possible expulsion.
<b>Verbal/Written Assault.</b> Of school staff, volunteer, or contractor.	Depending on the severity of the language used, a student will receive up to a ten-day suspension and face possible expulsion from school.
<b>Verbal/Written Assault.</b> Of another student.	Depending on the severity of the language used, a student will receive up to a ten-day suspension and face possible expulsion from school.
<b>Fighting</b>	First Offense – One to ten days. Second Offense – Long-term suspension and possible expulsion.
<b>Extortion or Blackmail</b>	Indefinite suspension pending a full investigation and possible expulsion from school.
<b>Gambling</b>	First Offense – One-day suspension. Second Offense – Three-day suspension. Third Offense – Five-day suspension.
<b>Unauthorized Demonstrations or Rioting.</b> Inciting others to disobedience or to disrupt the normal educational day.	First Offense – One-day suspension. Second Offense – Three-day suspension. Third Offense – Five-day suspension.

#### 5. Appropriate Learning Environment

Violation	Consequence
<b>Cheating and/or Plagiarism.</b> Copying of	A failing grade of zero will be assessed for the specific

someone else's work with the intent to misrepresent is never permissible.	work associated with cheating and student may be placed on probation for the balance of a semester.
<b>Insubordination.</b> Any refusal to obey a reasonable request. This includes, but is not limited to, the refusal to identify oneself or the refusal to complete class assignments.	First Offense -- Detention/community service or up to one day suspension. Second Offense -- Three-day suspension. Third Offense -- Five-day suspension.
<b>Disruptive Behavior in Hallways or Classroom.</b> This behavior may compromise the safety of others, lead to an unauthorized demonstration and/or riot, or prevent a teacher from effectively delivering instruction.	First Offense -- Detention/community service. Second Offense -- One-day suspension. Third Offense -- Three-day suspension.
<b>Persistent Disobedience.</b> Defined as three violations of any prohibited behavior within one school year.	First Offense -- One- to three-day suspension. Second Offense -- Four- to ten-day suspension.
<b>Public Display of Affection</b>	First Offense -- Detention/community service. Second Offense -- One-to three-day suspension. Third Offense -- Three- to five-day suspension.
<b>Profanity.</b> Any behavior or language, which in the judgment of the staff, is considered to be obscene, disrespectful, vulgar, profane, and/or violates community-held standards of good taste will be subject to disciplinary action.	<b><i>Non-Directed Profanity</i></b> First Offense -- Office referral. Second Offense -- Detention/community service. Third Offense -- One- to three-day suspension.  <b><i>Directed Profanity to Staff</i></b> First Offense -- three-day suspension. Second Offense -- five-day suspension. Third Offense -- ten-day suspension.

## Examples of Disciplinary Action That May Be Taken by the School Administrator

1. Material may be confiscated.
2. Student may be required to spend up to five hours in after-school detention or any other consequence deemed appropriate by the Principal.
3. Student may be required to complete up to 30 hours of clean-up or general repair work on school property.
4. Student may be required to make full financial restitution.
5. A failing grade may be assessed for the specific work associated with cheating.
6. Students will not receive credit for class work missed unless designated by the Principal or his/her designee.

7. Suspension from school premises and activities for period not to exceed three days per incident and/or a pending conference with parents. Either or both actions will be determined by the Principal or his or her designee. At the discretion of the Principal, the conference may be made a condition for readmission.
8. 8. Suspension from school premises and activities for a period of no fewer than four and no more than ten days with a conference required with parents, the Principal (or designee). Legal action may be taken.
9. Student may be suspended from school premises up to an indefinite period of time subject to intensive counseling and until receipt of statements from counselor, psychologist, or psychiatrist that behavior is not likely to be disruptive or dangerous to himself/herself or others.
10. Student may be subject to actions applicable to the offense and may, subject to the requirements of the suspension and expulsion policies, be suspended from school and excluded from premises and activities for the balance of the school year.
11. A recommendation for expulsion from school may be made to the Christian Board of Education.
12. Student may be placed on probation for the balance of a semester or the school year. Activities of such a student will be monitored by the Principal (or designee) through required attendance at scheduled conferences. The student will be expected to conform strictly to the St. Paul behavior expectations. Any violation of probation may result in the student being suspended.
13. Police may be notified; further action may be taken.

## **Due Process Rights**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. For purposes of this policy, a short-term suspension is defined as a suspension of not more than ten (10) days. A long-term suspension is defined as a suspension of more than ten (10) days. The Board designates the Principal as its representative at any hearings regarding the appeal of suspensions.

## **Short-Term Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student with the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified within one day of the reason for and the length of the suspension. The suspension may be appealed in writing, within two school days after receipt of the suspension notice, to the building Principal. During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting.

When a student is suspended, he/she may make up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. A student being considered for suspension of more than 10 days will be given due process as described in the expulsion section below.

## **Long-Term Suspension or Expulsion from School**

When a student is being considered for long-term suspension (more than 10 days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the hearing before the Board of Christian Education;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense; and
- notice of an opportunity to appear before the Christian Board of Education designee to answer to the charges.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A meeting with the parent(s) and student may be scheduled with the Principal at the request of the parents prior to the hearing before the Board. The Principal shall review the evidence presented by the parent(s) and either concur with the initial recommendation or modify the recommended discipline. The Principal shall forward his/her recommendation to the Board of Christian Education for final disposition.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, then it cannot be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

## **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

## **Search and Seizure**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Christian Education if there is a reasonable suspicion that the student is in violation of school rules or law. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent

searches. Book bags need to be of appropriate size to fit in lockers. Book bags are not permitted in any classroom and are subject to search if the safety of the school is of concern.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, and offices of the building are the school's property and are to be used by students solely for educational purposes. The school retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the school's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the school with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the school retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

St. Paul Lutheran School strives to provide a safe, disciplined, and loving learning environment for its students. For this reason, the foregoing disciplinary policies are strictly enforced.

## *Part G*

# **WELLNESS POLICY**

### **Purpose and Goals**

Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. At St. Paul Lutheran School students are taught that their bodies are temples of the Holy Spirit. God commands that we develop our talents to their potential. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being.

The prevalence of overweight children, aged 6-11 years, has more than doubled in the past 20 years and among adolescents, aged 12-19, has more than tripled. Healthy eating and physical activity are demonstrably linked to reduce risk for mortality and development of chronic disease as adults.



Although school health programs are not the only answer to this crisis in children’s health, schools can foster an environment that is health-promoting and provides students with the knowledge and skills to create lifelong healthy habits. Children who eat well and are physically active are more likely to learn and become healthy, successful adults who contribute to our community.

Therefore, the goals of the policy of the school are to:

- Create a health-promoting environment in our school.
- Provide students’ access to nutritious food.
- Provide opportunities for physical activity and developmentally appropriate physical education.
- Provide accurate information related to these topics through a comprehensive health education program.

The Principal shall develop and implement a comprehensive school-wide wellness program consistent with State and federal requirements in alignment with the criteria outlined by the Alliance for a Healthier Generation. The health and well-being of students is inextricably linked to academic success. The School Improvement Plan shall demonstrate its link through the inclusion of goals and measures included in this policy.

## **School Wellness Advisory Council**

For the purpose of non-duplication and coordination of effort, the principal/school board shall establish a School Wellness Advisory Council. This Council will be composed of diverse members of the school community to include church staff, school staff, family members, a student representative, and members of the school community. The Council’s purpose will be to oversee the implementation, monitoring, and evaluation of this policy. The Council may also recommend to the Principal and School Board approaches in both programs and policies to enhance the health and wellness of students, families, and staff.

The School Wellness Advisory Council shall regularly assess efforts across the school focused on improving student health and learning. Where possible, the Council will recommend policies and procedures to reduce duplication of these efforts, coordinate, and make efficient use of school resources and staff.

## **Health Care Plan**

In an effort to ensure the health, safety and welfare of our staff and students, a Preparedness Plan and a Parent Health Toolkit have been created. In addition, cooperation with the Michigan Department of Education, Michigan Association of Non-Public Schools and Tuscola County Health Department has been established for guidance on recent mandates, recommendations and requirements on health issues in the event of a wide-spread health epidemic. The Preparation Plan and Health Handbook may be found on St. Paul Lutheran’s website.

## **Diversity Statement**

The school acknowledges the link between disparities in health and academic achievement and the role this policy plays in mitigating these gaps. To this end, the adoption and implementation of this policy shall be carried

out with respect for the diversity of the school's students, staff, and families. Programs and opportunities outlined in this policy shall be applied and accessed equitably regardless of race, ethnicity, socio-economic status, ability, gender, etc.

## **Nutrition**

The school shall take a proactive effort to encourage students to make nutritious food choices. The Principal shall ensure that:

- A variety of healthy food choices are available whenever food is offered on school property or at school-sponsored events.
- School regulates the sale or serving of foods or snacks high in fat, sodium, or added sugars.
- All school meals and snacks served by the school nutrition and food services operation comply with State and federal laws and regulation.

## **Food Services Program**

The school supports the philosophy of the National School Lunch and snack programs and shall provide wholesome and nutritious meals for children in the school. In addition, the school lunch program shall meet USDA School Meals Initiative standards for reimbursable meals.

The school food service staff will be trained annually to enable them to carry out the nutrition standards and federal rules required by the National School Lunch Program.

## **Free and Reduced Price Food Services**

The school shall provide free and reduced- lunches to students according to the terms of the National School Lunch Program and the laws and rules of the State. The school shall inform parents of the eligibility standards for free and reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal any decision with respect to his/her application for free or reduced price food services.

## **Nutrition Standards**

The link between nutrition and learning is well documented. The school shall provide lunches which meet the nutritional standards required by State and federal school lunch programs. Meals served in school before the end of the last lunch period shall conform to the U.S. Dietary Guidelines for Americans. The School Food Service Program shall also adhere to additional nutrition criteria established by the Alliance for a Healthier Generation for school meals. Foods and beverages sold in competition with the federal school food programs (including a la carte) will be in compliance with the Healthier Generation Guidelines for School Competitive Foods and Beverages.

In accordance with what has become known as the “Smart Snack” rule, fundraisers that have a negative impact on the school meal program will not be allowed during meal periods. Any foods can be sold if school has been out of session for at least 30 minutes. Concession stands, candy sales, etc. are therefore allowable after a thirty minute waiting period at the end of the school day.

Any vending machines installed on the premises of the school grounds shall be limited to only those that dispense items which are nutritionally healthful and meet the guidelines from the Alliance for Healthier Generation for school competitive foods and beverages and the USDA “All Foods Sold in School” Standards. No food or drink items shall be offered in vending machines unless they have been approved by the Principal.

These standards do not apply to school-sponsored or school-related bona fide fundraising activities that take place off school grounds and not in transit to and from school. Nor do they apply to booster sales at school related events where parents and other adults are a significant part of an audience or are selling food as boosters either during intermission or immediately before or after such events. These school-related events frequently occur during evenings and weekends. Examples of these events include but are not limited to interscholastic sporting events, school plays, and music concerts.

## **Physical Education and Physical Activity**

A comprehensive physical education curriculum consistent with Michigan requirements and aligned to national physical education standards has been adopted. The curriculum is developmentally appropriate, utilizing strategies that support needs of the diversity of the student population. All physical education classes include student assessment of skills and knowledge and this assessment is included in grades earned every term.

All students in Kindergarten through Grade 5 are required to participate in 150 minutes of physical education per week throughout the academic year. All middle level students, Grades 6 through 8, are required to have 225 minutes of physical education per week for all years of their middle school education.

Physical education classes are appropriately modified or adapted to promote the participation of all students, in particular, students with chronic health conditions, and/or special needs.

In addition to required physical education, students at the elementary level have the opportunity to participate in daily recess and physical activity. The school provides daily recess periods for elementary students totaling at least 30 minutes, featuring time for unstructured but supervised active play. Co-curricular physical activity programs, including fully inclusive intramural programs and physical activity clubs are available to all students. School facilities shall be used for physical activity programs offered by the school and/or community-based organizations outside of school hours as feasible.

## **Health Education and Nutrition Education**

The health education curriculum is consistent with Michigan requirements and aligned to state/national health education standards. The curriculum provides opportunities for developmentally appropriate, skill-based instruction for Grades K-8. Instruction includes topics of healthy eating and benefits of physical activity.

Nutrition, health and fitness topics are integrated within the sequential, comprehensive health education curriculum taught at every grade level, Kindergarten through Grade 8, and coordinated with the school's nutrition and services operation.

Because good health is integral to a successful and productive future, education featuring information on healthy eating and physical activity is integrated where possible into other subject areas, in the cafeteria, and during before- and after-school activities.

## **School Employee Wellness**

The health, safety, and attendance of school teachers and staff are critical to our students meeting the rigorous learning goals we have set. In addition, school staff members are a unique and valuable resource. To this end, the school has established a school employee wellness program that includes, but is not limited to, physical activity and nutrition information, weight management, stress management, health screening, tobacco cessation, and other evidence-based approaches. This program will be evaluated annually for its overall effect on staff health and well being, staff attendance, and return on investment.

## **Implementation**

Before the end of the school year, the School Wellness Advisory Council shall recommend to the Principal any revisions to the policy it deems necessary.

The Principal shall report annually to the Board of Christian Education on the progress of the School Wellness Advisory Council and on its evaluation of policy implementation and areas for improvement, including status of compliance and progress made in attaining goals of the policy.

The Principal is also responsible for informing stakeholders, including parents, students, and church members on the content and implementation of this policy. In order to inform the stakeholders, the Principal shall include information in the Student Handbook and post the policy on the school website, including the School Wellness Advisory Council assessment of the implementation of the policy.

## **Health Care Plan**

In an effort to ensure the health, safety and welfare of our staff and students, a Preparedness Plan and a Parent Health Toolkit have been created. In addition, cooperation with the Michigan Department of Education, Michigan

Association of Non-Public Schools and Tuscola County Health Department has been established for guidance on recent mandates, recommendations and requirements on health issues in the event of a widespread health epidemic.

## **CHILD CARE SERVICES**

### **Establishment**

St. Paul's His Little Lambs Child care was established to:

- provide quality child care in a Christian setting for working families;
- provide a safe environment in which to nurture the spiritual, social, physical, and academic development of the children God has entrusted to us;
- minister, also, to the parents of our congregation and community by providing childcare services which meet their needs; and
- provide a positive start to a young child's Christian education at St. Paul Lutheran School.

A separate His Little Lambs Child Care Handbook is available.

### **Payment Policy for Child care and Latchkey**

Information about our registration fee and payment policy will be provided to parents/guardians when inquiries are made about our program.

His Little Lambs Child care is a prepay program. A schedule of when your child will attend childcare for the upcoming week is due on the Wednesday. When we receive your child's schedule, you will receive an invoice for the upcoming week. That invoice will need to be paid on Friday for the upcoming week of childcare. If that invoice is not paid by Friday, we cannot guarantee a spot for your child on the following Monday. It is vital part to our program because we want to ensure we are providing care while following the state requirements for ratios in the center. For special circumstances that may require a delay in payment, please make those arrangements with the program director.

Parents/Guardians will be responsible for:

1. Full balance payment of invoice on the Friday prior to the child attending childcare by parent or guardian that is on the account.
2. Contacting the center when your child will not be in attendance due to illness, vacation, or last minute schedule change. You may leave a message on the voicemail if it is before or after business hours.
3. If your child is sick or does not attend, and a parent/guardian has notified the center, you will be credited the daily rate for that day on the upcoming week's invoice. If a phone call was not received, you will be charged for the day. Special circumstances will need to be addressed with the program director.
4. To give at least two weeks' notice if you are withdrawing your child from the program.

5. \$25.00 non-refundable fee for insufficient funds on any written checks.

## **EDUCATIONAL FEES POLICY**

### **Costs and Tuition**

The total cost for the education of a St. Paul student for one year exceeds \$5,000. St. Paul Lutheran Church considers our school to be one of our most important missions, therefore, school families are not charged the full costs of the education of their children.

**Tuition/School Fees and Payment Options for the current School Year are available on our website.**

### **GranTparent Financial Student Assistance**

The GranTparent fund is designed to provide financial assistance toward tuition and fees at St. Paul. This assistance is provided to those who qualify by the generous contributions of individuals and families who recognize the importance of a Christian education. Applications for assistance are accepted in May and may be found on the website or at the school office.

### **Student Aid Fund**

Situations arise in our lives causing a financial crisis. Loss of job, divorce/marital separation, and medical circumstances are some of the times when we may not know how we are going to pay bills. The Student Aid fund has been established to help families meet financial obligations for tuition and fees during a time of crisis. Families in need of assistance are asked to contact the school office.

## **SCHOOL COMMUNICATION POLICY**

Quality relationships are at the core of good communication. This cannot be underestimated. With our growing student body, more than 25 faculty and staff members, and over 2,000 church members. Quality communication among everyone is essential to providing the best environment for educating your child(ren). Communication is not just a “one-way street” from the school; it also requires parents, students, and faculty to be able to communicate their aspirations, concerns, and ideas effectively. To minimize the risk of miscommunication, there are some basic principles we ask parents, faculty, and students to follow.

One of the best ways that parents can help their child succeed in school is to be involved with their education. This starts with timely, quality communication between you and your child’s teacher. This policy acknowledges the

need for stakeholders to communicate in a courteous and respectful manner at appropriate times and with timely feedback.

Miscommunication is usually the number one cause of conflict. Check before you react. St. Paul wants the best for your child and others. Children often see things from their own world and perspective. They often do not understand what leads up to a situation and might only communicate their part of the story. Our school policy reminds us to follow the structure given to us in Matthew 18; go to the other person privately and do not make it a public matter. Most matters can be resolved in this way and probably is the most effective. At times this method may seem too direct but it is important to understand that it is done out of love, respect, and dignity and serves as a first step.

Go to the staff member closest to the situation. Speak first to the most appropriate person. Don't escalate (take the issue over the faculty member's head or behind their back) until you have communicated directly to them. Please do not discuss issues or people in the public arena, including the use of social media. We want to build a community, not break down others and their reputations.

When to communicate can be a difficult issue. At the beginning of the year when everything is "new" and fresh, people tend to avoid discussing issues; however, if it is worrying you, don't wait. Talk to the faculty member closest to the situation. We should not aim to solve all of our children's problems for them, but a quiet word or heads-up to the teacher can alert them of an issue before it escalates.

Don't wait for parent-teacher conferences. If you want to know how your child is progressing, make an appointment to see your child's teacher.

The bigger the issue, the more time it may take to resolve. Make an appointment so the appropriate faculty member can put aside enough time to deal with the issue thoroughly. Before and after school are not automatic conference times; therefore, please make an appointment.

Don't try to sort out a problem between your child and another child at school by approaching that child. Speak to the parents privately. No parent has the right to approach a child from another family about a school incident.

Don't speak on behalf of others. Please speak on behalf of your needs only. Do not use such phrases as "other parents believe as I do". Speak only for yourself and bring it to the faculty member closest to the situation. Supporting the school does not always mean agreement, but does require using the communication channels and processes that respect all members of the community. Gossip is usually misinformed and never resolves issues.

This policy/practice will ensure a strong community for everyone.

# ELECTRONIC COMMUNICATION POLICY

The purpose of this policy is to clarify St. Paul's position with regard to electronic communication between parents and faculty. The school has a variety of communication options: Facebook page, Webpage (for newsletter and calendar), Skyward, All Call, Remind, classroom newsletters, and/or the Student Handbook. If you have an immediate concern about your child, call the school office (989-871-4581, extension 4).

Increasingly, parents and faculty are using email/texting to communicate with each other. Email and texting are often a convenient and helpful way to communicate with your child's teacher, but parents and faculty should follow the same guidelines as any other professional communication.

Please be aware that teachers get many email/text messages daily and are teaching and/or have other responsibilities during the school day. Your child's teacher may not be able to respond immediately to your email/text. Some teachers do not have time to address email/text messages until well after school ends and/or others may address emails/texts the following morning. Faculty will check their emails/texts daily on school days (or each day that they work). Response time to emails/texts from a faculty member can be expected within 48 hours of the initial contact, excluding holidays, weekends, or planned personal days. If it is an emergency, please call the school office.

Some issues are too complex to properly resolve via email/text. If the email/text becomes very lengthy or begins to cover multiple topics, the parent or faculty member should request a meeting or arrange a phone call to discuss the issue. In addition, complex or recurring issues should not be addressed via email/text but rather in person or via telephone.

## Communication Tips

A poorly worded or aggressive email/text can lead to a breakdown in communication which neither parents or faculty want. The following are some proper email/text etiquette tips that can enhance communication:

- Be positive, courteous, and diplomatic. Remember, you cannot take back an email/text message and it can easily be forwarded. Be calm and choose your words carefully. Do not write and send an email/text when you are angry. Take some time to digest the situation first.
- Open up your communication to the other person with phrases such as "Can we talk about...?" or "I need to check...". Avoid comments such as "You should have..." or "You must be mistaken...". You may not have all of the details that you need to support those statements.
- Make respectful requests such as: "Could you please send home the information about...". Avoid giving orders by saying "you have to..." or "you need to...". Be brief and stick to the point. Use kind words rather than fighting phrases. For example, "Please could you..." and "Thank you for all you did" go a long way in building good relationships.
- Address all emails/texts directly to the person you want to communicate.