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Purpose of Handbook

The purpose of this handbook is to provide parents and students with information about our school which instructs children from Pre-Kindergarten through Grade Eight. Knowing that not all potential questions will be addressed in this handbook, we encourage parents to bring special questions, requests, or comments to our school principal, faculty, and staff.

Mission Statement

St. Paul's Lutheran School exists to provide a Christ-centered, personal, high quality education for the families of our congregation and community where students develop their God-given abilities and grow as disciples of Jesus.

Vision

Under God's blessing...

1. St. Paul's will continue to be a school where the truth of God's saving Word is faithfully taught by well-trained teachers who are devoted to their students and dedicated to Christian education.
2. St. Paul's will provide a high quality academic education by following a curriculum that is regularly evaluated to meet the needs of our congregation and community, and employs the best of past and present teaching methods, means and materials.
3. St. Paul's will provide a safe, welcoming and healthy environment that is conducive to learning.
4. St. Paul's teachers, students, family and staff will reflect the love of Christ in their relationships with one another.
5. St. Paul's teachers, students, family and staff will work together to develop each student's individual abilities to the glory of God.
6. St. Paul's will strive to prepare students for further education and encourage families to make use of the secondary Christian education provided by Michigan Lutheran High School.
7. St. Paul's will encourage students and families to become life-long learners of God's Word and active members within a Christian congregation.
8. St. Paul's will strive to foster in students a life-long Christian servant's heart by providing opportunities for students to serve others inside and outside the church and school.

Statement of Beliefs

Thank you for enrolling your son/daughter at St. Paul's Lutheran School! We could not be more pleased and privileged to serve your family. We are passionate about our mission and thrilled to share the joy of Jesus with our students.

St. Paul's mission is very spiritual in nature. In addition to offering a high quality, academic education, we want every one of our students to learn more about God's Word and Jesus Christ. At St. Paul's, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Therefore, please read the following basic outline of what we believe and teach. If you would like further explanation, please consider enrolling in our Bible Information Course. It is important to us that you have a clear understanding of how we will minister to your son/daughter with the truths of God's Word.

We believe...

The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life.

(2 Peter 1:21, I Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39)

There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called “Triune.” These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us.

(Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, I John 2:2, Romans 15:13)

At the beginning of time God created heaven and earth and all creatures. He did this in six days—he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God’s special creation,

(Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God’s command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds.

(Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises.

(John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)

Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay the price sufficient for everyone’s salvation. After rising from the dead, Jesus ascended into heaven. On the Last Day he will return to raise all the dead and judge all people who are still living.

(I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only through faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God.

(Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

Baptism is a holy act instituted by God. Using water and God’s Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth given through baptism.

(Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe.

(Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)

God wonderfully creates each human being as male and female. These two distinct genders were intended by God to be complementary to one another. Rejection of one's biological sex is a rejection of the sexual identity with which God creates each human being. Our biological genders are gifts from God to be used to God's glory according to his design as revealed in the Bible.

(Psalm 139:14; Genesis 1:26,27; James 1:17; 1 Corinthians 10:31; Romans 12:1)

The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

(Genesis 2:18-25, 1 Corinthians 6:18 & 7:2-5, Hebrews 13:4)

God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

(Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11)

All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

(Psalms 139)

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of St. Paul's Lutheran School faith, doctrine, practice, policy, and discipline, our Board of Christian Education is St. Paul's Lutheran's final interpretive authority on the Bible's meaning and application.

Philosophy of Education

True education seeks to educate the whole child. Thus, an education which seeks to instruct the mind only, and omits the eternal soul of the child, is not only seriously lacking, but is not a "true" education. By birth and nature, all are sinful and are lost forever and cannot do anything to gain eternal salvation. Our only hope is the joyful news of the Gospel, that Jesus Christ suffered, died, and rose again to pay the price for all people's sins. This assures all people of the free gift of eternal life in heaven, and a richer, fuller life in his love here on earth. This message is only believed and comprehended through the Holy Spirit working in the Means of Grace: in the Bible, and the Sacraments of Holy Baptism and the Lord's Supper.

Our Lutheran elementary school seeks to work alongside families in bringing Christian education to children. As a school, we dare not take the place of the family; but instead, we assist and work with the parents or guardians in helping these students with their walk of faith. We must work together as a unique team in raising children.

As part of this team, we need you to be well-versed in the operations, rules and expectations of our school. While it may seem a bit long, please carefully read through this entire handbook. We have tried to be as complete as possible with this information.

Entrance Requirements & Enrollment Policy

St. Paul's Evangelical Lutheran Church considers its Lutheran Elementary School (LES) a mission arm to reach new souls for Christ. We also recognize the parents' primary responsibility for training their children. As a school, we exist to partner with and assist parents in this role – we will never usurp this authority from the parent. Since we want to be upfront with our beliefs and what our students will learn, we strongly encourage parent(s) of non-WELS students to enroll in a Bible Instruction Class the first year. We also have a practice of meeting new families outside our church to welcome them, answer any questions and explain our belief system. We may need to test or screen students before accepting enrollment so as to determine placement in the proper grade level.

St. Paul's Lutheran school is not equipped to handle unusual disciplinary cases or children with severe learning disabilities. Parents who intend to enroll their child in St. Paul's for the sole reason that they are not doing well at their present school, are not encouraged to do so. While we work with God's Word, and while results may sometimes exceed our expectations, we can give no assurance that there will be improvement in behavior or academics simply as a result of their enrollment in our Lutheran school.

All students are accepted on a probationary basis and may be removed from St. Paul's Lutheran School by the Board of Christian Education for cause.

Enrollment Priority

Children are accepted according to the following priority:

1. Children whose parents are members of St. Paul's Evangelical Lutheran Church
2. Children whose parents are members of another Wisconsin Synod church.
3. Children whose parents are members of NO Christian church.
4. Children whose parents are members of some other Christian church.

Kindergarten Enrollment

St. Paul's offers an optional half-day/full-day Kindergarten program. Half day students may switch to full day at the beginning of second semester. Once attendance has been established, changes between half-day/full-day programs cannot be made.

Age & Health Requirements

1. A kindergarten student must have reached his/her fifth birthday on or before December 1 of the current school year. However, kindergarten students will be screened to help determine the child's readiness for school.
2. A birth certificate will be required for substantiation of legal proof of age.
3. Students entering school for the first time in any Michigan school are to be examined by a physician. A medical evaluation form should be obtained from the school or your physician and must be returned to the school when completed.
4. Students entering kindergarten in any Michigan school must present a statement to school officials at the time of registration or not later than the first day of school, a certificate of hearing and vision testing or screening. Vision must be screened at least once after age three and before initial school entry.
5. All students must have met state immunization guidelines.

Michigan Public Health Code states: "A parent, guardian or person in loco parentis applying to have a child registered for the first time in a school in this state shall present to school officials, at the time of registration or not later than the first day of school, a certificate of immunization or statement of exemption under section 9215."

Expectations of Parents

God has given to parents the awesome responsibility of working with the church and school to nurture their children to be faithful Christians. As parents realize and understand those responsibilities, they will help their children learn the truths of God's Word. Therefore, parents who enroll their children in our school agree to the following.

1. I agree to commit to the school's stated mission and all policies outlined in the Parent's Handbook.
2. My child and I will cooperate with the teachers and administration. Home and school will be supportive of one another in all areas of instruction and discipline. I will model appropriate behavior for my child when interacting with staff, other children, and other parents at school and related events.
3. I will welcome the encouragement to weekly worship and regular study of God's Word for my child and our family.
4. I will attend Parent-Teacher Conferences as scheduled.
5. I will help my child to complete their daily homework and learn memory work assignments.
6. I will stay current on tuition and hot lunch payments which allow for the ongoing operation of our school.

Enrollment Process

1. Parent contacts principal and an interview meeting is scheduled.
2. Registration forms and documentation to be provided (including birth certificate, immunization records, and the like).
3. Transfer of records from previous school.
4. Recommendation for acceptance from principal to Board of Christian Education.
5. Testing and screening of new students may be required. The school reserves the right to place the child in the grade into which he/she can best function with success.
6. Home visit scheduled and conducted by classroom teacher.

Non-Discriminatory Policy

St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, athletics, and other school administered programs.

Accreditation

Graduates of St. Paul's Lutheran School are accepted at Michigan Lutheran High School in St. Joseph, and any other public high school. Graduates are encouraged to consider continuing their formal Christian education at Michigan Lutheran High School where they will be taught the truths of God's Word and the secular subjects from a Christian perspective.

Release of Academic Records

When a student transfers to another school, St. Paul's will send the student records to the requesting school. However, only health and psychological records will be sent if the student has any fees due. The academic records will be held until fees are paid.

Fees & Tuition

St. Paul's Lutheran Church firmly believes in the value of Christian education. Therefore, the majority of each student's education (approximate cost is \$5,900 per student) is supported by the free-will offerings of members of St. Paul's Lutheran Church. Parents of students are asked to pay the remainder of the costs not covered by offerings through tuition. The tuition is reviewed annually and established by the Board of Christian Education and covers the cost of all textbooks, workbooks and some school materials.

Tuition is based on a 100%, 80%, 60% pricing tier. Effective August 25, 2014, St. Paul's Preschool tuition will be included in the pricing tiers for families who have more than one child enrolled in St. Paul's Elementary School and Preschool. Tuition tier pricing starts at 100% for the oldest child in the family and continues down each level to the youngest child. Elementary school tuition is the cost for the school year. Preschool tuition is the cost per month.

Because some religion books are valuable to have and use throughout life, they are not covered by the tuition and registration fee and are to be purchased by the student through the school office. A list of required supplies is provided on the supplemental price list distributed at time of registration.

Direct Debit For Tuition Payments

We encourage parents to take advantage of Direct Debit payments for the benefit of both you and St. Paul's. This is an easy way to pay for your monthly tuition bill by having money directly taken out of an account that you select to be deducted on either the 15th or 30th of each month. Parents may sign up for this convenience at registration or anytime during the school year. Make sure to bring along the account number from which you would like your money debited. Please fill out a new direct debit form for our bookkeeper each school year. If you have any questions or would like more information, contact our bookkeeper, Mrs. Klaire Horgen at 429-1546 or kah@stpaulswels.org.

Tuition Amounts for 2016-2017

Tuition rates are determined annually by the St. Paul's Lutheran Church Budget Committee in conjunction with the Board of Christian Education. Tuition prices will be announced during the first week of March for the following school year. Costs are differentiated between St. Paul's members and non-members. Discounts are awarded to any family sending multiple children to St. Paul's.

Kindergarten

- Students attending **full-day kindergarten** will be charged the same as students in grades 1-8.
- Students attending **half-day kindergarten** the first semester and **full-day kindergarten** the second semester will be charged $\frac{3}{4}$ of the tuition.
- Students attending **half-day kindergarten** the full year will be charged $\frac{1}{2}$ of the above tuition.

Tuition Assistance/Financial Aid

It is a firm belief of our congregation that financial hardship should not prevent children from receiving a Christian education at St. Paul's Lutheran School. Tuition assistance is available to all students in Kindergarten through 8th grade, members and non-member alike. St. Paul's uses a 3rd source party called TADS (Tuition Aid Data Services) to help determine how much assistance to award each family.

Financial aid applications must be filled out completely. Additionally, families must submit a W-2 and their most recent tax return as part of the application. Providing additional information (such as documentation listed on the Application Worksheet) will help TADS make a more accurate calculation. The online application also allows families to write a note about special circumstances. A \$34 processing fee will be applied at the time of submission. Families unable to pay this fee may contact the school office (269-429-1546) and ask for our book keeper.

Financial aid will be awarded during the first week of May for the following school year and again in August. Families can choose to pay the remaining amount in full on Registration Day or set up monthly payments through St. Paul's Lutheran School.

Financial aid forms and information are available on our website www.stpaulswels.org. Financial aid is distributed on a financial needs basis by the St. Paul's Financial Aid Committee with Board of Christian Education representation. All financial aid requests are confidential.

The Financial Aid Worksheet and Tuition Assistance Application can be found online at our school website (www.stpaulswels.org). On the top menu, hover your mouse over "School". A drop-down menu will appear with options for the "Financial Aid Worksheet" and to "Apply for Tuition Assistance." Paper applications are available in the school office upon request.

Tuition Refunds

Tuition and fees will be refunded on a pro-rated basis by month excluding any partial months attended. Unpaid balances will be invoiced.

Tuition for Late Enrollments

Tuition will be charged on a pro-rated basis by month.

Families with a Remaining Tuition Balance

Students cannot be registered for school if the family has an unpaid balance from the previous year. If a family has special circumstances that do not allow them to remain current on payments, they must contact the principal immediately (269-429-1546). The principal will set up a meeting with the family, a pastor and a representative from the Board of Christian Education to discuss and better understand the situation. The Board of Christian Education, in conjunction with the principal, will discuss and then present the family with a plan which will allow for the children to continue being enrolled at St. Paul's. Failure by the family to contact the principal or to follow through on an agreed upon course of action may result in a student being unable to continue his/her enrollment at St. Paul's.

Field Trips

All students are expected to attend their individual class trips. Parents are responsible for all field trip costs. A school fund was started in memory of Ann Strefling which makes funds available for families needing assistance for special educational opportunities (field trip costs, sending a student to a state/national Spelling

Bee or Science Fair). You may add to this fund which is administered by the St. Paul's Board of Christian Education. All requests for assistance can be directed to the classroom teacher or principal.

Discipline

Philosophy of Discipline

As we strive to achieve our mission for the children entrusted to our care, discipline is necessary because all children are sinful. Our philosophy of discipline is governed by the following principles from God's Word:

1. Every one of us, including our children, is sinful. ***There is no difference, for all have sinned and fall short of the glory of God. Romans 3:22-24***
2. God expects all Christians, including children, to strive to obey His commandments. ***I desire to do your will, O my God. Psalm 40:8***
3. The three uses of God's law are part of disciplining children.
 - Mirror – ***Indeed I would not have known what sin was except through the law. Romans 7:7***
 - Curb - ***My flesh trembles in fear of you; I stand in awe of your laws. Psalm 119:120***
 - Guide - ***Your word is a lamp to my feet and a light for my path. Psalm 119:105***
4. The Gospel – the Good News of salvation through Jesus – predominates the discipline at St. Paul's. ***For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. John 3:16***
5. Only the Gospel changes a child's attitude and behavior. ***I am the vine; you are the branches. If a man remains in me and I in him, he will bear much fruit; apart from me you can do nothing. John 15:5***
6. Each child is unique, that is, possessing their own characteristics, gifts, and abilities. ***We have different gifts, according to the grace given us. Romans 12:6***
7. God has given to parents the primary responsibility for nurturing their children. ***These commandments that I give you today are to be upon your hearts. Impress them on your children. Deuteronomy 6:6***
8. Christian love is to permeate all discipline of children. ***Love your neighbor as yourself. There is no commandment greater than these. Mark 12:31***
9. Our Lord desires that parents, teachers, pastors, principals, and board members work together in peace, love, and harmony. ***Aim for perfection, listen to my appeal, be of one mind, live in peace. 2 Corinthians 13:11***

Application of Biblical Principles

St. Paul's faculty and staff will by God's grace:

1. Use Law (all three uses) and Gospel as prescribed in the Bible as they discipline children in the process of nurturing them to be faithful disciples of Jesus.
2. Recognize that each student is an individual and will strive to adapt their discipline to meet the needs of each child.
3. Hold themselves accountable to parents and the Board for Christian Education for implementing the discipline policies in a God-pleasing manner.
4. Hold the parents accountable for assuming their responsibilities in the discipline of their children.
5. Work cooperatively with parents in the disciplining of their children.

6. Permeate all discipline with Christian love.

Standards of Behavior

The following standards of behavior have been designed to make St. Paul's a place where the love of the Savior is exemplified in the way the students behave toward their fellow students, their teachers, and their environment. The Lord tells us in Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not turn from it." Together, as parents and teachers, we must assist each other in every way possible to accomplish this.

We all take pride in our clean school building. Everyone is to help keep it that way. All staff members are to be regarded as representatives of Christ, and as such, must be respected by the entire student body. Any staff member may discipline any of our students.

General conduct guidelines:

- We strive to show our love for Jesus in all we think, say, and do.
- During school hours, teachers stand in the place of parents as their partners.
- Students are not to play outside before or after school as there is no supervision at that time.
- In respect to classes that may be in session, while passing through the halls, there is no running or loud talking so as to not distract classes.
- No gum chewing.
- No CD players, MP3, iPod, cell phones, or other electronic devices are allowed in class, during lunch, or at recess. If these items are brought to school they must be kept in backpack or locker. St. Paul's is not responsible for lost or stolen items. With teacher permission, some devices may be allowed for educational purposes. If abused, the item will be confiscated by the teacher. Multiple offenses may result in the student not being allowed to bring the device to school.
- If problems develop during recess, consult a teacher.
- Hallways are to remain clear and clean throughout the school day.
- Personal belongings should be taken home each evening and not left in the hallway or out in the open.
- Staff permission is needed to use phones.

Other Guidelines/Rules

Hallways & Bathrooms

- Hallways, bathrooms, and locker rooms should be quiet and orderly at all times.
- Hallways should be free from debris. The area around lockers or hooks should not be cluttered with book bags or boots. No backpacks are to be on the floor. Personal articles must be stored inside lockers, on top of coat rack shelves, or under coats that are hanging on hooks.
- The outside of lockers must not be decorated with non-school decorations except on a birthday.

Lockers

- Teachers have the right to inspect a locker at any time.
- Only items that may be easily removed may be put on the inside of the lockers.
- Students are not allowed in anyone else's locker.
- Locker accessories may be purchased (shelves, mirrors, magnets, etc.).
- All winter items (coats, boots, etc) must be placed inside the locker (keep this in mind as shelving, etc. is placed in the lockers).

- Immediately report any locker damage to your classroom teacher.

Playground

- There will be sufficient supervision.
- All playing will be done in the designated playground area.
- No standing on the teeter-totters.
- No standing on swings.
- When using the slide, sit with feet first in forward position.
- No throwing rocks or snowballs.
- All students should line up quietly in an orderly way before entering the school.

Gymnasium

- Clean gym shoes that do not leave marks must be worn by all people when playing in the gym.
- During school hours, there will be no food, drink, or gum allowed in the gym.
- There will be no kicking balls or deliberately hitting the ceiling or windows with a ball.
- When the girls practice, only girls will be allowed in the gym. When boys practice, only boys will be allowed in the gym.
- Our gym is for the use of St. Paul's members only. All who are under 18 years of age must be supervised by an adult member of St. Paul's.
- All activities not regularly scheduled for the gym must receive permission from a staff member.
- Anyone wishing to use the gym must request permission. All church and school activities have priority.
- Permission for use of the gym will generally not be granted during worship services, congregational activities where gym use would interfere, joint congregational activities and services, or MLHS sacred concerts.
- Anyone using the gym must cleanup after use and return all equipment to its appropriate storage receptacle.

Misconduct Chart

Misconduct	Definition	Minimum Action	Maximum Action
Repeated Classroom Disruption	Confronting staff argumentatively, throwing objects, refusing to follow directions, making loud noises, gum chewing	Intervention	Removal from classroom or school
Chronic Disruption or Rules Violations	Behavior that disrupts the learning of others by recurring misconduct	Removal from school	Expulsion
Verbal Abuse: Profanity	Foul, vulgar, abusive language or gestures, language intended to belittle, degrade, intimidate, or hurt someone's feelings, or language interpreted as disrespectful or insubordinate.	Intervention	Removal from school/Expulsion
Verbal Abuse:	Disturbing by pestering,	Intervention	Removal from

Harassment	tormenting, threatening, bullying or inappropriate physical contact		school/Expulsion
Violent Behavior/Fighting	Pushing, shoving, damage of property. Exchange of physical blows	Intervention Suspension	Removal from school/Expulsion Expulsion
Weapons	Any object by the way it is used or intended to be used is capable of inflicting bodily harm.	Suspension	Expulsion
Stealing/Cheating	Taking something that does not rightfully belong to you.	Intervention	Suspension/Expulsion

Detention

A detention is a designated stay after school during which time the student will either perform some special written assignment or work assignment to be completed during the time. One to three detentions concerning the same offense may be given during a semester before more serious discipline is administered. Parents will be notified and informed of the situation and seriousness of the offense at the time of or before a detention is given.

Suspension

A suspension is being sent home from school for a day or a number of days in keeping with the nature and the seriousness of the offense. An in-school suspension (removal from the classroom for the time of suspension) may also be given at the discretion of the principal. A suspension may be issued at any time (including first offense) if the offense so warrants. A suspension will automatically be given after three detentions for the same offense in a given semester. Assignments for the suspension period will be provided by the student's teacher. The student will be expected to have the assignments satisfactorily completed at the end of the suspension period. Failures will be recorded for those assignments not completed during suspension period. At the end of each semester, the slate of offenses will be wiped clean. Parents will be notified and informed of the situation and seriousness of the offense at the time of or before a suspension is given.

Expulsion

If a student repeatedly resists school authority and/or regulations, is not responsive to previous disciplinary action, or the learning environment of others is continually harmed, the principal may recommend expulsion to the Board of Christian Education. If expulsion is warranted, a meeting including the parents, the child, a representative from the Board of Christian Education, principal, and pastor, will take place to explain the expulsion. The expulsion will be for the remainder of the year. If the parents want the child to return the following year, the Board of Christian Education will review the request.

Drug Policy

The use or possession of illegal drugs, intoxicants, or tobacco is not allowed in the school building, on the school grounds, or at activities in which the school participates. Discipline in these matters will be administered by the principal.

First offense shall require suspension of up to five days. Assignments for the suspension period will be provided by the student's teacher. It will be the parent's responsibility to pick them up. The student will be expected to have assignments completed at the end of the suspension period. The Board of Christian Education will be advised of the suspension. The parents of the child will be required to meet with the principal before re-admission.

The first offense could result in dismissal from St. Paul's Lutheran School.

Parental Concerns

It is God-pleasing that all who are involved with nurturing our children work together in peace and harmony. Therefore, it is important that there be an orderly procedure to be followed (based upon Matthew 18). The steps outlined below must be followed in sequence before the next step can be taken.

1. The parent will meet privately with the teacher or other school person involved. They will discuss the situation and agree on a God-pleasing solution to the matter.
2. If after the initial meeting the matter is still not resolved, the parent will contact the principal and ask the principal to arrange a meeting with the involved parties.
3. If the issue is still not resolved the parent can ask the following to be involved (in this order: Board for Education, Church Council, Voters' Assembly).
4. Throughout this entire process it is understood that all parties will act in a Christ-centered manner and with the best interests of all at heart.

Dress Code

As sanctified Christians, our students will certainly want to present themselves with all decency and modesty in their appearance since their attire reflects their station as redeemed children of God. One who views his body as the temple of the Holy Spirit will exercise care in his clothing and grooming habits. In keeping with the teaching of Scripture to be moderate in all things (Philippians 4:5), the Christian student will avoid extremes in his or her personal dress regardless of what fashion may dictate.

All clothing should be appropriately fitted, clean and the proper length.

This includes, but is not limited to the following:

- All shorts and skirts must reach the finger tips while standing, walking, or sitting (without adjusting). Wearing of shorts is up to parental discretion.
- No bare midsection (including when students are seated or raising hands).
- Neckline of shirts – no low cut tops.
- No cut off, torn, tattered or ragged edges (this INCLUDES the new style of jeans with partially torn/worn spots) or oversized clothing.
- Pants must be pulled up to the waist (belts may be required for individuals)
- Hats (worn forward) may only be worn outside.
- Clothing cannot have words or pictures across the rear end.
- Attire with pictures and slogans of positive nature, school logos, clothing manufacturer trademarks, and recognized sports teams may be worn.
- No shoes with wheels allowed.
- Hair style and length should reflect a Christian attitude and should not be offensive or distracting.

- To promote school spirit here at St. Paul's we encourage the wearing of St. Paul's and MLHS jackets, shirts, etc. rather than those of other schools.

To prevent losses, please mark all jackets, boots, athletic clothing, gym bags, etc., with some type of permanent markings.

Any further attempt at defining more specific guidelines for dress can only make enforcement more difficult. It is our intent to develop good habits in our children with regard to their appearance through the exercise of Christian freedom. Since any evaluation of what constitutes proper dress is strictly a value judgment, any questions or objections concerning the dress code may be addressed to the principal. Ultimately, attire questions will be decided upon in the light of God's Word and whether or not the attire is a distraction to learning for the student and others in the school. The judgment of the school faculty and staff is the final word regarding any attire-related questions.

If a child does come to school improperly dressed, he will be asked once not to come to school again wearing the item in question, and parents will be contacted by the principal or teacher. If he or she persists and returns to school on another day similarly clothed, alternate clothing will be provided by the school for the student to wear and parents will be notified by the principal or teacher.

Transportation

Children in the Lakeshore School District can be transported to St. Paul's Lutheran by the Lakeshore school buses on the days when Lakeshore Public Schools are in session. When bussing is not available, parents are responsible to provide their own transportation. Please call the school if you need assistance in arranging alternate transportation at these times. Half-day kindergarten parents will need to provide their own transportation when kindergarten is dismissed.

Children of our school are subject to all rules and discipline of the Lakeshore school system while being transported on their buses. It is the responsibility of the building principal, teachers, bus drivers and bus students to maintain a safe, convenient and economical system. At times, infractions of rules do occur which require action. Bus students may be denied transportation temporarily or permanently, depending upon the seriousness of the act. Revocation of bus privileges is not an action to be taken lightly. Our mutual goal is to develop student self-discipline which leads to mature responsibility. If a bus driver cannot resolve a problem by talking to the student, the principal will be notified.

Attendance

Students in good health are expected to attend every day that school is in session. If a student is absent, his/her parent or guardian is required to phone the school office each day the student is absent. If the student is sick, please state the nature of sickness as this information is needed for health department reports. **Your child should not return to school until he or she has been fever free for 24 hours without medication.** In the event that a student is absent and the school was not notified by his/her parent or guardian, the school office will call the student's parent or guardian. Doctor and dental appointments which require a student to be absent from the classroom will count as an absence from the time the child is gone.

A student will be marked tardy when arriving any time after 8:15 am unless the school bus arrives late. A student will be marked $\frac{1}{4}$ day absent if arriving before 9:45 am. A student will be marked $\frac{1}{2}$ day absent if arriving after 9:45 am, but before noon. The staff will notify the principal and parent of any unexcused absences.

At the end of each quarter, more than five absences or five tardies will be reported to the principal. The principal will contact the parent and report to the Board of Christian Education. The Board may contact the child welfare services/truancy officer. If the student is habitually tardy or absent, the Board and principal may decide the student should be retained.

School Hours

Grades 1-8

- Begin at 8:15 am. Dismissal at 3:20 pm.

Kindergarten

- Begin at 8:15 am. Dismissal at 11:30 am/3:00 pm.

Students will be allowed into their classrooms at 7:45am. They should not arrive before this time. Students should be off the property by 3:30 pm unless the parent/guardian has authorized the student to go to After-School Care or the student is involved in an after-school activity. The day begins at 8:15 am. Students are expected to go directly to their classroom in the morning after being dropped off and hanging up coats and backpacks in lockers or coat racks. All students remaining on campus after 3:30 pm, will automatically be sent to the supervised After-School Care Program. All students must be picked up from After-School Care by 5:30 pm.

Family Vacations

We understand that family vacations sometimes cannot be scheduled during Christmas, Easter or other breaks. Families are encouraged to make every effort possible to schedule vacations when there is no school scheduled. When students miss academic days, they miss out on classroom instruction, interaction and feedback from the instructor and classmates. Teachers end up teaching lessons over and grading homework several times. Grades have also been seen to diminish when classes are missed.

With this in mind, if you know your child will be absent, please contact your child's teacher to inform them of the upcoming absences. When possible the teacher will provide assignments prior to your departure. Please have homework done and handed in before you leave for your vacation. This will help limit late or incomplete assignments.

Emergency School Closings or Delays

All school closings will be announced on channels 16 WNDU and 22 WSBT and their respective websites. A message will also be sent out through the Honeywell Instant Alert System. We will close school when Lakeshore Schools close, but may also close school when Lakeshore Schools do not close. In unusual circumstances of a school closure, parents will be notified through the Honeywell Instant Alert System.

Fire Drills & Other Emergency Preparations

Practice fire drills and severe storm drills are conducted throughout the school year as legally mandated. Children are instructed in proper behavior for an emergency so they can be evacuated in a rapid, safe manner. In the event of a tornado or severe storm warning, the children will be taken to a place of maximum safety. An emergency preparedness plan has been developed and regularly practiced so that all students and staff are prepared for various emergency situations.

Communicable Disease Review Panel

A description of the makeup, procedures and responsibilities of the Communicable Disease Review Panel (CDRP) is on file in the school office. St. Paul's Lutheran School Communicable Disease Policy is on file in the office.

Asbestos Announcement

In compliance with state and federal regulations, an inspection for asbestos has been made at St. Paul's Lutheran School. St. Paul's is currently in the process of updating our asbestos management plan. For additional information, please contact the school office.

Accident Insurance

Student accident insurance, subject to the terms and conditions of the policy in effect at the time of the injury, is provided automatically for all students who are enrolled under the church's insurance policy. It will pay for costs above that which your family insurance pays, or in the event you have no insurance, it will pay a major amount. The insurance covers the child in school and during events at which the child is under the supervision of school authorities. Dental and limited eyeglass coverage are also included. Contact the school office as soon as possible when an injury occurs which may result in a claim.

All students remaining on campus after 3:30 pm, will automatically be sent to the supervised After School Care Program. All students must be picked up from After School Care by 5:30 pm.

After-School Care

The "After-School Care" program is available from 3:20-5:30 pm to provide a supervised, structured environment for students that cannot be picked up immediately after school. After-School Care is not available on half-days of school. The After-School Care is supervised by a qualified adult and located in the lower level of the school. A daily schedule includes snack time (snack provided by parents), recess (either in the gym or outside depending on the weather), and quiet time for homework or reading a book.

The After-School Care program is a service to working parents and is available to parents free of charge. However, this program is not meant to be a "babysitting service" used purely for a parent's convenience. If you know that you for some unforeseen reason you are not able to pick up your child at the usual dismissal time (i.e. doctor's appointment taking longer than expected), please call the school office so that the teacher, After-School Care supervisor and your child may be informed. Students should go directly to the After-School Care after being dismissed at the end of the school day. All students not picked up by 3:30 pm will automatically be sent to After-School Care. All students must be picked up by 5:30 pm.

During Advent and Lent when there are mid-week services, After-School Care students will stay in their own classrooms instead of going to the Resource Room. Those students not picked up at 4:25 PM will go with their teacher to attend the 4:30 PM service. They will sit in the back of church where they can be picked up before the end of the service if need be. However, if students are singing during the service they will sit with their class.

Parent-Teacher Reporting

The staff will report to the parents the academic and spiritual progress of their children on a formal and informal basis throughout the school year.

Report Cards

A report card will be handed out on the Friday following the end of each quarter. The following scale is used to evaluate the students work:

Grade Scale			
100 =	A+	83-84 =	C+
99-95 =	A	82-79 =	C
94-93 =	A-	78-77 =	C-
92-91 =	B+	76-75 =	D+
90-87 =	B	74-72 =	D
86-85 =	B-	71-70 =	D-
		69 and below	F

A =	Excellent
B =	Good, commendable
C =	Average
D =	Below average
F =	Failure

S =	Satisfactory
N =	Needs improvement
U =	Incomplete
I =	Incomplete, make up by next report card

You are urged to discuss your child's progress with your child and their teacher. Kindergarten report cards do not have letter grades.

Parent-Teacher Conferences

Two parent-teacher conferences a year will be held. The first will be held during the middle of the first quarter. The second will be at the end of the third quarter. It is hoped that you will take advantage of these consultations to discuss your child's progress with his teacher.

Informal

- Individual conferences mutually agreed upon by individual parents and their child's respective teacher.
- Email correspondence seems to work well in many instances. Please make sure your child's teacher and our office has your current email addresses.
- Telephone conversations between individual parents and teachers.
- Written correspondence between teachers and individual parents.
- Before school: While parents may speak to a teacher before the school day, parents should make visits brief in order to respect this time during which teachers welcome students, listen to memory work and prepare for the day. If teacher or parent feels that extended time is necessary, an appointment should be scheduled.

Home Visits

A home visit will be held for all kindergarten parents in August. This visit will be held to provide parents with pertinent information about the upcoming school year. Parents will be contacted by their child's teacher to schedule a home visit.

Testing Program

St. Paul's Lutheran School participates in a program of nationally standardized tests of student achievement. Test results are used by teachers to evaluate the school curriculum and methods and to indicate where individual students may need additional help. Parents who are interested in their child's test results should contact their child's teacher and arrange for a consultation.

Special Needs

St. Paul's provides a teacher to help students with special needs. Special needs services are available to children in grades K-8. The classroom teacher will notify parents if they feel a child is in need of these services. Questions concerning special needs should be directed to the classroom teacher.

Memory Work

Memory work is not an optional assignment, but an important part of a child's training in the truths of God's Word. Parents are expected to help their child learn their memory work so that it can be recited when their child arrives at school. If your child struggles with memory work, talk to your child's teacher as they may be able to provide certain methods to help.

Schoolwork & Homework

There should be little homework in the primary grades under normal circumstances. In the middle and upper grades there will be homework (within reasonable limits) especially if the child has been absent, neglects his school work, or is not working up to his grade level for other reasons. Students are given opportunity to complete some of their assignments during the school day.

Make-up Work

If a child is absent, it is his responsibility to see that his make-up work is completed as soon as possible. A failure is entered in the class record book for any work not completed within a reasonable time. Our teachers will gladly assist anyone needing extra help.

If a child is absent because of family vacation (see section on Family Vacations), it is the child's and parent's responsibility to make sure all work is finished and handed in. Failure to do so in the agreed amount of time may result in a lowered grade.

Outdoor Recess and Activities During Winter Weather Conditions

Students will not go outside if the temperature is 15 degrees or lower including wind chill.

Field Trips

Students may occasionally visit a business, industrial plant, municipal building, museum, zoo, or other place of interest for educational purposes. Field trips are meant to compliment or enhance classroom instruction. Parents, grandparents or guardians who are willing and able to provide transportation are urged to do so. Students may be charged a minimal fee to help cover transportation costs.

Health Supervision

St. Paul's Lutheran School cooperates with the Berrien County Health Department in its program of hearing, vision, and other physical examinations of students during their years in the school. Parents will be notified when such examinations are going to be conducted.

Worship & Bible Study

Weekend Worship/Sunday School/Adult Bible Class

The Lord wants his people to come together to worship him, and has many blessings for his people as they do so (Hebrews 10:25). Therefore, we strongly encourage and expect our school families to attend weekly worship services along with special worship services that are offered throughout the year. All students are expected to attend worship services when their class is scheduled to sing regardless if that specific service is the one normally attended by their family. If a student needs to be absent when their class is scheduled to sing, please notify the teacher beforehand so that necessary adjustments can be made (seating, microphones etc.).

We strongly encourage and expect all students and their parents to attend Sunday School and Bible class. Attendance at our Lutheran Elementary School is considered in addition to, not a replacement for, Bible study. Regular Sunday School attendance helps lead to a good habit of attending Bible class following confirmation through adulthood.

The Board of Christian Education will work with teachers, pastors and the Board of Elders to encourage weekly worship attendance of all member families.

Chapel Services

Weekly chapel services are conducted by pastors in the church on Wednesday mornings. This is not a substitute for regular Sunday/Monday worship services, but an additional benefit for the children of our school. Family members are always invited to chapel services. Children are encouraged to bring a mission offering to chapel. The money collected during chapel is designated for a special mission or charity project.

Advent Services

Advent services are held on the three Wednesdays leading up to Christmas at 4:30 and 6:30 pm. This is a time for families to worship together and prepare for the coming of Christ at Christmas. A supper is normally held between services beginning at 5:30 pm.

Lenten Services

Lenten services begin on Ash Wednesday, and continue every Wednesday during Lent at 4:30 & 6:30 pm. These services focus us on Jesus' suffering death and prepare us for the joy of Easter morning.

School & Extra-Curricular Activities

Athletics

Students may participate in a variety of sports during the school year. Participation is open to all students at different levels of play, generally beginning in 2nd or 3rd grade. 7th and 8th graders participate in a joint middle school program, including other WELS schools in our area and organized by Michigan Lutheran High School.

There is no cost for a child to participate at the "B" and "C" levels. At the middle school level, parents are required to pay a "per sport" fee in addition to a fee paid by St. Paul's for each student. A small fee is required for spectators at the entrance to most games to cover expenses and support our athletic programs.

A student may be unable to participate if the child's teacher and parents decide that his/her academic performance needs more effort.

Students should remember:

- They are important to the team and should be committed to attending games and practices.
- Absences need to be excused ahead of time if possible.
- In order to participate in an activity after school, a student must be in school during the second half of the day. Any special circumstances should be approved by the principal or athletic director.
- A current physical must be on file at the school in order to play in a game.
- Coaches are God's representatives and should be respected.

Parents are reminded:

- Be positive cheerleaders in the stands, showing Christian sportsmanship.
- "B" and "C" levels of play are for learning the skills and rules of a game, and will have more emphasis than winning.
- Any questions or concerns should be taken to the coach.
- Ideally "B"-teams are made up of 5th and 6th graders and "C"-teams are made up of 3rd and 4th graders. Some years, because of fluctuating numbers, teams may be filled with younger students.

Jr. Choir

Students in grades 3-8 are invited to participate in Jr. Choir. The Jr. Choir meets twice per week during the school day. Participants are expected to attend the worship services when the Jr. Choir sings.

Band

Band lessons are offered to our students in grades 4-8. A music teacher from MLHS comes to our school to teach the lessons. Payment is made directly to the MLHS Music Department. A music teacher from MLHS also comes once per week during the first semester of our school year to teach a recorder class to our fourth graders. This is a part of our school's curriculum. There is no charge for the class.

Handchime Choir

Students in grades 5-8 are invited to participate in our Handchime choir. Practices are before school. Participants are expected to attend the worship services when the group performs. Contact the Handchime director for more information.

Piano Lessons

Piano lessons are available in addition to band lessons. One ½ hour lesson is given each week. Every effort is made to use a time when the student does not have class. Lesson time and cost will be determined in cooperation with the instructor. Third grade is the recommended age to start piano lessons. Organ lessons are available to students after completing a desired amount of piano lessons as determined by the organ instructor.

Lutheran Girl Pioneers, Sunbeams & Boy Pioneers

Lutheran Boy & Girl Pioneers provide a wide variety of activities for children in grades 1-8 including camping, various outdoor activities, and crafts. Each program currently meets twice per month. Check the calendar for times and for special activity announcements.

Science & Art Fairs

All of the students in our school take part in the school's science fair one year and art fair the opposite year. Students' science projects or fine art projects are displayed for all to view and enjoy. There is no competition with these fairs.

Quiz Bowl

The third thru eighth grade students from our school form teams to compete in a quiz bowl competition with teams from other area WELS schools. This competition is held each year. The teams are asked questions from the areas of Bible study, math, English, science, and history.

Forensics

The fifth-eighth grade students of our area WELS schools may compete in a forensics competition every other year. Students from our upper grades who wish to compete can choose from the following areas of competition: play acting, demonstrative, declamation, prose and poetry reading, and prose and poetry memorized.

Spelling Bee

The fifth-eighth grade students of our area WELS schools compete in a spelling bee competition every other year. Students from our upper grades who wish to compete form teams for the Team Competition. The high scorers then enter an Individual Competition.

Honor Roll

Students in grades 5-8 are eligible for the Honor Roll. The Honor Roll acknowledges students for their academic achievements. The core subjects used to determine who makes the Honor Roll are: religion, math, English, reading, spelling, science and social studies.

WELS Track Meet

Students in grades K-8 will participate with other WELS schools in a yearly track meet at MLHS in May. We have no classes that day so that the teachers can assist with the track meet. However, it is considered a day of school. Therefore, any student in grades 3-8 who do not attend the track meet will be marked absent that day. It is a day for competition as well as meeting new friends from our other schools.

School Facilities

Computer Lab & Computer Usage Policy

Technology is a special gift of our Lord. Like all things, it can and should be used to God's glory. The use of the school computers in the classroom and in the computer lab is under the direction of the classroom teacher, designated aid or computer instructor. The students may use Internet access only for educational needs and under the supervision of the faculty or volunteer adult aid. Any misuse of the computers may result in the loss of computer privilege and possible additional disciplinary action as well. Computer usage is monitored for all students and staff.

A computer usage policy has been adopted by the Board of Christian Education. The written policy is available in the school office and will be distributed to parents and students with the school handbook. **All students must have a signed copy of the St. Paul's Lutheran Elementary School Computer Use Policy on file.** Any abuse, misuse or failure to follow the above guidelines will result in a student forfeiting the privilege of using school computers.

Library

To encourage reading and to develop library skills, a school library is provided for the students. Each class is scheduled for weekly visits to the library to check out books. Books are due two weeks after check out and may be renewed for one additional two-week period. Parents are encouraged to help children keep their books in good condition and to return them on time. A fee will be charged for damaged or lost books.

A Scholastic Book Fair is annually held which allows parents and students to purchase books. Part of the proceeds from the sale of books helps to purchase books for the library. Donations can be made for the library at any time by contacting the school office.

Other School Information & Events

Spanish

Spanish is taught in grades 1-8. The 1-8 program is a video based curriculum taught by the classroom teacher.

Pilot Parents' Association (PPA)

The Pilot Parents' Association has been organized to promote our school and foster a more continuing home-school relationship. All parents are members of this organization and expected to attend the four meetings per year (September, November, January and April) in order to fulfill the organizational objectives. Parents are asked to serve on a PPA committee in order to help insure that various school activities run as smoothly as possible and a volunteer form is available at the time of registration.

The PPA has adopted the following mission statement: The Pilot Parents' Association of St. Paul's Lutheran School will cooperatively help our children grow spiritually, mentally, and physically through the interaction of home, school and church.

School Newsletter

A newsletter will be sent home with the students on Thursday or Friday of each week. It will communicate important information that should keep you well-informed. This newsletter will come home with your child and may also be sent to you by e-mail if you wish.

Any representatives for organizations needing to put information in the newsletter should send it to the school secretary by Wednesday of the week it is to be published. A monthly school calendar will also be sent home.

Telephone Usage

Students are encouraged to use the school phone only for emergencies and only with a teacher's permission. Students may not use the phone for social arrangements. Cell phones may only be used with a teacher's permission. We encourage parents to call the school office during the school day to leave information for your child.

Hot Lunch

Our hot lunch program serves the children of the school a nutritious hot lunch each day. Lunch prices are available at the school office. All lunches must be prepaid.

Parents and students are responsible for proper care of any food that is brought from home. For the students' convenience, refrigerators and microwaves are available for use.

Medication

There will be times when students need to bring medication to school (cough syrup, aspirin, prescription drugs, etc.). All medications, both prescription and over the counter, are to be retained and distributed by either the student's teacher or school office. Medication will be kept in a locked drawer. Disbursement directions from a doctor or parent should be included.

The school keeps a supply of Tylenol. Parents must sign a permission form at registration allowing our school secretary to administer any Tylenol to his/her child.

St. Paul's Lutheran School will not store medication indefinitely. All stored medication should be picked up by parents at the end of each school year. All remaining medication will be disposed of no later than 7 days following the last day of school.

Restricted Items

For the sake of good order, cleanliness and safety, articles such as weapons, radios, electrical devices, lighters, matches, flammable material, or anything else deemed unnecessary by the teacher will be confiscated and handled at the teacher's discretion.

School Pictures/Retakes

School pictures are taken in fall and spring by a professional photographer. Parents will be notified in the school newsletter of dates and costs to order individual pictures.

Preschool

A preschool is operated for 3 year, 4 year and 5 year old children under the direction of the St. Paul's Board of Christian Education. The 3 year old program runs on Tuesday and Thursday mornings. The 4 year old program runs on Monday, Wednesday and Friday mornings. The young 5's program runs on Monday, Tuesday, Thursday, and Friday afternoons. For more information about the preschool contact the school office or the preschool director.

MLHS

Michigan Lutheran High School is an extension of our elementary school, providing Christian secondary education. All students graduating from St. Paul's are encouraged to continue their Christian education at Michigan Lutheran High School. Please contact the MLHS school office at 429-7861 for tours of their facilities, informational meetings, or to speak to the principal or faculty member.

Appendix

Computer & Internet Usage Policy

St. Paul's Lutheran Elementary School provides access to technology to enhance classroom teaching and learning. All use of technology must be consistent with this purpose and be in accordance with this policy and/or any other policies established by the faculty and St. Paul's Lutheran Board Christian Education.

Technology as defined in this policy includes but is not limited to the use of computers and the school network, the internet, SMART Boards, printers, video monitors and DVD/video tape players. In addition, all users must be aware that by traversing another network via the internet that they may be subject to the guidelines and policies of that network.

The purpose of this policy is to ensure that those using the technology provided by St. Paul's Lutheran Elementary School will do so in accordance with the mission and educational goals of St. Paul's Lutheran Elementary School.

The internet links computer networks around the world and provides access to a wide variety of computer and information resources. However, it is important for the users to recognize that the internet also contains sites that have sinful materials that are objectionable, adult-oriented or otherwise inappropriate. All users, parents, and guardians are advised that communications on the internet cannot be completely monitored by St. Paul's Lutheran Elementary School. By participating in the use of the internet, students may gain access to information and communications which they or their parents/guardians may find inappropriate, offensive, or controversial. While St. Paul's Lutheran Elementary School will do everything in its power to insure that this does not happen, parents/guardians need to be aware of this risk when they allow their students to participate in the use of the internet. The user is responsible for his/her own actions while accessing material on the internet, and may not access, download, or print from inappropriate sites.

Access to technology at St. Paul's Lutheran Elementary School is a privilege, not a right, which requires that each user adhere to the responsibility of acceptable use. It is also understood that since St. Paul's Lutheran Elementary School access to the internet that there shall be no access of commercial online services, chat rooms, or e-mail (during the school day) without the expressed authorization from an authorized school official.

Violation of these policies, abuse of equipment, and/or illegal conduct such as, but not limited to, any form of vandalism to equipment or information including the uploading or creation of computer viruses, will result in disciplinary action including possible expulsion from school, suspension or revocation of access privileges, and/or appropriate legal action.

Transmission of material in violation of local, state, or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted material; threatening, obscene, or any unlawful material, and material protected by trade secret. Use of St. Paul's Lutheran Elementary School technology for commercial activities, product advertisement, political lobbying, or any illegal activities is prohibited.

Guidelines for Acceptable Use:

- A. Do not use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
- B. Do not reveal your or any other personal address, phone number, or credit card information.
- C. Do not harass anyone by sending uninvited communication.
- D. Do not access, download, upload, or print from unauthorized or inappropriate areas on the network or internet, and do not change or interfere with information found on the network or internet.
- E. Do not misrepresent yourself or your age.
- F. Do not make unauthorized copies of software or information.
- G. Do not install software on St. Paul's Lutheran Elementary School computers or change their original configuration without authorization.
- H. Do not access any technology at St. Paul's Lutheran Elementary School without a signed St. Paul's Lutheran Elementary School Technology Use Agreement.

St. Paul's Lutheran Elementary School reserves the right to modify the Acceptable Use Policy at any time. It is the responsibility of the user to check for policy changes. Teachers and/or administrators will determine what inappropriate use is.

Computer Lab & Computer Usage Policy

Technology is a special gift of our Lord. Like all things, it can and should be used to God's glory. The use of the school computers in the classroom and in the computer lab is under the direction of the classroom teacher, designated aid or computer instructor. The students may use Internet access only for educational needs and under the supervision of the faculty or volunteer adult aid. Any misuse of the computers may result in the loss of computer privilege and possible additional disciplinary action as well. Computer usage is monitored for all students and staff.

A computer usage policy has been adopted by the Board of Christian Education. The written policy is available in the school office and will be distributed to parents and students with the school handbook. **All students must have a signed copy of the St. Paul's Lutheran Elementary School Computer Use Policy on file.** Any abuse, misuse or failure to follow the above guidelines will result in a student forfeiting the privilege of using school computers.

Computer Lab & Computer Usage Rules

Computers may be used during a computer class to work on an assignment if approved by the teacher. Computers may also be used by arrangement with a teacher for other times.

The computer printer(s) are to be used for school assignments only and may not be used for personal projects without permission.

Students may not bring in their own programs or download programs to run on the computers. Students may not use computers for the playing of music CD's, DVD's, phones, cameras, iPod, iPhone, MP2/3 players, or downloading music from the internet.

No food or beverages are allowed near or around the computers.

Students are not to send and/or receive email, text messages, post or respond to messages on electronic bulletin boards or blogs, send or receive instant messages, or participate in chat rooms without expressed consent and supervision of a staff member.

Students who use electronic media to bully, threaten, intimidate, or injure the reputation of another will be held accountable. Students will be held accountable whether this activity occurs on the school grounds, if a written or electronic copy of such is brought on campus, or whether the school becomes aware of such abuse that occurred off-campus.

Anti-Bullying Policy – Revised 11/7/13

The goal of St. Paul's Lutheran School is to provide a Christian education in a safe environment that is conducive to learning. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and

enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct.

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall include anything that might also be identified as hazing or harassment.

This prohibition includes any written, physical, verbal, electronic communications, or psychological abuse, including hazing, gestures, comments, threats, or actions to which cause or threaten to cause harm to one or more students, either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one of more students;
 - b. Adversely affecting a student’s ability to participate in or benefit from the schools’ educational programs or activities by placing the student in reasonable fear or physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student’s physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. **Retaliation/False Accusation.** Retaliation or making intentionally false accusations against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. Reporting an Incident. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate administration. The administration will then guide the party through the steps found in Matthew 18 and our Aggressive Behavior’s Discipline Rubric.

C. Complaints Against Certain School Officials. Complaints of bullying by staff members or volunteers may be reported to the principal. Complaints of bullying by the principal may be reported to the chairman of the Christian Board of Education. The principal or Board of Christian Education will guide the process through Matthew 18.

D. Investigation. All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the principal. This will be done in the light of Scripture specifically found in Matthew 18 which starts with the parents of the minor discussing this with the parents of the suspected bully. If that does not settle the issue, the parent may bring an administrator to a meeting with all parties involved. The investigation should be completed within three (3) school days after a report or complaint has been made to the principal. If an investigation requires more than three school days, notification shall be given to the Board Chairman.

- E. **Notice to Parent/Guardian.** If the principal determines that an incident of bullying has occurred, he shall promptly notify the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying. A record of the time and form of notice or attempts at notice shall be kept in the appropriate school file.
- F. **Reporting an Incident.** When an incident occurs, the principal shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Christian Education through an email to the Board members and/or at the monthly Board of Education meeting.
- G. **Responsible School Official.** The Chairman of the Board of Education shall be responsible for ensuring the proper implementation of this policy throughout the school. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of the principal described in this policy.
- H. **Publication of Policy.** Notice of this policy will be inserted in the annual school handbook.
- I. **Definitions.** "At school" means in a classroom, elsewhere on school premises, on a school bus, or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes any misuse of social media, texting, or other forms of cyber-bullying.
- J. **Consequences.** St. Paul's Lutheran School utilizes an Aggressive Behaviors Rubric to provide consistent and orderly consequences in instances of bullying and other aggressive behaviors.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;
Other schools to which a student is transferring;
Specified officials for audit or evaluation purposes;
Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for or on behalf of the school;
Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520