St. Paul Lutheran Church and School Handbook 2021 - 2022

Family:

St. Paul Lutheran Church and School is an extended family for our students and their families. We partner to create an environment of love, care, and support. St. Paul has many unique parts, yet one encouraging family working together for the good of each other and the community.

Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ.

1 Corinthians 12:12

Foundation:

Our foundation is first and foremost rooted in Jesus Christ and His love. We have been partnering with our families since 1962 to provide students with opportunities to grow spiritually, academically, socially, emotionally, and physically.

Train up a child in the way he should go: and when he is old, he will not depart from it. Proverbs 22:6

Future:

St. Paul prepares students for promising futures and empowers them to step into what God has planned for them in high school and beyond. Within the foundation, laid by our family, we raise compassionate and confident leaders with Godly character.
Let them do good, that they be rich in good works, ready to give, willing to share, storing up for themselves a good foundation for the time to come, that they may lay hold on eternal life.

1 Timothy 6: 18-19

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PURPOSE OF THIS HANDBOOK

This handbook has been prepared to acquaint you with St. Paul Lutheran School and its philosophy of Christian Education. It is our hope that by sharing the purpose, credo, and history of St. Paul Lutheran School, as well as our daily procedures and policies, you will have a more complete understanding of our total program.

Many commonly asked questions that you and your parents may have during the school year can be found in this handbook. Because the handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The school reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. Our school reserves the right to modify and/or amend the content of this handbook at any time during the year. If any written modification or amendment is made to this handbook, a copy of such modification or amendment will be distributed to students and parents.

If you have any questions about the handbook or any of its policies, please contact the administration.

LETTER FROM THE PRINCIPAL

Dear Parents:

Welcome to St. Paul Lutheran Church and School and a year of fine education, growth and learning for your child. For many of you this means a new grade, new teacher, and new assignments; while for others everything is new for the first time. Whatever the case, we are delighted to have you as part of our school family.

We are dedicated to creating an atmosphere in which every student will feel important, successful, and motivated to learn in order to reach his/her full potential. We see that occurring when parents, teachers, and administrators work together in an atmosphere of caring, trust, cooperation and open communication. The faculty and administration are available to listen to your concerns as well as offer counsel and a partnership dedicated to doing what is in the best interest of the students.

Please take time to read this handbook with your child as it contains useful information and will help answer questions regarding our procedures and expectations. Upon completion**, you and your student must sign the acknowledgement and receipt of the student handbook found under parent forms on stpaulbocaschool.com**. This handbook represents the spirit of the positive expectations for our community. We look forward to having a wonderful year together!

Our task is great! May God bless our efforts and lead us to an understanding that we are not alone in our efforts. We pray that parents, guardians, and teachers may work closely together as partners in the Christian growth and development of the children God has placed in our care.

Sincerely in Christ,

Mr. James Richards
Principal

About Our School

Mission Statement

To serve, assist, and encourage the members of St. Paul Lutheran Church and School to respond to the Great Commission of our Lord: "***Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to obey everything I have commanded you."***
Matthew 28:19

St. Paul will present a personal Christ as it stimulates an interest in Scripture, provides parochial education, conducts inspirational worship services, and encourages family well-being.

School Philosophy

St. Paul Lutheran School exists as an extension of the ministry of St. Paul Lutheran Church. The purpose of St. Paul Lutheran School is to provide for the child a quality Christian education with emphasis on teaching the Christian faith and traditional academic subjects.

A beautiful relationship can exist between God and man because of what Christ has done. The primary function of St. Paul Lutheran School is to describe and demonstrate this relationship as it is explained in God's Word, the Bible, and through presentation of Law and Gospel. St. Paul Lutheran School has been established for the Christian education of the membership of St. Paul Lutheran Church and as a ministry of service and mission outreach to the community.

Along with providing instruction in God's Word and leading the child in the Christian faith, St. Paul Lutheran School has a mission to the entire family. St. Paul Lutheran School has become an extension of the Christian home and congregation in the total development of the child. When a child is enrolled at St. Paul Lutheran School, the entire family becomes a part of the family and is regularly encouraged and invited to experience Christian growth.

St. Paul Lutheran School offers quality Christian education to all its students and is committed to helping each precious lamb develop his or her God-given ability.

Non-Discrimination Policy

The school admits students regardless of race, color, creed, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our school community to the rights, privileges, programs, and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Standards and Accreditation

St. Paul Lutheran School is accredited through the Florida-Georgia District and the National Lutheran School Accreditation Agency (NLSA). The NLSA accreditation is fully approved and recognized by the state of Florida as an accrediting agency. St. Paul Lutheran School was originally accredited in 1974 and goes through an evaluation every five (5) years. The NLSA granted re-accreditation in 2019. All teachers of St. Paul Lutheran School are required to secure Florida State Certification.

Admission Policy

Priority in admission is granted to **active** members of St. Paul Lutheran Church, current students, and siblings. Other admissions policies and enrollment information are as follows:

1. St. Paul Lutheran School follows the age requirements of the State of Florida for entrance into school. To begin PK 3, children must be 3 years of age on or before September 1st and be COMPLETELY POTTY TRAINED. Pull-ups or diapers may not be worn. To begin PK 4 - children must be 4 years of age, Kindergarten - 5 years of age and 1st grade - 6 years of age on or before September 1st.

2. All new applications are dependent upon an interview with the administration, consideration of available school records, and admissions testing for grades K-8. An **Admissions Review Committee** evaluates new student applications. A new student application fee is required at the time of application. This fee is nonrefundable.

3. New students, as well as students who enroll in PK3, PK4, Kindergarten or Grade Seven, must have a current record of complete physical examination together with a complete immunization record on Florida forms. Your doctor will have the forms.

4. Students enrolling in grades K-8th will be placed according to the following criteria: examination of school records from previous years and grade placement, and screening procedures presently in use by our school.

5. Applications for admission to the school are accepted for the next school year beginning February. Families presently enrolled and attending St. Paul are given first priority. Active church members whose applications are received prior to the date established as the deadline for priority re-enrollment will be accepted before new families.

Student Medical Needs and Accommodations Requests

We understand that there may be circumstances when a parent may request that the school provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the school believes that it is appropriate at this time to outline the school's policy and general guidelines for addressing such requests.

General Policy: In general, it is our school's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the school and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the school administration of the need. The school administration will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the school to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

Assessment of Request: Once the parent's request and medical documentation has been received by the school, the administration will meet with the parents to clarify information and to discuss whether the school will be able to implement the requested accommodation. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the school will allow a particular accommodation, but the full responsibility for doing so will be the responsibility of the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school believes are beyond the scope of the school's responsibility, the school may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the school is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the school reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Accommodations: Depending on the nature of the request, the school may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the school may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

Release and Waiver: Depending on the nature of the request and the type of the accommodations, the school may require the parent to execute a release and waiver in favor of the school as a condition to providing the accommodations.

Academic Procedures and Guidelines

Attendance Policies

General

Students are expected to attend school every day and to report to their classes on time. Frequent absences and tardiness affect academic progress and are disruptive to the teaching environment. The school requests parents and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to a scheduled school break. Absences for vacations will be considered unexcused. Whenever possible, regularly scheduled medical appointments should be made after school hours. Students with excessive absences, excused or unexcused, may be denied re-enrollment or promotion. **Please note:** Since it is the opinion of the faculty, administration, and St. Paul Christian Day School Board that lack of attendance, for whatever reason takes a great deal away from the learning experience, any student who misses **more than 35 days** of school during the year will have their status reviewed by the teacher, principal and school board. Summer school attendance or repeating the grade are viable requirements to fulfill the missed days of school.

Excused Absences

1. Illness validated by a parent or guardian. For an extensive illness involving several days of absence, the school may require a statement from a physician. **When a student is unable to attend school because of health reasons or other emergencies, parents should call the school office by 9:00 a.m. to request homework.** Assignments are also posted on FACTS.

2. School sponsored trips and activities.

3. School athletic team competitions.

4. Death in the immediate family.

5. Religious holidays, subject to prior approval from the administration.

Students excused from classes for field trips or other approved reasons are required to obtain assignments and be prepared for class, including tests, the next day.

Any student not well enough to attend any of his or her classes during the school day, he/she may not participate in any co-curricular, extra-curricular, athletic, youth-group activity that afternoon or evening. **If a student leaves during the school day, due to illness, regardless of time, he/she may not participate in any after school activities, programs etc.** A student must be in school at least half of the day to participate in after school activities associated with St. Paul. The administration reserves the right to determine if an absence is excused, as well as, to grant or deny participation in afterschool activities based on circumstances.

School Hours

SCHOOL OFFICE:	7:45 a.m. - 4:00 p.m.
PRE-KINDERGARTEN 3 and 4:	8:10 a.m. - 11:40 a.m. (Half Day) 11:40 a.m. - 1:00 p.m. (Lunch Bunch) 11:40 a.m. - 2:30 p.m. (Extended Day) 8:10 a.m. - 2:30 p.m. (Full Day)
KINDERGARTEN - GRADE 5:	8:00 a.m. - 2:40 p.m.
GRADE 6 - GRADE 8:	7:50 a.m. - 2:50 p.m.

STUDENTS: Arrive no earlier than 7:25 a.m. **(before school).** K-8th grade students must go to the shelter area and will be supervised by a faculty member while morning faculty devotions are held. **In the morning, students are not allowed by the lockers unless they are supervised by an adult**. PK - Kindergarten students go to the after-care room and will be supervised by a faculty member.

Appointments – School Hours

APPOINTMENTS:

Parents and students are required to notify teachers in advance of appointments during the school day.

SIGN OUT:

Parents or guardians are required to sign out students in the school office before he/she can be excused from class.

SIGN IN:

Parents or guardians are required to sign students arriving late or returning from an appointment in at the school office before he/she can be admitted into class.

Student Illness

Students who are ill or who are suspected of having a communicable disease must be removed from the classroom according to school policy. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles**,** etc.) students must be asymptomatic before returning to school. **To clarify, students must be symptom free (no fever, vomiting, etc.) for 24 hours prior to their return to school.** A physician's note stating that the student is no longer contagious and/or is under treatment may be required. A student who is ill must be signed out.

Make Up Work for Excused Absences

It is the responsibility of the individual student to see his/her teacher(s) to complete any work missed because of an excused absence**. Students will have as many days to make up work, as they are consecutively absent.** Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make up a test and makes no other arrangement within the allotted time, at the discretion of the teacher, the student may not be given the test. Students or parents may request homework assignments for extended absences. **For each day absent, the student will have the equivalent days to make up the work assigned during the absence.** A student returning to school during the school day is required to communicate with the teacher of each class missed to receive assignment(s) and/or complete any test(s) missed.

Unexcused Absences

All other absences from school will be considered unexcused, subject however to the review and discretion of the administration. When an absence is considered unexcused, students may not be permitted to make up tests, examinations, or quizzes that are missed. These guidelines apply to all school days including those immediately before and after vacations.

Final Exam Absences

Students are expected to be in attendance during final examinations. If a student is going to miss a scheduled exam, he or she must schedule a time to take the final exam prior to the scheduled exam. In the event of student illness, on an exam day, a doctor's note must be provided to allow a make-up exam to be administered.

Absentee Policy

A 1/2 day's absenteeism is counted as an absence when considering perfect attendance. If a student is absent for more than 3 days in a row, the office or teacher will call to determine the reason for the absence if the parent has not contacted the school. **If a student is absent from school, the student is not permitted to attend, at the discretion of the administration, after school activities such as sport events, youth activities, performances, etc.** Students who are absent may participate in after school activities provided that they have been designated by the administration as being ½ day absent. Parents must sign the student in at the school office, time will be noted. Example: The student arrives at school by 12:00 noon. If a student leaves school due to illness, regardless of time, he/she may not participate in afterschool activities. "Take Your Child to Work Day" is counted as an absence. It does count against determining the Perfect Attendance Award. The school reserves the right to determine what type of absences (if any) count against the Perfect Attendance Award. If a student receives 10 or more tardies during the school year the student can no longer be considered for the Perfect Attendance Award at the end of the year.

Requesting Advance Work

Teacher judgment will be used to determine what work can be given in advance and what work must be completed after the child returns to school.

Tardies

Students are to be in class by 7:50 a.m. (middle school), 8:00 a.m. (Gr. K-5), and 8:10 a.m. (PK3-PK4). Anyone who arrives after the bell has rung will be considered tardy. Students who arrive after the designated time should report to the office for a pass to attend class. **Please remember that punctuality is important. We are building the foundation for your child's future.**

Morning Tardies – Arrival to School

A parent must go to the office and sign in a student if the child is tardy. Tardies are considered unexcused unless excused for valid reasons. Student must have a pass to be admitted to class. The reason for the tardy should be stated on the pass.

STEPS AFTER MULTIPLE TARDIES (per quarter):

Kindergarten: A letter will be mailed home after the 4th tardy.
Subsequent tardies will result in a phone conference with the Early Childhood Director.

Grades 1st - 8th:
After 3 tardies: A form letter is emailed from the administration to home identifying dates the student received the tardies.
After 3 tardies and every subsequent tardy: Subsequent tardies will result in a phone conference with the Assistant Principal.
(Middle School Only) The student will serve a lunch detention for subsequent tardies. Every 5th tardy will result in a Behavior Demerit.

EXCUSED TARDIES: Tardies are considered excused for traffic accidents and/or emergencies or appointments with a doctor or dentist. A note on the day preceding an appointment should be sent to the teacher. The administration makes final decisions on excused or unexcused tardies.

OTHER GUIDELINES FOR TARDIES:

1. Tardies are entered into FACTS if the student arrives by 9:00 a.m. If a student arrives after 9:00 a.m., it is considered a 1/2 day absent.
2. If a student leaves school for medical, dental, or other reasons; a maximum of one and 1/2 hours absence is allowed. If the time exceeds this, the student will be considered 1/2 day absent.
3. Students who plan on participating in after school activities or events must be at school no later than 12:00 noon.
4. If a student leaves school before 1:00 p.m., it is considered a 1/2 day absence.
5. A student is considered absent for the day if he/she leaves before 10 am.
6. If a student receives 10 or more tardies during the school year the student can no longer be considered for the Perfect Attendance Award at the end of the year.
7. Middle school students must be in their seats, backpacks stored in the locker, and ready to begin class when the final bell rings.

Between Class Tardies

(Middle School only, per quarter)

1. Between class tardies will result in the issuance of a lunch detention every fourth time late to class.
2. Between class tardies are not cumulative. They reset to zero at the end of each quarter although earned consequences from the previous quarter will be served.
3. Every 5th tardy will result in the issuance of a Behavior Demerit and a phone conference with the Assistant Principal.

Attendance and Advancement

To earn a passing grade for a course for a nine week period, the student must be in attendance for ninety percent (90%) of the class time (e.g., forty days of a forty-five day nine week period). A student who is not in attendance for the minimum ninety percent (90%) of class time may earn a passing grade by demonstrating mastery. Mastery is defined as: Earning a passing average for the nine weeks and passing a nine-week assessment.

Re-enrollment

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance (grades PK-5th) of the student, observations of the teacher, and appropriate testing. Middle school students must maintain an average of 2.0 GPA to be promoted to the next level.

Sign-in and Sign-out Procedures

There are specific procedures for signing a student in and out of school. PK3 and PK4 students must be signed in and out by an adult per DCF requirements. **Children who arrive late to school must have a parent sign them in the school office, and then receive a late pass to class.**

Students who find it necessary to leave campus during the school day must notify the school office. Students must be signed out when leaving, and signed in upon returning to the school campus. A parent must be present when a student signs in or out of school. The school will not allow a student to leave school early with another person unless authorized by the parent to do so. Please inform the teacher, as well as, the office when someone other than a parent will sign your child out.

Dismissal

No teacher or other employee may excuse a child to any adult before the regular dismissal time. If a situation arises which necessitates taking a child out of school, the parent/guardian is required to come to the office and sign the early release log. The office will notify the teacher to send the student to the office. This procedure is to safeguard children from unauthorized persons seeking to remove them from class. Students will not be allowed to leave the school grounds, except for an authorized

school trip, or under the conditions described above. Students who remain after school for sports or other activities will not be allowed to leave the school grounds and then return for pick-up. **TRAFFIC PATTERN:** Pattern for arrival and dismissal distributed at home/classroom visits prior to the school year must be followed. **Children are not permitted to be dropped off or picked up in the parking lot**. Either parents must walk their children from the parking lot or follow the traffic pattern to drop off.

Grading and Conduct Rating

Grades are available weekly online.

COMMUNICATION: Communication is crucial to a successful partnership between home and school. Teachers are available to speak on the phone and / or meet in person as necessary and as available. You can also email them directly. Teacher emails can be found on stpaulbocaschool.com

REPORT CARDS: Issued quarterly for K-8th

CONFERENCES: Parent-teacher conferences are scheduled twice a year. **All parents or guardians are expected to participate in parent conferences.** If a parent or guardian is unable to meet at the scheduled time, a conference cannot be guaranteed by the teacher.

PROBLEMS OR CONCERNS: Whenever questions or concerns arise with the classroom teacher, the administration asks that you **please consult first with the teacher.** This request follows the principles taught in Matthew 18. If your questions or concerns are not resolved at that time, it is appropriate to consult with the administration and teacher together. Following this process helps to maintain an atmosphere of cooperation between the home and school.

GRADING SCALE

The following scale is used to measure academic achievement:

A+	**100+**		
A	**93-99**	**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**	**BELOW 60%**

ACADEMIC PROBATION

A student will be placed on academic probation if:

1. The student's cumulative average is below or in danger of falling below the required 2.0 G.P.A.

2. The student is working substantially **below** his/her ability in the classroom.

3. The student has received 3 academic referrals.

Steps of Probation:

1. Upon being placed on probation, the C.D.S.B. (Christian Day School Board) will be notified.
2. Parents, teachers, and the administration will meet to develop a plan to foster improvement.
3. An evaluation of the student's progress will be made after each progress report.
4. If improvement is not sufficient, the case will be taken before a Review Board, consisting of staff and C.D.S.B. members. This Board will then determine further counseling steps or expulsion from school.
5. The school reserves the right to require testing of students. (Please refer to the testing section of this handbook for more details.)

NOTE: The intent of this policy is to emphasize the importance of our educational program and to provide a framework in which we will be able to work with students who fail to take our academic program seriously or who are not fulfilling their obligations

PROMOTION

It is necessary to have a standard and uniform practice for the promotion of students from one grade to the next. The older the child becomes the more their performance may be used as a determining factor for promotion. St. Paul Lutheran School will assess children in Pre-K3 through 3rd grade differently than those in grades 4 through 8.

Pre-Kindergarten 3 through third grade: Teacher input, classroom performance, the attainment of necessary skills, maturity level, and performance on achievement and developmental tests will be used in determining the promotion of students. Retention of a student will be an agreed upon decision between home and school.

Fourth through eighth grade: The student is expected to maintain a **MINIMUM GRADE POINT AVERAGE of 2.0**. Students who do not meet this minimum standard will meet with administration to develop an academic support plan. The school administration may choose summer school or private tutoring as an alternative to the retention of the student at their current grade.

The school retains final authority on determining promotion, retention, and/or further testing, at the parent's expense, by a professional selected by the school or agreed upon by the school and parents, for any child who has not reached the promotion criteria and/or is suspected of having a learning disability. Failure to comply with the school's recommendations for additional study, tutoring, or outside testing may result in disenrollment of the child.

HONOR ROLL – Middle School Only

Students who achieve academic excellence will be recognized on an Honor Roll beginning with sixth grade.

PRINCIPAL'S LIST: All A's in every subject. No A minuses.

A HONOR ROLL: Grade Point Average of **3.75** or higher. NO grade lower than a **B-** for <u>any</u> subject.

B HONOR ROLL: Grade Point Average of **3.25** or higher. No grade lower than a **B-** for <u>any</u> subject.

HONOR AWARD: Award given to students at the end of the year who have been on the Honor's List 3 out of 4 quarters. **Awards will be calculated at midterm during the 4th quarter.**

PRINCIPAL'S AWARD: Award given at the end of the year for those students who have been recognized on the Principal's List all 4 quarters. **Awards will be calculated at midterm during the 4th quarter.**

Honor Courses

A student enrolled in an **Honors Course** will be credited with Honors points in the subject if he/she maintains a minimum of a C- average. An **Honors Course** is an accelerated course two levels above a student's grade. These include: FLVS (Geometry, etc.); 7th grade Algebra; 5/6th grade Pre-Algebra; S.T.E.M.

National Junior Honor Society

Students in grades seven and eight have the opportunity to be invited for induction into St. Paul Lutheran School's National Junior Honor Society Chapter. The NJHS is an organization devoted to recognizing and encouraging student leaders. The bylaws of St. Paul's Chapter are published on stpaulbocaschool.com.

Please note: The NJHS is a privilege and not a right. Students cheating and/or participating in other inappropriate behaviors may be removed or not permitted to apply for NJHS for one school year. Students may reapply to the faculty council for evaluation.

EXTRA-CURRICULAR ACTIVITIES

Students have the opportunity to participate in a variety of activities at St. Paul. Extra-curricular activities are those activities sponsored by the school before or after normal school hours. Activities and programs include:

Student Council 6th—8th

Safety Patrol 5th

Musical Ensembles 5th—8th

National Junior Honor Society 7th—8th

St. Paul has an organized athletic program & offers students in grades 4 - 8 an opportunity to participate in one or more of the following sports:

Volleyball (girls 5-8)

Soccer (boys & girls 4-8)

Basketball (boys & girls 5-8)

Track (boys & girls 4-8)

Baseball (boys 6-8)

Softball (girls 5-8)

Tennis (boys & girls 6-8)

Golf (boys & girls 5-8)

Cheerleading (girls 5-8)

Students are only permitted to participate in **one sport at a time.** An exception will be made when tournaments or championships lengthen a specific season of play. Also, due to the short track season, students wanting to participate in both track and other spring sports will be permitted.

St. Paul Lutheran Church also offers a youth program for middle school and high school students. A schedule of events will be given to all 5th—8th grade students.

Extracurricular Activities - Eligibility

Any students participating in an extracurricular activity must maintain a GPA of 2.0 and no “F’s”. If the student’s academic average falls below a “C” (GPA 2.0), he/she will be required to stop participating in the extracurricular activity in order to devote more time to school work. Students who have not met these standards will be placed on a **TWO-WEEK ACADEMIC PROBATION** and **will not be permitted to practice or play in a game/activity while on probation.** After the two week probation, if the student shows no progress in his/her school work; the student will not be allowed to participate in that sport/activity until the end of the next two week period. If no progress is shown at the end of this time period, then the student will be removed from the team or activity. Grades are evaluated during try-outs, mid-term, end of the quarter and during any academic probation time. This policy is not instituted to punish but to help students keep their academic work as a high priority and not neglect it while participating in sports. Behavioral reasons may require suspension or expulsion from extracurricular activities as determined by school administration. Administration also reserves the right to assess eligibility for extracurricular activities based on the timing of tryouts, activity schedules or other extenuating circumstances.

EXTRA-CURRICULAR PROBATION: The school reserves the right to place students on disciplinary probation from extra-curricular activities for a period of time deemed necessary by the coach, sponsor, and/or the administration. This probation period may include more than one sport or activity and may keep students on probation from participating in the activity.

Plagiarism and Cheating

All work students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student’s work is responsible for the actions of the other person. At the beginning of the school year teachers discuss with students the topics of plagiarism and cheating.

Plagiarism & Cheating. Cheating and plagiarism are considered academic dishonesty. *Plagiarism* is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or

secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. *Cheating* is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or completed by means of academic dishonesty or deception.

Situations involving cheating or plagiarism on school work will result in a zero, issuance of a Conduct Referral and further disciplinary action as deemed by the administration. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own.

Homework

Homework is an important part of the students' education as it is a time for the learner to review the day's lessons, master additional material, and prepare for class the following day. As both short and longer term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned; to return homework assignments to the teacher by the designated day /time; and to submit homework assignments that reflect careful attention to detail and quality of work. In addition, all student work must be school appropriate. When making videos, projects, writing a report, or any kind of presentation, students must refrain from making inappropriate sexual, drug, alcohol, violence, or cigarette references or innuendoes. Additionally, students must not ridicule others because of their disability, gender, religion, ethnic, or racial characteristics at any time.

Parental Assistance with Homework: Parents have an important role in homework. We ask you to be encouragers and supporters. Give your child assistance when needed, however, our goal is for each student to become an independent learner. Please place a high priority on homework in your home. All students need adequate time for their studies as well as a quiet place for study. Please work with the teacher in making sure homework is completed. Be sure to contact the teacher if homework becomes a problem. A parent note may be an acceptable excuse when there are extenuating circumstances.

The amount of homework will be dependent upon the grade level of the student, the student's study habits, the particular day of the week, and the time of the year.

The amount of time spent at home on homework assignments will average from 30 to 45 minutes for intermediate students and 60 to 90 minutes per day for a student in middle school. However, the amount of homework will also depend on the student's use of study time during the school day. Should questions arise regarding student progress and homework, parents are urged to consult with their child's teacher.

HOMEWORK POLICY – MIDDLE SCHOOL

Incomplete or Missing Assignments:

1. Teachers will communicate (phone, email, conference) with the parent if a pattern of missing homework is evident.
2. All missing or late assignments will receive a 10% deduction of the grade when it was due.
3. Late assignments are due the next time the class meets or as designated by the teacher. Assignments can either be turned into the school office (time and date will be recorded and assignment will be placed into the teacher's mailbox) or given to the teacher. The teacher will issue a failing grade if the assignment is not turned in at that time.

Standardized Testing

Standardized tests are administered to students in grades 2 - 8 each year. Students are tested in several academic areas including English/Language Arts, Writing, Mathematics, Science, Social Studies.

The purpose of the testing program is to monitor student achievement. The results of such tests are used to identify students' strengths and weaknesses in academic areas, and may be used to determine eligibility for promotion to the next grade or the need for summer school. Also, test results are used to determine the effectiveness of educational programs and how programs can be improved.

Schedule and Teacher Changes

Schedule and/or teacher changes will be initiated by the school when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. The school will not entertain requests for changes based on a parent or student's dislike of a particular teacher or to accommodate friendships. Please understand that the school and administration place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

Parent/Teacher Conferences

Parents are expected to attend parent/teacher conferences. **Please do not schedule vacations during parent/teacher conferences.** Parents may request a conference with their child's teacher at any time by making arrangements in advance with the teacher or school office. In consideration of the great demands placed on teachers, the administration requests that you refrain from engaging teachers in a discussion at times when their attention needs to be on their class. Parents and students should not call/text teachers or administrators using private phone numbers unless given permission by a faculty member.

Social Guidelines and Expectations

Purpose and Goal

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations will result in consequences, up to and including suspension or dismissal from school. Students may also be held responsible for any damage or harm that they cause to individuals, the property of St. Paul or the property of the members of the school community at large.

The policies and standards apply any time a student is enrolled in the school, including when a student is on campus, is participating in or attending a school-sponsored event on or off campus; is officially representing the school; is traveling on behalf of the school; and during school breaks, including summer break.

In addition, the school regards any behavior prejudicial to the best interests of the school, whether at school or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The policies and rules outlined in this handbook should not be read as an all-inclusive description of the school's standards, which are based on **honesty, respect, trust, and safety**. Any behavior that constitutes a breach of these school values may be treated as a major school rule violation. Students are expected to comply with school standards and rules, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of school standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the school community.

Honor Code

I am a redeemed child of God, and will honor Him in all that I do.

Students are expected to be honest in all their words and deeds and to respect the rights, property, and reputation of every member of the school community. Each student has a duty to accept individual responsibility in promoting the atmosphere of trust engendered by this code. Those who choose to violate that atmosphere jeopardize their ability to remain in the school's community.

Students in grades sixth through eighth are expected to write on all quizzes and tests the Honor Code – "I am a redeemed child of God, and will honor Him in all that I do."

Suspected violations of the Honor Code will be submitted to the Administration. Penalties for any violation will be in accordance with the school's disciplinary procedures.

Policies and Rules

Animal Policy

Due to concerns about the health, safety, and welfare of people in the school and church community, no animals are allowed on the property or school-related events without the approval of the principal. Pets are permitted to be brought in personal vehicles during drop-off and pick-up. Service dogs on a leash, with service vests, are permitted.

Behavior in Class/Halls/Walkways

Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. **Students must walk from place to place on campus.** Students must exercise good judgment in traveling from place to place, which includes watching for obstacles, not walking with items in the student's mouth, not playing in the corridors, not blocking entrances or walkways, etc.

Cell Phones and Other Electronics

To the extent that a student brings any electronic devices to school (smart/cell phones or watches, iPads, etc.), the student does so at his/her own risk. The school will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school must comply with all rules and regulations regarding the same.

All electronic devices must be turned off, stored in a backpack and kept secure in a locker (middle school) during class unless the teacher has specifically authorized the use of the device during that particular class for educational purposes. If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Whenever such use is permitted, students may not use electronic devices in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take pictures or to video classes, to send text messages to other students or parents in class, or in ways that would otherwise violate a school rule. Students may use the cell phone on campus only after permission has specifically been granted by a teacher or administrator.

Any student found to have an electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will be issued a consequence and a zero for the test / examination.

Students who violate this policy will have their cell phones or electronics confiscated. In such cases, the school reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by a school administrator. Parents will be required to come to the school office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

Computer and Systems Usage Policy

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPods, iPads**,** video cameras, watches etc.) on school property or at a school-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the school administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

Purpose:
The purpose of providing access to the Internet and the school's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the school's educational objectives.

Privilege:
The use of the school's systems is a privilege and not a right. Inappropriate or illegal use of the school's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access:
The school community--students, faculty, administrators and staff--have the privilege of full access to the Internet. The school encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive email, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal drives. Files are not to be downloaded to the schools local or network hard drives.

The school does provide a filtering system to generally eliminate access to offensive and pornographic materials. It also has the negative effect of filtering out genuine educational materials. No filtering system is foolproof. We expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the school cannot effectively restrict all the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as 'not intended for minors' will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety:
Students should never give out personal information (address, telephone number, name of school, address of School, date of birth, social security number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted online without prior parental approval. Safety is the responsibility of the parent and student. The school is not liable in any way for irresponsible acts on the part of the student.

Pirated Software:
The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The school will not, in any way, be held responsible for a student's own software brought to school for personal use.

Network Access/Passwords:
Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the school's web page is prohibited. Obtaining another's password or rights to another's directory or email on the network is a violation of school rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's login name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. **Guard your password; you will be responsible for any activity done on the school's system under your password.**

Right to Inspect:
The school reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any personal electronic devices brought onto campus. In such a case, students must provide any passwords to inspect the device upon request by a school administrator. Do not assume that any messages or materials on your computer or the school's systems are private.

Email:
Email may not be used to harass or threaten others. The school reserves the right to randomly check email or text messages. Email messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share with a parent or faculty member. Students should be made aware that deleted emails can be undeleted.

Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the school's No Harassment/No Bullying policy.

Viruses:
Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The school is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care:
Members of the school community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline:
Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via email or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the administration so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Child Abuse and Cooperation with Governmental Authorities

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the school's mandatory reporting obligations, please consult with the principal.

Child Abuse Reporting

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Cooperation with School Staff

Students are expected to be honest and cooperative with school staff at all times.

Destructive Acts

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited.

Criminal Activities

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules. In the case of offenses that occur at the end of the school year, the school may require consequences to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the administration and/or Christian Day School Board

Displays of Affection & Other Forms of Inappropriate Student Interaction

Students are prohibited from inappropriate displays of affection on campus or any school-related events, such as kissing, hugging, or other such behavior. In addition, any type of sexual language, conversation or conduct anywhere on campus, on school buses, or at a school-related event is prohibited. Any unwanted or offensive sexual conduct occurring on school property or a school event must be immediately reported in accordance with the Harassment and Bullying Policy.

Dress Code

The faculty and administration of the school are required to maintain the standards of dress and appropriate appearance of our students. The Dress Code encourages pride in self, concern for others, and pride in school. All students are required to wear a uniform as designated by school. Students who report to school out of uniform will be subject to disciplinary action. Parents may be called to bring appropriate attire in order for the student to attend class. Subsequent infractions will be dealt with in accordance with the School's Disciplinary Policy.

The School reserves the right to determine the appropriateness of any student's appearance and grooming as a reflection of school standards.

ALL UNIFORMS MUST BE PURCHASED FROM LANDS' END

DRESS CODE GUIDELINES:

PANTS/SHORTS/SKORTS: Please purchase uniforms anticipating your student's growth throughout the year. All uniform shorts and pants must include the St. Paul logo. All shorts, skorts, pants, may not be rolled and must fit properly at the waist and hips. Shorts, skorts and pants must be loose fitting. Hem length should be no more than 3" from the top of the knee and a five inch inseam is required. Shorts may only be altered at the waist. Any other alteration to fit or look is prohibited. Leggings are not allowed under uniform bottoms except during cold weather days. Belts are not required.

MIDDLE SCHOOL GIRLS: All middle school girls are required to either wear shorts or pants. Skorts are not permitted in middle school. Shorts and pants must be loose fitting. Any uniform bottoms identified as too short or tight are not to be worn.

SHIRTS: Shirts are not required to be tucked in. However, shirts must fit correctly at the shoulder and waist. Excessively short, baggy or long shirts are unacceptable.

SHOES: Standard athletic shoes, boat shoes and dress shoes are acceptable. All shoes must be closed toe, closed heel and appropriate for school activities, including PE. Fad shoes such as bedtime slippers, rain boots, crocs, water shoes, five-fingers, platforms, high heels etc. are not acceptable.

SOCKS: Students must wear socks at all times. Only black and white socks are permitted to be worn. Logos on the socks are acceptable if deemed appropriate by the administration, but designs and stripes are not allowed. Solid natural, white, navy, or black tights/leggings are permitted on cold weather days under uniforms (65 degrees and below).

JEWELRY, MAKE-UP & NAILS: Make-up is not to be worn in the intermediate grades (5th grade & younger). Only foundation, blush, and clear lip gloss are permitted in the middle school. Mascara on the top lashes only is permitted in the middle school. Girls who do not follow the above guidelines will receive one warning and parents will be called. If another incident occurs, then the student will be prohibited from wearing any make up for one quarter of the year. Body piercing jewelry (excluding pierced ears-girls only) and tattoos of any kind (real or fake) are prohibited. Earrings must be an appropriate style, size and length for all activities. Excessively large and long earrings are not permitted. **Writing on the body is not permitted.** No jewelry in PK3 - first grade, except for earrings (studs only). Nails need to be kept at a length that does not interfere with a student's ability to function in school.

HAIR: Hair should be neat and groomed appropriately for attendance in a Christian school. Hair must be a natural color and appropriate for all activities. **GIRLS:** Hair should be styled in a way that the hair does not fall forward into the eyes. Bangs need to be trimmed at or above the eyebrows. Designs are not allowed to be shaved into eyebrows. Bangs longer, need to be secured with a headband or clip. **Headbands and bows must be plain and simple.** Headbands and bows adorned with costume type decorations are not permitted unless authorized by administration. **BOYS:** Hair should be styled so that it does not fall forward into the eyes. Bangs must be trimmed at or above the eyebrows**. Hair length must be above the collar.** The collar is to be visible at all times. All styles must be groomed, not simply a short haircut grown out. Boys are not permitted to wear hair clips, bandanas, or headbands. Facial hair (i.e. beards, goatees, mustaches) is not permitted. Designs are not allowed to be shaved into eyebrows.

Any student requested to modify their hairstyle by the administration must do so within one week. Failure to comply will result in disciplinary action.

COLD WEATHER: Only St. Paul jackets/coats/sweatshirts may be worn to and from school, at recess and lunch only. Parents are responsible to order St. Paul cold weather gear prior to the needed times. Jackets/coats are not permitted in the classroom. Hats, hoods, and bandanas may not be worn in the classroom. Sweatshirts/cardigan sweaters and athletic warm-up suits may be purchased through the uniform company. Lutherock sweatshirts and St. Paul Athletic team sweatshirts are acceptable cold weather wear. Lutherock sweatshirts, Washington D.C. shirts, St. Paul athletic shirts, student council shirts, and all other sweatshirts or other shirts are to be worn by only the students who have participated in these activities as a St. Paul student. The intent is for it to be permissible only for students who have "earned" the privilege to wear these types of shirts. The administration reserves the right to make final decisions on all dress code apparel. **Note:** Only these items will be allowed indoors on cold days. This includes going to and from school. Students are not permitted to wear long sleeve shirts (under armor etc.) under a regular school uniform. Long sleeve uniform shirts are available. Students are not permitted to wear rolled up sweatpants on warm weather days. Solid natural, white, navy, or black tights/leggings are permitted on cold weather days under uniforms (65 degrees and below).

Dress Code – Dress Down Guidelines

Play clothes that are modest and in good condition are appropriate for dress down days. Jeans may be worn however, tight jeans, leggings, baggy jeans, jeans with holes or "low riders" are not permitted. Clothing such as spaghetti strap tops, halter, backless, off the shoulder or tank tops are not appropriate. Tank tops are permitted if there is a button-down shirt worn on top. Low-cut tops of any kind are not permitted. Sleeveless jerseys must have a t-shirt underneath. Shorts should be an appropriate length (2-3 inches above the knee) containing no writing across the backside. There should be no offensive writing or offensive pictures anywhere on your clothing. Girls in grades 5th and under are permitted to wear sun dresses. These dresses should be modest and have a shoulder strap width of at least 2 inches. Students who do not follow the guidelines will be subject to disciplinary action or will call home for a change of clothes. All clothing is at the discretion of the administration.

Dress Code – Physical Education

All students must wear gym shoes for P.E.

Students in grades 5-8 are required to wear a P.E. uniform when participating in physical education. Uniforms may be purchased from Lands' End. P.E. uniforms are **not** to be worn in the classroom. Time will be given to change before and after P.E. class. Sharing of uniforms is strongly discouraged.

Dress Code – After School Activities

Students are expected to wear either a P.E. uniform or similar clothing for after-school activities.

- **Acceptable clothing**: Basketball shorts, t-shirts with sleeves.
- **Unacceptable clothing**: Soffe-type shorts, tank tops, Spaghetti straps, etc. Administration will make final determination on questions concerning clothing for all after school activities.

All clothing is expected to be in good taste, non-offensive and following Dress Down Guidelines.

Dress Code – Performing Groups

The performing group school uniform is mandatory for all students in middle school choir, handbells and band. This uniform is to be worn at all performances, at the director's discretion. Performance uniforms must mirror length and fit guidelines found in School Dress Code.

Band: Black pants, skirt or slacks with a black belt, black socks, and solid black, low-heeled, closed-toe shoes. Shirts are to be a white, long-sleeved oxford shirt.

Middle School Choir and Handbells: Girls: One piece formal black dress with short sleeves, ankle length to be purchased or rented from St. Paul Lutheran School. The dress is to be worn with closed-toe, closed-heel, solid black dress shoes. **Boys:** See the band uniform guidelines.

No child will be permitted to perform in any other attire other than the stated uniform unless directed by the school administration. This uniform can be worn in place of the regular school uniform on days the group will be performing.

Drugs and Alcohol

General: Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including tobacco, electronic cigarettes, synthetic salts, vaping devices or other illegal substances) on or near school property or at school-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator and provide proper documentation within the school office of this fact when they report to school.

Consequences: Students who violate the drug and alcohol rules will be subject to consequences outlined within the school board's drug and alcohol policy. In addition to determining the appropriate disciplinary action pursuant to the school's disciplinary rules, the school reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the school; required random and/or regularly scheduled drug and/or alcohol testing at a school-approved local clinic or doctor's office for a time period and at intervals to be determined by the school's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.

Fights or Horseplay

Fights and physical horseplay of any kind are prohibited and may lead to disciplinary consequences for all involved.

Food, Drink, Gum

Food and beverages will be consumed only in designated areas and at designated times. **There will be no chewing of gum in the school**.

General Conduct

Students and parents should be considerate and show respect toward other students, faculty, guests, and visitors. Students should respect school property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all school-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events at the discretion of the administration

Student Conduct

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the School. The use of ethnic slurs, name calling and profanity are not permitted. The “Golden Rule” will be the foundation of all personal relationships.

Harassment/Bullying

The school is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Harassment also includes unwanted, offensive sexual conduct. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Snapchat, Instagram, Twitter, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

All concerns relating to harassment or bullying should be reported immediately to the administration. We also expect that anyone, whether student, faculty, staff or family member who witness, or has knowledge of an incident of bullying or harassment, will

report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Violation of this policy will subject the harasser to disciplinary action, up to and including immediate discharge, suspension, or expulsion from school. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Consequences of Harassment/Bullying

Verbal/Emotional: This includes but is not limited to, teasing, making fun of others, mocking, putting others down, name calling and similar acts.
Physical: This includes but is not limited to, poking, shoving, blocking, pinching, chasing, tripping and other similar acts.

1st Offense: Behavior Demerit
Parent Conference

2nd Offense: 1 day In-School Suspension
Conduct Referral
Parent Conference
Probation

3rd Offense: Indefinite Suspension
Conduct Referral
Parent Conference
C.D.S.B. notified, possible dismissal.

Severe Verbal/Emotional: This includes but is not limited to, excluding another student from a group which the person has a right to be part of, shunning, inciting or cheering on aggression/ganging up, starting or spreading rumors, written harassment, threatening and other such acts of retaliation against those who speak up or stand up to such behaviors.

Severe Physical: This includes but is not limited to hitting, punching, spitting, kicking, throwing objects at another person with the intent to do harm. Any willful and repeated harm. Any acts of retaliation against those who speak up or stand up to such behaviors.

1st Offense: 2 day In-School Suspension
Conduct Referral
Parent Conference

2nd Offense: Indefinite Suspension
Conduct Referral
Parent Conference
Probation

3rd Offense: Indefinite Suspension
Conduct Referral
Parent Conference
C.D.S.B. notified, possible dismissal.

Extreme Verbal/Emotional/Physical – Student will be sent home immediately. Administration will follow steps according to policy, meet with the parents and contact the St. Paul Lutheran C.D.S.B.

Note: The above policy is designed for most discipline situations. In cases of major, flagrant actions the administration and the C.D.S.B. reserve the right to suspend or dismiss any student for such behavior. Continued lack of student progress or lack of home support are also situations that may result in dismissal.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with school standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Investigations

Students are expected to cooperate during investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

Language

Students and parents are prohibited from using profane, obscene, sexual, bigoted, or other type of offensive language or gestures on campus or at school-sponsored events.

Laptop Security

Students have been assigned lockers capable of holding their computers as well as books. Computers should not be left unattended anywhere on campus. The school does not assume or accept any responsibility for loss or damage to laptops not properly secured in the provided lockers.

Leaving School Campus

It is a major infraction to leave campus without authorization, severe disciplinary action will result.

Off Campus Behaviors

The school does not wish to unnecessarily involve itself in a student's off campus behaviors. **However, the school reserves the right to take action to the extent that off campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school.** We expect students to avoid all types of behaviors, including behaviors, which may be harmful to one's body, self-esteem, or health. As examples, off campus internet activity, criminal activity, sexual activity, use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from school.

Lockers and Cubbies

Students are to keep their locker or cubby clean. Lockers are not to be shared. Personal items should be taken home each evening. If locks are available, the area must be locked (with the school's lock). Lockers may be inspected periodically without prior notice or consent. An unauthorized lock will be removed with no notice to the student. If a change is made, the teacher must be notified. Lockers will be assigned by the teacher prior to or during the first week of school. All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate. It is the student's responsibility to keep the locker combination secure and locker locked. The school assumes no financial responsibility for items taken from lockers. The administration reserves the right, in its discretion, to open and/or search lockers including any and all personal items stored in the locker.

Lost and Found

Books, clothing and other personal items which are left at the end of each day will be placed in the school office and may be claimed before or after school. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals. Labeling of all items helps prevent loss.

Messages

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. If necessary, a message will be relayed to your child between classes. Please use discretion and evaluate necessity when calling to relay a message to your child. Our goal is to always minimize disruption to the learning environment. Students are not permitted to call home for homework, test papers, folders, etc. Do not call students on their cell phones. Cell phones are to be turned off during the school day and stored in a backpack or locker. If a true emergency occurs, please notify the school office.

Pornography

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. Students who violate this rule will face consequences as deemed by the administration. The school reserves the right to determine what material is pornographic.

Prohibited Items

Students are prohibited from possessing or having in their possession (locker, backpack, purse, etc.), tobacco products/paraphernalia, drugs/alcohol, laser pointers, and/or matches. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Items such as cell phones, iPods, iPads, eReaders, electronic games, ect. are permitted under certain circumstances, per teacher direction. Electronic devices must be kept off and stored in a backpack or locker (middle school) at all times.

School Property

Students are responsible for the proper care of textbooks classrooms, restrooms, supplies and furniture. Students, who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item. For the protection of furniture and carpet, gum chewing is prohibited at all times. Library books are furnished by the school and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them. Textbooks will be reviewed at the end of the year and fines will be determined for damage.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks such as Facebook, blogs, and other similar social media sites. St. Paul Lutheran School adheres to the following policies concerning social media

Use at School or a School-Related Event:
We do not permit students to access social media and/or social networking sites while on school property or at a school-related event. We have taken steps to block many of the social media/networking sites on our network. Therefore, even students who are able to access such sites on school property or at a school-related event. Understand activities in violation of school policy and may result in disciplinary action.

Use Away from School Property:
It is not our goal to regulate a student's personal online activities when not on school property or at a school-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or school rights that we do reserve the right to regulate. All students should ensure that they are familiar with the school's conduct policies to avoid any online communications that might violate those policies.

For example, students should ensure online activities do not violate a school policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. **If a student posts or says something online that makes another student feel uncomfortable or disrupts the learning environment, their activity may result in an investigation and possible discipline.**

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the school conduct code by making disparaging or negative comments about the school, administration, or faculty members in a manner that is disruptive to the school's educational mission or activities. Students may be subject to disciplinary action for violation of this policy

Students should not be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the school's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the school, its locations, activities, students, parents, or employee-related activities on line. Students are not permitted to create websites or social network profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online that the school would find offensive or inappropriate if posted in the school's newspaper. Finally, students are not permitted to disclose any confidential information of the school, employees, students, parents, or activities online.

Online Identity:
Students are responsible for online activity conducted with a school email address, and/or which can be traced back to the school's domain, and/or which uses school assets.

Publication on personal online sites must not be attributed to the school and should not appear to be endorsed by or originated from the school.

School's Right to Inspect:
The school reserves the right to inspect all electronic data and usage occurring over the school's network or on school property without prior notice. The school also reserves the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

Student/Adult Interaction and Communication

Students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although adults can and should be friendly with students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to administration.

Some examples of behaviors that should not occur and which should be reported include school employees:

- Calling students at home for non-school matters;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Sending e-mails, texts, or writing notes to students of a personal nature;
- Flirting or asking a student on a date;
- Visiting or asking students to "hang out" in their hotel rooms when on class trips or sporting events or when the student's parents are not at home;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the adult's social networking profile or become a "friend" on a social network;
- Telling off-color jokes;
- Dating or engaging in consensual relationships with students:

Similarly, we expect that our parents will not take it upon themselves to address a situation with a student relating to a disagreement with the student or the student's parents. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

Telephone Use

Parents may not contact a student through the office phone. Similarly, students are not permitted to use the office phone (except with special permission).

Tobacco Products

The use or possession of tobacco products is not permitted on campus or at school-related events. Anyone found with tobacco products or paraphernalia will be subject to disciplinary action. This includes e-cigarettes and vaping devices.

Truancy

A student is truant if he/she is absent from school without the permission of a parent or guardian or leaves the school grounds once he/she has reported for classes without proper school personnel authorization. In case of truancy, the parent or guardian will be notified immediately and the student will be subject to disciplinary action. See attendance policy.

Visitors

Outside visitors are not allowed to visit a student's class without prior permission from the student's teacher and administration**.** All school visitors must check in and possess an identification badge while on campus.

Weapons and Threats

The school takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon to school or school-sponsored events, including knives, guns (all types), fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines to appear to be threatening in nature will result in disciplinary action.

Disciplinary Procedures

Pupils, teachers, parents, and guardians should make every effort to conform their lives to the rules of God's Word. Conduct should reflect an attempt to live as true children of God.

The teacher of each class is in charge of the day to day discipline in the classroom. The student is expected to comply with the regulations and measures the teacher imposes. Respect is paramount and confrontational behavior is unacceptable.

Every discipline situation will be handled at the school administration's discretion in accordance with the school's rules, policies, and practices. Circumstances that will be considered to determine whether an infraction is a minor or major violation are: harm or injury, property damage or loss, level of classroom disruption, number of prior infractions, illegal substances, whether conduct is also prohibited by law, and student honesty and cooperativeness in the investigation.

EARLY CHILDHOOD - (PK3 – Kindergarten)

All discipline is rooted in our desire to build a relationship on the love and forgiveness shown to us by our Heavenly Father through His Son, Jesus Christ. Our primary goal is to stop a behavior, determine the responsibility for the behavior, and lead the child to discover and implement a more desirable behavior. We teach the children appropriate problem solving techniques.

Parents will be contacted when unacceptable behavior is exhibited. Dialogue should exist between teacher and parent. In cases where severe and disruptive behavior continues despite teacher and parent interaction, an administrator will become involved in the disciplinary process. Disciplinary plans may be developed. There may be a recommendation for counseling or evaluation. The Christian Day School Board may make a final decision on situations that require further attention.

Biting

If a child bites another child, the following steps will be taken.

1. The parent or guardian of the biter and the child bitten will be contacted that same day by the classroom teacher. The biter will not be identified to the victim's parent or guardian.
2. If the child bites a second time, a conference will be conducted with the parents or guardian, teacher and early childhood director (or other administrator). The parent will be informed of the procedure should the child bite a third time.
3. If the child bites a third time, the child will need to be removed from school until the parents and early childhood director feel the child is ready to return to class and refrain from biting. Professional assistance may be recommended to work through the problem.
4. If a fourth biting occurs, the situation will be evaluated based on the interval of time between the last biting incident. **Dismissal could be levied at this time or upon continued biting incidents.**

ELEMENTARY - (Grades 1 – 5)

All policies and practices will be the same as the middle school in regards to minor and major infractions. The only difference is that Conduct Referrals will not be cumulative.

MIDDLE SCHOOL - (Grades 6 – 8)

All conduct referrals are cumulative for the student's middle school career grades 6-8. It is our goal to ensure order and safety for all students attending St. Paul Lutheran School. Our practices and policies provide uniformity and consistency in handling discipline in the school. We **EXPECT** our students, with the help of the Holy Spirit, to conduct themselves as redeemed children of God.

The teacher will attempt to resolve minor behavior issues with the student. If behavior persists, parents will be notified and the situation will be discussed. If the situation cannot be resolved, the administration will become involved. The **ADMINISTRATION** will determine what further action needs to be taken.

Minor Infractions

Behavior Demerits:
Minor infractions include, but are not limited to gum chewing, dress code violations, classroom disturbance, etc. A behavior demerit is a written notice of infraction. It is to be signed by a parent or guardian. If the same problem persists, a conduct referral will be issued. A Conduct Referral will be issued when a student receives his or her sixth (6^{th}) behavioral demerit.

Major Infractions

Conduct Referrals:
Major infractions include but are <u>not limited</u> to cheating, bullying, causing injury, disrespect towards a teacher, foul language and/or actions, leaving campus without permission, destruction of property, cheating, plagiarism, etc. In any situation, the issuance of a Conduct Referral is the sole discretion of the administration.

First Conduct Referral - A written notice of warning. (Administrator and parent consultation is required.)

Second Conduct Referral - A written report is issued and a one day in-school suspension will be served. (Administrator and parent consultation is required.)

Third Conduct Referral - A written report is issued and a two day in-school suspension must be served. (Administrator and parent consultation is required.) The C.D.S.B. will be notified of the student's status and the student will be placed on probation for re-acceptance for the upcoming school year.

Fourth Conduct Referral - A written report is issued and a three day out-of school suspension will be served. (Administrator and parent consultation is required.) The student will receive a zero for all work missed during his/her suspension. Re-enrollment for the next academic year will not be accepted. The student will be placed on probation for the remainder of the current academic year.

Fifth Conduct Referral – The student will be suspended indefinitely until the C.D.S.B can meet. The C.D.S.B. will act on a possible expulsion of the student as a final action.

Cheating:

1. CONDUCT REFERRAL will be issued for the first offense.
2. The grade on the assignment or test will be an automatic zero.
3. A student who is cheating will not be eligible for the Honor Roll during that quarter.
4. The student may be removed from the National Junior Honor Society.
5. If there is a second cheating occurrence, a CONDUCT REFERRAL will be issued and may result in a SUSPENSION. The student will be removed from the National Junior Honor Society.

FURTHERMORE: In cases of major or flagrant actions the administration and C.D.S.B. reserves the right to suspend or dismiss any student.

The range of possible disciplinary consequences include one or more of the following:

Disciplinary Report: Written notice of the infraction. This document is to be signed by the parent and returned to the school promptly. A second disciplinary report requires a parent-teacher conference. A third disciplinary report requires a conference with the parent, teacher, and principal, and may result in suspension. A fourth and /or fifth disciplinary report may result in expulsion.

Disciplinary Warning Status: Students receiving repeated infractions will be placed on disciplinary warning status, which means that further infractions will result in probation, suspension, or expulsion. (3^{rd}, 4^{th} and 5^{th} grade)

Probation: A student on probation is in jeopardy of being expelled if found guilty of a major offense. Probation lasts for a full semester. Students on probation may lose privileges at the discretion of the administration.

In School Suspension: Students required to be on campus at a designated area but are not allowed to attend class or events. Students still have the responsibility to complete, submit all class work in a timely fashion, and arrange make-up examinations with the teacher. Suspension becomes a permanent part of a student's record.

Out of School Suspension: Students are banned from all school activities, including classes, and are to remain at home. Students still have the responsibility to complete, submit all class work in a timely fashion, and arrange make up examinations with the teacher. Suspension becomes a permanent part of a student's record.

Expulsion: Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the school or the school's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the administration directly or considered serious enough by the principal to require the action of the Christian Day School Board may be grounds for expulsion.

In addition, the school may report to the appropriate governmental authorities any actions that appear to violate law.

Reporting of Infractions to Schools

If requested on the original application, students and parents are responsible for immediately reporting to other schools to which the student may be transferring (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from school to avoid the possibility of a disciplinary infraction. The student and/or parent must also provide the school with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the school will also inform the school of such an incident.

In the case where a disciplinary action (or withdrawal) has occurred after the school transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later changes and provide the school with a copy of the update letter. Similarly, the school will update the information to the school. This reporting must take place in letter form to the school within 10 days after the consequence has been imposed or the withdrawal has occurred.

Student Services, Activities, and Resources

Students and parents should be aware that conversations with a counselor or administration may be privileged and confidential, unless the nature of the communication reveals the immediate risk of harm to the student or others or a violation of the child abuse laws.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the principal or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Library

The library is designated as a quiet zone used for studying, reading, research, and checking out books. Library privileges may be denied to students who do not comply.

Hours: The library is open from 7:45 am to 3:05 pm on regular school days. The library closes at noon on early dismissal days.

Procedures: A parent or guardian MUST accompany students using the library after 2:40 pm. This policy is strictly enforced to avoid delays in the pick-up line and for the safety of our students. If students attend aftercare they may visit the library after checking into the aftercare program and receiving permission from the aftercare director. Students must also have their AR folder to take a test.

Parents are not allowed in the Library Computer area when students are taking tests or Accelerated Reader (AR) quizzes.

Students who have been out sick/not in attendance, may NOT come to the library after school to take AR quizzes or check out books.

Class Schedules: Classes are scheduled for library time. In addition to their scheduled class time, the library is accessible to students throughout the day with their teacher's approval, provided a class is not in session.

Checkout Period for **PK through 1st Grade**: Every class has its own scheduled library time. Check-out is limited to one book per student. Books are checked-out for 6 days & are due back *in the library,* the day before the students scheduled library class time. No book will be checked-out to a student who has an overdue book.

Checkout Period for **2nd through 8th Grade**: Every class has its own scheduled library time. Books are checked-out for 13 days. Check-out is limited to one book per student. With the Librarian's permission, students in good standing may check out a second book for special projects or research. All students must have their AR folder with them in order to check out a book. No book will be checked-out to a student who has an overdue book.

Library Fees: Fines are assessed for overdue books, following one day of grace. Fines are computed, in grades 1^{st} – 5^{th} at the rate of ten cents and twenty five cents in grades 6-8^{th}, for each day the book is overdue. This does not include weekends or school holidays. At the end of each quarter, report cards will be held for fines over 30 days or a fine of $1.00 or more.

Attendance records are not kept in the library, so if your child was absent due to illness, please include a note with the book when it is returned and any fines accrued will be forgiven. Replacement fees are assessed for lost or damaged books and costs vary depending on the book.

Students who do not return a book to the library by the final due date of the school year will receive a fee for the cost of the book. Report cards will be held until the fee is paid or the book is returned.

Parents, please note that daily fines are assessed to instill responsibility in our students. They are not a means of revenue. Encourage your child to return their books on time, and to pay any fines out of their own piggy banks.

Library Patrons: Individuals who contribute books or a monetary gift to the library are considered Library Patrons. Although patronage is welcome at any time, students will receive an invitation to become a Library Patron during the month of their birthday. The librarian will purchase a new book for the library and your child's name will be acknowledged inside the book. Patron gifts of $100 or more are acknowledged with a book and a 'gold' leaf, engraved with the student's name, placed on the *Library Tree of Knowledge*

Book Fair: The Book Fair is a major source of funding and acquisitions for the library. This weeklong event is held in the Fall and is staffed by library personnel and volunteers.

Reading volunteers are needed to assist classes (PreK4 – 2nd grade) during their weekly library time.

Summer Reading: St. Paul encourages students to participate in Summer reading. Students are challenged to read six to ten books over the Summer depending on grade level. Students may have the books read to them if they are not yet independent readers. Those students who reach this goal are recognized in the Fall.

Field Trips

PURPOSE: Educational experiences and learning activities for students outside of the structured classroom.

PERMISSION: Parent or guardian permission forms will be sent home with the student. A student cannot participate without a permission slip signed by the parent or guardian and returned to the teacher the day prior to the trip. **Verbal permission is not sufficient.**

CHAPERONES: Chaperones are a much-needed resource to assist the teachers during any field trip. In order to use your time effectively and be helpful to the teacher, the following guidelines have been established for chaperones at St. Paul Lutheran School.

1. **A Driver Approval Form** is handed out at home visits and must be on file. **A new form is required each school year.** Background checks are required for all chaperones and drivers. The cost of the background check will be covered by the school. This information is found on stpaulbocaschool.com, under quick links and parent forms. You must submit it at least two weeks prior to the field trip date.

2. Please drive directly to the field trip location and return to the school immediately following the field trip. No other stops should be made while you are responsible for the students.

3. No gum, candy or food. These items should not be brought or bought during the trip, unless directed by the teacher in charge. There should be no shopping at stores or restaurants without teacher approval for the entire group.

4. Chaperones are responsible for their students at all times. The students assigned to your group or vehicle are the children for which you are to take responsibility.

5. Please assist the teacher in making sure your group is not running or playing during a field trip. Remind your students that we are guests.

6. **Alcoholic beverages are strictly prohibited.** Do not bring or purchase alcoholic beverages while on a school field trip or overnight trip.

7. All students on the field trip are under ALL of the adult chaperones' guidance and supervision. If any student is misbehaving or needs assistance, each chaperone has the responsibility to guide, direct, or discipline any student on the trip. Please keep the teacher informed of any problems that have occurred.

8. Parents who do not follow the chaperone guidelines may not be considered to chaperone field trips in the future.

9. If you must use your cell phone, please use it sparingly and wisely. Cell phones are not to be used while driving.

10. Siblings are <u>not</u> to be brought along with a parent chaperoning.

11. Chaperones must dress appropriately for a school sponsored trip.

12. Field trip shirts must be worn unless specific dress for the trip is required by teacher.

13. **Overnight trips**: Chaperones are responsible for their assigned group at all times. Your group must be supervised in hotels, hallways, elevators, etc. Overnight chaperones are "on" 24/7. Safety is paramount. Students must be with a buddy at all times. Behavior must be respectful, courteous and representing St. Paul Lutheran School at all times. Complete background checks are required for all chaperones. Chaperones are models on all trips and **NO ALCOHOL** should be consumed on these trips.

CLASS TRIPS:
Annual overnight class trips are part of the curriculum in grades 4, 7, 8. The class trips are designed to supplement the overall education experience of the children. The homeroom teachers plan the trips and make all the necessary arrangements. All children are expected to participate. There is a cost for the class trips. Late fees are charged when trip payments are made past the due date. All accounts at St. Paul Lutheran School must be up to date in order for a child to attend a class trip.

Organizations

Our school offers a variety of activities including an athletic program and varied selection of non-athletic clubs and organizations. School can be more enjoyable for those who participate - go out for a team or join an activity! Read information listed in the schools weekly newsletter (K.I.T.)or on the school web site (www.stpaulbocaschool.com). Please stop in the office to find out more about the activities program.

We do require parents to provide appropriate insurance for athletes. The school assumes no responsibility for injury to students participating in athletics or other school activities.

Students who participate in organizations must meet scholastic requirements as outlined in this handbook. Discipline is a prime factor in any athletic/organization success - off the field, on the field, in locker rooms, on trips, and in school. Athletes are to conduct themselves with the highest possible behavior, being sure that their actions and words are beyond reproach. Please refer to the "Academics and Athletic" policy in this handbook for more information on academic requirements to participate in school organizations.

Bus Transportation

Students who ride the bus to and from field trips or sporting events from school are required to follow all safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

1. Be on time at the designated loading zone or bus stop.
2. Wait until the bus is completely stopped before moving forward to enter.
3. Go immediately to a seat and be seated.
4. Wear your seatbelt on the school bus.
5. Remain seated while the bus is in motion.
6. Keep heads, hands, arms, and legs inside the bus at all times.
7. No littering in the bus or throwing anything from the bus.
8. Do not tamper with the bus or any of its equipment.
9. Remain seated until the bus is stopped.
10. Do not engage in any activity on the bus that would constitute a violation of school rules.

A student who becomes a behavior problem is subject to disciplinary action.

When there is no bus service available, parent(s) are expected to provide transportation for their son(s) and daughter(s). The school may help identifying neighboring families; however, school personnel cannot be responsible for the formation of carpools. Students must go home with their own driver or carpool unless prior arrangements have been made, and the school has been notified. A note to the classroom teacher, an email to the office or, in an emergency, a telephone call to the office will serve as notification.

Evacuation

A map can be found in each room showing the quickest and safest route for leaving the building. Please familiarize yourself with these maps.

Students should move quickly and quietly to designated areas. Movement and noise during fire drills must be kept to a minimum. Talking is prohibited unless directed by the teacher.

Inclement Weather Policy

School closing or delays due to inclement weather will generally follow decisions made by Palm Beach County Schools. St. Paul Lutheran School's administration and Christian Day School Board reserve the right to open or close the school independently from Palm Beach County Schools as necessary. Communication pertaining to inclement weather will be shared via FACTs, email and/or phone call.

Immunizations, Medications, and Clinic

Prior to the beginning of school, a physical examination must be completed or transferred for each student entering the school. Immunization or a certificate of waiver is required for all students. Immunizations must be kept current, and a Certificate of Immunization, signed by a physician or an immunization waiver must be kept on file in the school office. Students may not attend school without an appropriate immunization record.

A clinic is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the school office. Students will be released for medical reasons only with permission from the parent/guardian or from the person designated on the student's emergency card.

Many students must have medication available at school for certain illnesses and conditions. School personnel cannot administer medication, including over-the-counter medications, without explicit written permission. A permission form completed by the doctor and parent/guardian is required in the event a student must receive medicine at school. This form can be found under parent forms on stpaulbocaschool.com. The medicine, in its original container, labeled with the student's name must be given to the school office together with the signed permission form.

Students who are absent from school for the following reasons require a physician's statement confirming the student's ability to return to school and any necessary limitations or restriction:

- Measles, mumps, chicken pox, ringworm, or other infectious diseases
- Strep infection, mononucleosis, hepatitis, pink eye
- Absence due to an extended illness or surgery
- Students who may not participate in sports or gym classes following an extended illness or surgery at the discretion of the administration.

Other Important Information and Policies

After School Care (ASC)

The ASC Program is available for students of St. Paul, providing quality care by trained and **DCF Certified** adults and college or high school helpers from 2:40 - 5:30 p.m. on school days beginning the first day of school and ending the last week of school. Students should register in the office for full time care.

On designated **NOON DISMISSAL DAYS** and **NO SCHOOL DAYS**, care begins at 7:30 a.m. and is available until 5:30 p.m. (Please see school calendar and **ASC** literature for days the program operates or is closed). The school calendar can be found on stpaulbocaschool.com under parent forms. **Parents may subscribe to this program on a daily rate or full time basis.** Hourly rates are charged only on **NOON DISMISSAL DAYS** and **NO SCHOOL DAYS** but **NOT** on regular school days.

Children who are brought to **ASC** following school pickup (3:10 p.m.), following a team sport or after school study session with teachers, or music lessons, will be charged the published daily rate. Each St. Paul student will be given two "Graces" per year for picking up after 3:10 pm and before 3:50 pm (one hour after school dismissal) when regular pick-up is delayed for unforeseen circumstances.

Families who do not pickup children by 5:30 pm will be assessed a late pickup charge that will be posted on the next billing. Families wishing to change enrollment status should notify the office. Enrollment status may only be changed once per school year. Complete information is available in the office.

Children in ASC are not allowed to change clothing and must remain in their St. Paul school uniform.

Video games, iPads, cell phones, etc. are not allowed in aftercare without permission by the director of ASC.

Bicycles, Scooters, and Walkers

Bicycles, scooters, and skateboards may be ridden to school as parents allow. **Parents must sign off on the emergency care card for a student to walk/bike etc**. home or to any other destination following dismissal.

Guidelines have been established concerning bikes and scooters at school:

1. The student is to walk the bicycle or scooter/skateboard to the bike racks upon arrival starting at the school flags by the parking lot. Bikes or scooters/skateboards are not to be ridden at any time on school sidewalks, parking lots, or patios.
2. The bicycle or scooter is to be locked to a bike rack while at school. Skateboards may be stored in the locker or in the classroom with the permission of the teacher.
3. The bicycle or scooter must be removed at the end of the school day.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for overnight field trips, are screened through the school's criminal background process.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to remove themselves from those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting http://www.fdle.state.fl.us, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit http://www.familywatchdog.us. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website at http://myfloridalegal.com.

Christian Day School Board

The C.D.S.B. is one of the boards that operate within the structure of St. Paul Lutheran Church. The responsibility of the Board is to provide for the efficient management and operation of St. Paul Lutheran School to assure the achievement of the school's purpose effectively and efficiently.

Dropping off Items in the School Office

Many students forget items at home and the parent graciously brings those items back to school. Parents are not permitted to deliver items themselves**.** Items will be delivered by school personnel at the first convenient opportunity to minimize class interruptions. Please use discretion and evaluate necessity when bringing items to minimize disruption to the learning environment.

Emergency Procedures

Severe Weather/Hurricane Procedures:

St. Paul Lutheran School generally follows the Palm Beach County School's decisions to close due to a hurricane threat. A school call messaging system will be put into motion to inform families on closings. An all-school email will also be sent out to parents. The same system will be employed to inform the school families when school will reopen.

1. St. Paul Lutheran School's reopening will be determined by our ability to hold classes on our campus and will not be tied to the county return date. The phone alert system will be used again.
2. If students need to be dismissed early while the day is in progress, parents will be notified to do so.
3. If the school cannot reach parents via telephone/email, a sign will be posted at the front office with current information.

Lock Down Procedures:

During a lock-down, students will remain in their classrooms behind locked doors. Parents will be informed of the situation via a school call messaging system and/or email. Please do not come on campus until the "All Clear" has been issued via the school call messaging system. Be aware that St. Paul Lutheran Church and School occasionally will practice lock-down procedures. Parents coming on campus must be prepared to follow faculty instructions during a lock-down.

Fund Raising

No class, individual, or organization is to begin any money raising activity without permission from the school. No class, individual or organization may request money from any other class, individual, or organization within or outside the school without permission from the school administration. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

Inspection Policy

The school reserves the right to inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to**,** a student's locker, book bag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the school's rules, community standards, and/or local and state law.

Items from Home – Early Childhood

Show and Tell is an opportunity for your child to develop the ability to express himself in front of a group. Please help your child prepare for Show and Tell by encouraging him to select an object that is either seasonally appropriate, that coincides with the suggested topic, or that has educational value.

Discuss the show and tell object with your child before he brings it to school so that he might verbalize more clearly. Any item brought from home should be clearly marked with the child's name. Toys and games from home other than those for Show and Tell are not permitted because of limited storage space and the distraction they provide during the day. The school is not responsible for damage or loss of the object brought from home.

Lost and Found

Anything your child brings to school including lunch box, book bag, articles of clothing, etc., should bear the child's name.

Lost and Found articles are kept in the school office for a period of time, but unless identified or claimed, the items are donated. Periodically items are displayed outside of the school office.

Lunch Procedures

Students have the option of bringing their own lunch to school or purchasing a hot lunch. Students will eat outdoors under a shelter. Parents are to send all necessary eating utensils in the lunchbox. Silverware, bowls, cups, refrigeration, etc., are not available for student use. Students are not permitted to bring knives or sharp implements, of any kind to school. Glassware is also prohibited.

Hot Lunches

Students will have the option of purchasing a hot lunch through an independent caterer. Lunch tickets can be purchased online.

Parent/Family Cooperation

The school believes that a positive and constructive working relationship between the school and parent is essential to the fulfillment of the school's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) are disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise seriously interferes with the school's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the school reserves the right to dismiss the family and student from the St. Paul Lutheran School Community. In addition, the school reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

Principles and Expectations Relating to the Parent/School Relationship

St. Paul Lutheran School has ten expectations that help us develop a positive and cooperative relationship throughout the entire school year:

(1) As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.

(2) Parents must cut the constant phone ties from their students. Let your student make decisions on their own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged. That's fine too.

(3) Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance. We have resources for your student for this purpose.

(4) When parents contact the school without the student's knowledge ("John doesn't know I'm calling, but . . ."), the school will need to address the matter directly with the student. We cannot promise you that we will maintain confidentiality over your phone call. Refer to expectation number one.

(5) The school will typically investigate issues and question students without the parent's presence. This helps us move quickly to resolve issues.

(6) Although your student's issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.

(7) Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.

(8) The school will not communicate everything that occurs in the student's daily life to a parent. We have a lot of students under our care (including your student) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.

(9) Neither the teachers nor the school will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your student.

(10) All communications between the parents and any person at the school must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.

Payment of Tuition and Fees

The school strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make school tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from school or not being allowed to take examinations. Transcripts and student records cannot be forwarded to another school if there is an outstanding balance in his/her account, or if there are other outstanding debts.

Security

The administration, faculty, and parents or guardians work together to ensure that St. Paul Lutheran School remains a safe and secure place. St. Paul Lutheran Church and School's Security Committee meets once a month to discuss and plan improvements to campus security. There are layers of security provided for our campus security. A "general" description of security measures is available upon request by school parents.

Please Note: While the school takes these steps to help provide a safe environment for all the students at our school, the school cannot monitor all of the children all of the time. Unexpected harm can still come to children during the school day. Therefore, we urge all parents to actively teach their children safe behaviors and to teach their children to report any suspicious activity.

Student Records and Information

Requests for student records and transcripts must be directed in writing to the school office. The school reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The school makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The school must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the school must provide the school with a court order that is still in effect that specifically restricts the other parent from receiving such information.

Summer Camp

St. Paul offers a Summer Camp Program for parents who are seeking a nurturing Christian environment for their children during the summer months. This program is supervised by qualified DCF certified caregivers and is designed to meet the needs of children ages 3 through 6th grade. Daily activities include worship, arts and crafts, computer education, physical education, science activities, literature and music, as well as indoor and outdoor play, movies and field trips.

Limited use of gaming devices are allowed during Summer Camp (specified times only).

School Business Office Hours

The School's Business Office is open from 7:45 a.m. to 4:00 p.m. Monday through Friday. Summer hours are 9:00 a.m. to 3:00 p.m.

School Pictures

Photographs are taken at school during the year and are made available for purchase on a pre-pay basis. Individual student photos are taken in the fall. These pictures will appear in the yearbook to be given out at the end of the school year. A class (group) picture is also taken and is made available on a pre-pay basis only.

School Supplies

Specific school supply lists for each classroom may be found online at stpaulbocaschool.com. Additional supplies needed in the classroom will be provided by the school and are covered via your registration fee.

All textbooks, books, and workbooks are provided by the school. It is expected that all students in grades two through eight provide their own Bible.

Snacks - Early Childhood

Each day the children share a mid-morning snack in the classroom. PK3 and PK4 children need to bring a drink from home. Snacks are brought to school by children on a rotation basis, announced on a monthly calendar sent home**. It is a D.C.F regulation that all food be prepackaged.** Children in Kindergarten need to bring a drink and snack from home.

Lists of suggestions are as follows:

Crackers and/or cheese	Cereal Mixes
Pretzels	Goldfish Crackers
Graham Crackers	Please no candy bars or cookies.

*Children with food allergies must bring their own snack from home each day.

Snacks – Elementary and Middle School

In an attempt to help parents with their child's nutrition, the following guidelines have been set for the students: Snacks should be healthy and may include items such as: protein foods, cheese/crackers, fruit, popcorn, or nuts. Please refrain from sweets and sodas. Snacks MUST be eaten at the predestinated place and time set forth by the teacher. Students must recognize that there will be classmates with severe allergies and be respectful to their safety needs.

Visitors

Parents or guardians who need to visit campus during school hours are asked to follow these guidelines:

1. **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.

2. **I.D. Check:** If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children.

Please Note: For the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be reminded to obtain one or asked to leave campus.

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

2021 - 2022

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our school, including the judgment of school authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this handbook. Parents/guardians and students over age 8 must sign the form below. Please return this form at Open House or the 1st day of school.

We have read and understand all statements and provisions set forth in the Student/Parent Handbook. The handbook is located on stpaulbocaschool.com under Parent Forms.

Student (Print)_____ Teacher_____ Homeroom_____

Student Signature_____ Date_____

Parent or Guardian(Print)_____ Relationship_____

Parent or Guardian Signature_____ Date_____

MUST HAVE ONE FOR EACH STUDENT IN FAMILY