

SCHOOL MISSION STATEMENT

We, the members of St. Paul's Lutheran Church and School, are dedicated to providing a CHRIST-CENTERED education within a caring and challenging environment, where all students are encouraged to develop skills as lifelong learners and progress spiritually, physically, academically, and socially.

WELCOME!

We are honored that you have chosen St. Paul's Lutheran School as the source for your child's education. We understand that you had many options from which to choose. Our track record has proven our school to be a source of inspiration to young people in all areas of what a school environment should be – academics, innovation, the arts, athletics, and technology. Our goal is to accomplish this within the framework of a loving Christian environment that is supportive of both students and their families. We encourage and welcome your involvement and participation in the life of your school and we thank you for choosing St. Paul's.

CHURCH-SCHOOL RELATIONSHIP

St. Paul's Lutheran School is an integral part of the mission of St. Paul's Lutheran Church. Our school is governed by the congregation through the church's Board of Christian Education and Board of Directors.

PARENT-STUDENT HANDBOOK

This handbook is intended to be an aid to students and parents. During the course of the school year, modifications may be made to policies and rules. This manual is not all inclusive. It is the duty of the Board of Christian Education and St. Paul's Lutheran School to continually re-evaluate these policies to ensure they best serve the school community.

These basic policies are requirements for all members of our student body. Any policy not expressly dealt with here will be considered at the discretion of the Principal.

CHRISTIAN BEHAVIOR

PARENT CODE OF ETHICS

The parents of our students are expected to:

- respect the mission of St. Paul's Lutheran School in promoting Christian education and support the guidelines in the Handbook;
- be a positive influence – in the parking lot, in the school, on the phone;
- approach teachers with the same level of respect with which you would like to be treated;
- honor the teacher's morning preparation time;
- proactively deal with student concerns according to this Handbook;
- model proper Christian behavior for their child;
- practice punctuality for themselves and their child!;
- respect and follow the arrival and dismissal policies to ensure the security of our school;
- set realistic goals for their child(ren) and take an active role in his/her learning; take an active role in their child's learning;
- become involved in parent volunteer activities and programs whenever possible;
- meet tuition and all other paperwork obligations (such as permission slips) promptly;

Christian Love for Others

"Therefore, be imitators of God, as beloved children, and walk in love, as Christ loved us and gave Himself for us..."Ephesians 5:1-2

Our Five Christian Character Traits

"Let all things be done decently and in order." 1 Corinthians 14:40

Students at St. Paul's Lutheran School are expected to act in an orderly, respectful manner, maintaining the highest Christian standards of courtesy, kindness, morality, and honesty.

To this end, St. Paul's has adopted five Christian Character Traits as a guide for our lives.

1. **Reverence:** a deep spiritual respect for God and all that is His
Worship the Lord with gladness...Know that the Lord is God. Psalm 100:2a-3
2. **Compassion:** acts of kindness, sharing, caring, empathy, service, and love
Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. Ephesians 4:32
3. **Respect:** showing honor towards and acceptance of authority, people, ideas, and property
Show proper respect to everyone. Love the brotherhood of believers, fear God, honor the king. 1 Peter 2:17
4. **Integrity:** honest, loyal, just, fair, and humble actions and responses
Teacher (Jesus), we know you are a man of integrity. Mark 12:4
Your attitude should be the same as that of Christ...taking the very nature of a servant. Ephesians 2:5, 7
5. **Responsibility:** accountability for actions, stewardship of God's gifts, self-reliance, and good citizenship
Be joyful always, pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus. 1 Thessalonians 5:16-18

We are created to honor God and serve others. We encourage students to practice these characteristics at all times.

We know that problems will occur between students from time to time. Our goal is to have students resolve their immediate problem, ask and receive forgiveness, and restore their relationship. In an effort to build Christian character, we encourage students to work out their problem by following Matthew 18:15-17a. *"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won a brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church..."*

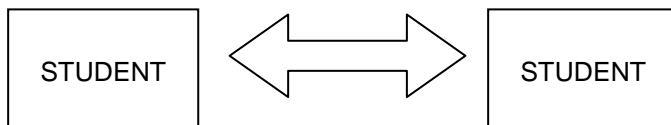
Based on these five Christian character traits, individual classroom teachers, and the staff as a whole have specific guidelines and procedures to see that all students can enjoy a safe and caring environment.

When problems occur:

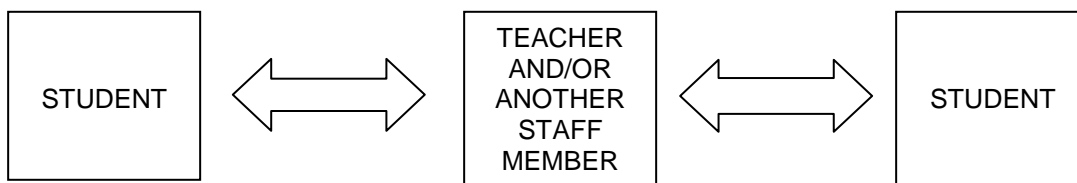
- Any supervising adult will stop unacceptable behavior that is seen or reported.
- Because the classroom teacher has primary responsibility for the students in his/her classroom, the teacher will be informed of the problem by other teachers or the supervising adult(s).

At times, a behavioral problem is not witnessed by a supervising adult. The flow chart which follows is a representation of how we equip students to resolve their conflicts:

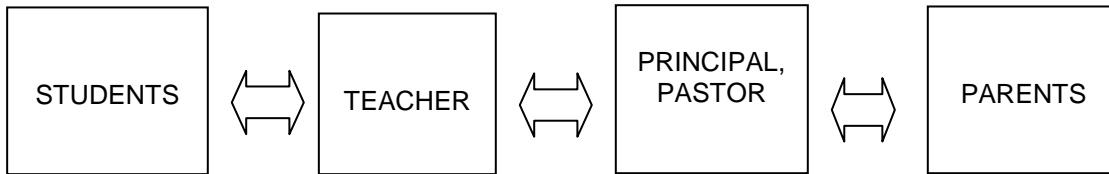
When conflicts arise, the two involved parties will be given time to speak together first to resolve the issue, when appropriate.



In cases when students cannot work out their problem between or among themselves, a teacher or a staff member will act as a facilitator to allow both students to share their side of the problem.



If the problem has not been resolved to this point, the teacher will involve the principal and/or pastor to work toward resolution.



Note: This model is intended to equip students to proactively attempt to solve problems that arise. While there may be extenuating circumstances which justify by-passing levels of this flowchart, teachers, staff, and parents are expected to work with students to follow these steps.

Parent Concerns or Grievance Procedure

We realize that you may have questions, concerns, or grievances about activities or procedures from time to time. To bring consistency and order to the process of resolving issues, please practice the following:

As we have your child's best interest at heart, our aim is to come to a peaceful resolution. Gossip and hidden anger disrupt our ability to come to peaceful resolution. However, if questions or concerns do arise, these should be the steps to resolve the issue:

- When in doubt about something, please ask! Misunderstandings are corrected more easily when discussed right away.
- **Speak directly to the teacher involved first;** he or she is in the best position to help you resolve this issue.
- When talking to the teacher, conduct the discussion privately and be solution-oriented.
- If you continue to feel that the concern is not resolved, you may elect to involve the principal and/or pastor.

Personal Relationships

The staff, students, and families of St. Paul's Lutheran School desire to reflect a Christ-like love and compassion for one another, for the development and strengthening of each other as members of the family of Christ.

- Students show Christ-like love, concern, and respect for students of all grade levels.
- Students show Christ-like love, concern, and respect for the staff of our school.
- Students' communication - oral, written, or actions - reflects the presence of the Holy Spirit in the life of the student and gives evidence that the student is a child of God. **Parents are a child's best teacher** and so are encouraged to take care not to suggest, through their own speech habits, that unacceptable communication is condoned.

Respect for Others

One of the great blessings of being part of a Christian community is the way that we treat one another. While problems may arise in any given situation, we have an opportunity to reflect God's love by the way we treat one another. We do that by promoting an environment that is free from harassment and violence. We refrain - as students, staff, and volunteers - from harassing or bullying a person through conduct or communication that is demeaning or physically harmful. Teachers will actively strive to model positive behavior, using Jesus as the model of our own behavior.

Stewardship of Property

As Christian stewards, the student takes proper care of God's gifts. Some ways to show this are:

- keeping church and school premises neat and free from debris;
 - keeping desk, desk areas, and lockers in good order;
 - keeping books, desks, and other school equipment in good condition.
- Fines are assessed at the end of the school for damage done to school property.

Parent-Teacher Communication Teachers may be reached by means of a note sent in with the child or, in some cases, an email message.

SCHOOL PROCEDURES

Arrival Procedures

Doors open at **8:10 a.m.** for all students. Prior to that time, waiting students must be supervised by a parent. They may wait in the courtyard area of the church/school, but **NOT** on the playground, parking lot, or other restricted areas. **There will be no supervision provided by St. Paul's faculty or staff before the doors open.** From 8:10 – 8:25 a.m., parents have two choices:

- Parents who wish to drop off their students should use the designated drop-off lane.
- Parents who park their cars should walk the children to the courtyard or school entrance.

After Labor Day weekend, we ask that parents not walk students beyond the stairway in the elementary or middle school wings of the building. This is an important time for teachers to be greeting and helping students and making final preparations. You are always welcome to email the teacher (via the school website under "Contact" link at top of page) or leave a message in the office to have the teacher call when the opportunity presents itself in order to set up a conference or ask a question.

Hallways should be cleared at first bell (8:20 a.m.). Classes begin at 8:25 a.m. The pre-school and kindergarten teachers will outline arrival and dismissal procedures for their grades at their orientation meetings in late August.

Dismissal Procedures

Students will be dismissed **only** from the upper parking lot. To ensure the safety of all our students, parents may not pick up children from Jerusalem Road, the basketball court, or any lower lots unless special arrangements have been approved by the principal. When entering the parking lot at pick-up time, the earliest arriving cars may use the first row of marked parking spaces, closest to the trees. All remaining cars will form lines behind the first vehicles. The drop-off lane closest to the Parish Hall must always be left open for emergency vehicles.

- Parents may wait for their children in the parking lot, courtyard, or, if raining, in the lobby.
- When deemed safe, the faculty member in charge will see that cars are safely dismissed one row at a time. No car may move until released by the teacher.
- Parents **may** park in one of the lower lots at dismissal only if they have a standing appointment with a teacher or the principal after school.
- The parking lot and basketball court are often used for student activities; therefore, parents serving as volunteers or field trip chaperones must park in the lower lots when they arrive. If these parents leave at dismissal time, they must drive to the upper parking lot to pick up their children. **No student will be allowed to walk to cars parked on lower lots.**
- No food or drink may be consumed in the courtyard at dismissal time.
- No students will be allowed to purchase a beverage from the vending machine in the Parish Hall after the final lunch period.
- Please inform any adult picking up your child about these procedures.

School Day

School doors are opened at 8:10 a.m. for students. Prior to that time, waiting students must be supervised by a parent. All children are expected to be picked up promptly at the end of their school day.

For security reasons, doors are kept locked throughout the day. You may gain entrance into the building by ringing the doorbell near the front office.

Chapel/Worship

Most St. Paul's Lutheran School chapel services are held on Wednesdays at 8:35 a.m. Parents and others are welcome and encouraged to attend. Chapel offerings will be received each week and will be designated quarterly to a specific Christian ministry. These projects are designed to teach good stewardship habits. God permits us to serve Him when we serve others.

Dress Code

God has given organization to life by establishing the family structure. Parents have the responsibility of bringing up their child(ren) "in the nurture and admonition of the Lord." Proper dress for school is a basic responsibility of the parents, and the more cooperation between home and school, the better we can minimize problems. A child who comes to school out of dress code will call home and wait in the office until

the violation is corrected. Your child will not be allowed into the classroom with any dress or hairstyle which is extreme or unacceptable. It will be the child's responsibility to get any work from missed classes.

If there is a question about the appropriateness of a garment, please contact the classroom teacher or principal before allowing your student to wear the garment to school. Clothing that is designed for the outdoors (hats, coats, sunglasses, etc.) will not be worn during class times. Elementary school students will hang those items in designated places in the classroom.

The school maintains the right to make final approval of a student's appearance and request modification.

General Dress and Grooming

- Compliance with the dress code is expected the entire time the student is on campus for school.
- Clothing must conceal all undergarments and the back and midriff areas while seated, standing, or moving
- Clothing needs to fit, being neither too small, too tight, nor too large. Spandex may not be worn as outerwear. Pants worn to school should be fit to the student's waist in order not to sag.
- Shorts and capris may only be worn first quarter and fourth quarter.

Hair: Students must wear their hair and groom themselves in a style that does not distract others or draw undue attention. Hair must be kept clean and well groomed. Boys' hair must not touch their collar nor be covering their eyebrows. Hair coloring must only be a natural shade.

Each day a child comes to school violating the hair policy, he/she will receive a uniform violation notice. Upon the third "hair" violation notice, the student will not be allowed to return to school until the criteria for hair is met, as stated above.

Miscellaneous: Excessive jewelry will not be allowed. Earrings are not acceptable for boys. Girls' earrings must be less than ¾ inch in length or diameter for safety reasons.

Tattoos, whether temporary or permanent, are not allowed.

Clothing designed for the outdoors (hats, coats, sunglasses, etc.) will not be worn during class times.

BOYS

Shirts: any collared shirt (long or short sleeves), mock turtleneck, or turtleneck

Solid colors only OR any collared shirt with St. Paul's logo

Any shirt worn under the above must be of a solid color

Non-hooded sweater or sweatshirt: solid color or with St. Paul's logo

Must be worn over any of the listed shirts above with collar showing

Shorts or slacks: chinos or corduroys in khaki, navy blue, brown, grey, or black; no jeans are allowed (elastic waistband, twill, or corduroy are acceptable).

Shirts must be tucked in and belts worn if belt loops are present. Belts must be seen and not covered by their "tucked in" shirts.

Footwear: closed-toed and closed-heeled hard-soled shoes or athletic shoes must be worn and kept tied or fastened for safety reasons. Socks must be worn and in a solid color.

GIRLS

Shirts: any collared shirt (long or short sleeves), mock turtleneck, or turtleneck; solid colors only OR any collared shirt with St. Paul's logo; any shirt worn under the above must be of solid color (camis or t-shirts)

Non-hooded sweater or sweatshirt: solid color or with a St. Paul's logo; must be worn over the above with the collar showing

Shorts, skorts, skirts, jumpers, non-stretch capris, or slacks: chinos or corduroy in khaki, navy blue, brown, grey, or black; no jeans are allowed (elastic waistband twill or corduroy acceptable) Shorts/skorts must not be shorter than mid-thigh. Skirts and jumpers may only be worn if shorts are worn underneath.

Shirts must be tucked in and belts worn if belt loops are present. Belts must be seen and not covered by their "tucked in" shirts.

Footwear: Closed-toe and closed-heel hard-soled shoes or athletic shoes must be worn and kept tied or fastened. Socks, stockings, pantyhose, or tights in solid colors only must be worn.

Gym Days

Students should wear appropriate attire to school on their assigned gym day. Appropriate gym day attire consists of: crew neck tee shirts, shorts, sweat shirt or sweat pants (if appropriate for weather – all in solid colors only, with or without St. Paul's logo), and athletic shoes with socks. Students may wear sweat pants or wind pants of a solid color or with side stripes. Emblems or designs two square inches or less will be allowed. Shorts may be worn on gym days throughout the year; however, they must be worn under sweats or wind pants of a solid color during non-short months.

Dress Down Days

Dress down days will be held on the same Tuesdays that hot lunch is being served. Students must pay a fee of \$1.00 to participate in a Dress Down Day with the money added to our chapel offerings for that quarter. Above stated "General Dress and Grooming" requirements will be followed on Dress Down Days

On Dress Down Days children may wear:

- Jeans (with no holes or tears)
- sports jerseys (basketball jerseys must be worn over a t-shirt)
- crew-neck t-shirts (No rock bands, no tobacco products, no skull and crossbones, no alcoholic products, no messages or pictures that may be interpreted as disrespectful to self, others, or God) The school reserves the right to make the final decision regarding printed messages.
- sweat pants
- shorts (of length cited above)
- dresses with shorts worn underneath

On Dress Down days, shoes and socks must be worn as stated under "General Dress and Grooming."

DISCIPLINE

The way in which we discipline students is perhaps the way in which Christian schools best distinguish themselves from other schools. We believe that discipline is a loving action towards children, helping them to understand the relationship between choices and consequences, and, thereby, helping them to understand responsibility – one of the greatest lessons we can offer. We strive to model Christ's attitude towards each one of us. While we are sinful, and He hates our sin, He never stops loving us. The love should always show through!

Restricted Items

Items brought to school must meet the educational needs of our students. Chewing gum, video gaming magazines, or other non-educational magazines, hand-held electronic games, CD players, iPods, mp3 players, trading cards, cell phones (see p. 14) and any other items that do not contribute to classroom learning, are not allowed to be used during the school day. Matches, knives, weapons magazines, and/or any weapons are never allowed on school grounds under any circumstances. Show-and Tell items are to be left in the classroom during the day. Anything that may have educational value but may be disruptive to the learning environment should be cleared with the teacher before being brought to school. All restricted items seen on school grounds by any faculty or staff members will be confiscated. The school will not be liable for any lost, damaged, or stolen confiscated items.

Cheating

It is our prayer that in a Christian community, cheating will not occur. For the elementary school, cheating is defined in the following ways:

- Copying homework, classwork, test, and/or quiz answers from others.
- Using unauthorized notes or materials during quizzes and/or tests.
- Allowing family members or friends to do homework or projects for you.
- Passing answers to other students upon request.
- Purchasing or obtaining materials already submitted and returned (tests, projects, etc.)
- Plagiarism ("the taking of ideas and passing them off as one's own", e.g. copying reports from encyclopedias or Internet sites but not noting them as sources)
- Selling or providing old tests and projects to other students
- Forging parent's signature

Harassment

Harassment is considered to be words and/or actions directed toward an individual or group of individuals which intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is

not limited to, references made to a person or group based upon a person's age, sex, race, religion, or ethnic origin. Verbal comments, sexual name calling, gestures, jokes, slurs, and spreading sexual rumors directed toward an individual or groups are also considered to be harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Protection Against Retaliation

It is against St. Paul Lutheran School's policy to retaliate against any student, staff member, or parent who has reported to school officials any incidents related to the misconduct or bullying behavior by another student. Harassment, bullying, continual teasing, taunting, or retaliation can lead to suspension and/or expulsion.

Bullying

Bullying is the repeated intimidation by a person upon another person through real or threatened infliction of physical, verbal, written, or emotional abuse, or through attacks on the property of another at school or at school-related functions. It may include actions such as verbal taunts, name-calling and putdowns, including ethnically based or gender based verbal putdowns, extortion of money or possessions, and exclusion from peer groups within school.

Teasing vs. Taunting

Teasing maintains the basic dignity of everyone involved and pokes fun in a lighthearted, clever, and benign way. It is innocent in motive and discontinued when the other person becomes upset. Taunting, on the other hand, is intended to harm and involves humiliating, cruel, demeaning comments. It is meant to diminish the self-worth of the target. Continual teasing is taunting and is considered bullying.

Suspension

A suspension means that a student is not permitted to be at the school or to rely on a teacher for help in learning during the day of suspension. These opportunities are forfeited as a consequence of the student's misbehavior and lack of co-operation in the school environment. This consequence can help the student see the value of better cooperation and appreciate more fully the privilege of learning with the class and teacher. It is the intention and prayer of St. Paul's to always assist and encourage a child, through repentance, to desire to be more Christ-like in future situations. A suspension is intended to serve this purpose.

The Principal has the authority to issue a suspension. During the day of suspension, and for the calendar week following the student's return to school, the student is excluded from extra-curricular activities. In addition, a suspension results in a zero being given on homework, tests, etc. due on the day(s) missed.

Suspension may result from the following behaviors:

- Severe, overt disrespect for school rules;
- Severe, overt disrespect or harassment of any person;
- Intentional setting of a false fire alarm;
- Intentional setting of a false fire alarm; If a false fire alarm is deliberately pulled, the following consequences will occur: An immediate suspension for the first offense. Fees will be assessed. For subsequent offenses, student will serve an immediate multiple-day suspension and student is subject to possible expulsion. Fees will be assessed.
- Serious and willful destruction of property;
- Bullying behavior;
- Internet bullying or harassment will be dealt with as an in-school issue.
- Correspondence or communication between students with violent or threatening language;
- Fighting (threatened, intended, actual);
- Stealing;
- Cell phone violations (see Cell Phone policy p.13).

The Principal determines the date that the student is allowed to return to school. The student is welcomed back to St. Paul's provided that:

- there has been a parent conference with the principal regarding the suspension;
- the student has demonstrated sincere repentance and a desire to demonstrate a more willing and cooperative spirit in school.

Expulsion

Students who fail to respond to the disciplinary guidelines set by St. Paul's, or who exhibit severe negative behavior, subject themselves to possible expulsion. This decision will be made by the Principal and/or the St. Paul's Board of Christian Education. Expulsion from St. Paul's Lutheran School will mean the removal of a pupil from our roll effective the date decided upon by the Principal and/or the Board of Christian Education and continuing in effect until the end of the school year. Once the decision to expel has been reached, no reconsideration for re-admission will be made until the following school year. **TUITION WILL NOT BE REFUNDED IN CASES OF EXPULSION.**

ATTENDANCE

Church and Sunday School Attendance

Regular worship attendance is important to your child's spiritual growth and development. We encourage parents to worship regularly with their children and learn to appreciate the faith-building dynamic of Scripture, hymn singing, liturgy, prayers, and message. We also encourage both children and adults to attend Sunday school or Bible class. Toward this end, teachers at St. Paul's will record a history of Sunday school and worship attendance for each child. You and your family are cordially invited to attend services at St. Paul's if you do not have a church home.

Absences and Tardies

We encourage parents to promote prompt and regular attendance at school. We expect students to be in attendance every day that school is in session and to be on time to all classes.

If a student is going to be absent, parents need to notify the school before 8:45 a.m. A written note is to be sent to the school when the student returns, explaining why the student was absent, and the dates he/she was absent.

- Vacations during the school year **are to be avoided**. Success in school is heavily dependent on teacher instruction, and a priority should be placed on attendance. (See **Vacation Make-Up Work** section.)
- Appointments with doctors, dentists, etc., should be made outside of school hours if at all possible. Parents must send in a written note explaining the type of appointment and the time the student will be missing from school.

Tardy: Late arrivals (after 8:30 a.m.) must be signed in at the school office by a parent/guardian.

Early pickup: When a student is going to be picked up earlier than regular dismissal time, the parent or guardian must **first** go to the school office and sign the student out. A call will be made to the classroom. The student will be dismissed and meet the parent/guardian in the office. *No child will be allowed to meet anyone on the parking lot or exit through any other door.*

A student who is more than one hour late to school will be considered absent for ½ day, and a student who misses more than one hour at the end of the day will be considered absent for ½ day. A morning preschool or kindergarten student who arrives after 10:00 or leaves before 10:00, is marked absent for ½ day.

Students are counted "absent" or "tardy" even though they may have an excuse. Excuses do not change the marking. This includes special event days when a child is not at St. Paul's Lutheran School. After a student has been marked "tardy" three times within a quarter, a letter will be sent home notifying the parent, so this behavior can be modified. Students must stay on school/church property during the school day, unless permission has been granted from the parents and registered in the school office.

HEALTH

Illness

You, as the parent, know your child the best. We ask that you take into consideration your child as well as your child's classmates. A child who is ill will not be able to perform to his/her highest potential during the next day in school.

Here are some basic guidelines to follow. For your child to be in school, he/she:

- must be able to participate in all school activities;

- must not have vomited in the past 24 hours;
- must not have had diarrhea in the past 24 hours;
- must not have had a fever in the past 24 hours.

If your child has been treated for fever with Tylenol or some similar medication, he/she must be fever-less (that is, not over 98.6) and **Tylenol-free for 24 hours**. Your child must also be free of the symptoms of the flu, including upset stomach, aches, and lethargy before returning to school.

Contagious diseases We ask that you let the school office know when your child has been diagnosed with something that is highly contagious. To alert other parents of the specific germ that is in the classroom, a letter will be sent home. Contagious diseases include: strep, chicken pox, conjunctivitis, pink eye, and Fifth Disease. The child shall be excluded from school and contact with other children according to the following regulations:

- Chicken Pox—excluded until seven days after first eruption. Scabs are not infectious.
- Conjunctivitis and Pink Eye—excluded until on medication for 24 hours and there is no discharge from eye. Pink eye or conjunctivitis (bacterial or viral) is common and highly contagious among children. If your child has red and itchy eyes, a gritty feeling in the eye, or discharge in the eye (either watery or thick yellow-green matter), he or she must be seen by your physician before attending school. Please bring in a doctor's note stating that your child has the "OK" to be back in school.
- Strep throat—excluded until 24 hours of antibiotic treatment has elapsed
- Head Lice—excluded until treatment with a pediculicide has begun, and child is free of lice and nits (the eggs laid by the lice on the hair follicles).

Medications

Medication should be given at home whenever possible. It is the student's responsibility to remember to take his or her medication. In accordance with Maryland law, medication administered during school hours:

- MUST have a doctor's note
- MUST be brought to the office by a parent
- MUST be in the original bottle with appropriate label
- MUST be in pill form, no liquids
- MUST be administered by an RN, medical technician, or guardian
- MUST be locked in the school office in a lock box

Over the counter medications such as Tylenol, Advil, or Benadryl MUST have a doctor's note and be sent in a new unopened bottle. These items will be kept in the office. Cough drops may be brought in a new bag, with a parent's note designating how many may be used in a school day. The child must receive these in the school office.

Maryland law requires that medicines may not be stored at the school during the summer. Any medications not taken by the parent/guardian will be destroyed at the end of the school year.

Immunization

Parents or guardians are to have immunization records when registering their children for school. According to the law, ***"a school principal may not knowingly admit a student to...a preschool program or kindergarten through twelfth grade unless the student has furnished evidence of age-appropriate immunity..."*** Students have up to twenty (20) calendar days after the start of a new school year to get a valid immunization record from their health care provider. If the missing documentation is not presented to the school by the due date, the student will not be allowed back into school until the required records have been provided. See Appendix **A** for required immunizations.

Injuries

If a child has a broken bone, has had a surgical procedure, or any other injury requiring a doctor's attention, a doctor's release form must be brought to school or faxed to the school office (410 592 3282) before the child will be permitted to participate in physical education, recess, or other physical activities.

Accidents/Emergencies

The school office will keep an emergency card on file for each child. The card, completed by the parent, lists emergency contact people, including doctors and dentists, who may be called in the event of a sudden illness or accident when the parent cannot be reached. If the doctors cannot be reached in time, the school may call 911 or a licensed physician who is available. It is understood that the parent will pay the ambulance/physician's fee.

Vision and Hearing Screening

The Maryland State Department of Education helps to provide this annual screening for students in schools that have received state approval. This screening is for selected grades and all new students. Parents whose children are referred for further testing should understand that the screening is purely preliminary and referral does not necessarily imply significant problems with vision and/or hearing.

PROGRESS REPORTING

St. Paul's Lutheran School Grading Scale (Percentage grades are not used in 1st grade.)

A ⁺	98 – 100%	C ⁺	79 – 80%
A	94 – 97%	C	73 - 78%
A ⁻	92 – 93%	C ⁻	71 – 72%
B ⁺	90 – 91%	D ⁺	69 – 70%
B	84 – 89%	D	64 – 68%
B ⁻	81 – 83%	D ⁻	63%
		F	62 – 0%

Homework

Homework is used to extend educational experiences. It is assigned, to some extent, in all grade levels. Consequences for missing or late homework vary according to teacher and grade level.

Make-up Work

Students who are absent from school due to illness or family emergency will make up the work within a reasonable amount of time, according to the classroom teacher's expectations.

Vacation Make-up Work

Parents are strongly discouraged from planning family trips and activities that will cause their child(ren) to miss class. However, if parents must make such plans, the parent is responsible for contacting the teacher(s) in advance. The assignments which are given in advance are at the teacher's discretion.

Report Cards

Report cards are issued at the end of each quarter. Report cards may be held if tuition and fees are not current. Parent-teacher conferences take place at the end of the first quarter. This sharing session is a twenty-minute conference scheduled between each child's teacher and parent(s) to discuss the child's progress in his/her grade level. Information about scheduling the conference will be sent out from the school office prior to the conference. Day and evening conference times are available. The fourth quarter report card will be mailed one week following the end of the school year.

Standardized Tests

In addition to the tests and means of evaluation employed by the individual teachers throughout the year, national standardized tests are given to show strengths and weaknesses of the school program and the individual student. In grades 2-8, standardized achievement tests are given each spring. The results are sent to the parents upon the school's receipt of the scores.

Transcript Requests

Parents must request, in writing, a transcript of a student's educational record. Educational records include: immunization and health data; scholastic and pupil progress data; attendance; standardized test data; special education data; and other information as determined by school and parents. All school financial obligations must be satisfied, before any records will be released. Any school property must be returned before any records will be released.

GENERAL POLICIES

Re-enrollment/Registration Fees/Tuition

Children are accepted for enrollment at St. Paul's for one school year. Re-enrollment procedures must be completed every year for placement to be maintained for the following year. At the beginning of the calendar year, the Board of Christian Education will set tuition, registration, and other fees for the coming school year. No student will be allowed to re-enroll unless all tuition and/or fees are current. Registration fees for returning students will be due by February 1, with \$50 increases on March 1 and April 1. When re-

enrollment is complete, new applications can be reviewed and classrooms filled, with preference given to siblings and St. Paul's Lutheran Church members. New student registration must be paid in full at the time of enrollment.

Tuition

Our enrollment, re-enrollment, tuition management, and financial aid applications are all processed through TADS. It is important that payment deadlines be met in order for our school to meet its financial obligations, operate in an organized manner, and provide a quality education for all students.

Parents may choose to make their tuition payments in one of the following ways:

- **Single Pay** – If payment is made in full by August 1, a 1% discount will be applied to the tuition balance.
- **Ten Month Plan** Payments are made monthly (August through May), using the TADS tuition plan. This is an on-line process that is initiated by an email from TADS when re-enrollment opens.
- **Twelve Month Plan** Payments are made monthly (June through May), using the TADS tuition plan. This is an on-line process that is initiated by an email from TADS when re-enrollment opens.
- **Two Payment Plan** Half of the tuition is paid by August 1st, and the balance of tuition is paid by January 15th. Any family who chooses this option, but does not meet the stated deadlines, will be required to pay monthly in subsequent years.

Registration fees and tuition are non-refundable. Report cards and/or student records will not be released for any student whose tuition account is not current. A tuition account which is seriously past due will jeopardize the student's continued attendance/enrollment at St. Paul's Lutheran School.

St. Paul's offers a financial aid program for families for whom tuition would otherwise make attendance in our school impossible. Anyone choosing to apply for assistance for the following year may obtain information from the office. The deadline for completing the application is March 15th.

School Visitation

Parents and all visitors during the school day are required to check in at the school office to obtain and wear a name tag while on the school premises. Teachers or staff may stop anyone not wearing a name tag and ask them to go to the school office before visiting a classroom.

Safety Concern Any child on church/school property who is not in class must be supervised by an adult at all times. (i.e. younger siblings, pre-k and kindergarten students after dismissal)

Non-Discrimination Policy

St. Paul's Lutheran School will not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admission policies, and other school-administered programs, and guarantees to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Paul's Lutheran School will not discriminate on the basis of race, color, sex, or national or ethnic origin in the employment of the administrative, teaching, or custodial staffs necessary for the operation of the school.

School and Church Office Policy

We appreciate the camaraderie and hard work of St. Paul's volunteers, parents, and congregants. We do not wish to hinder the open door policy that has existed for so long. However, we must be considerate of the sensitive nature of phone calls, visits, and paper work for both church and school. Much of the business that takes place in the course of a day is confidential. In accordance with privacy laws, it has become necessary to have a policy that limits (defines) office use.

The office and its secretaries are available to provide assistance regarding church and school matters. We do ask that personal conversations or planning meetings take place in a more appropriate location, *i.e.* the conference room, narthex, or parish hall if available.

Equipment in the copy room should only be used by parent volunteers after checking with the office staff. If a problem occurs while machinery is being used, the office staff should be contacted.

During school, students may go to the school office only with the teacher's written permission. Students are not permitted to use the school telephones unless they have the permission of a faculty or staff member. The use of the phone will be monitored by the office staff.

Child Abuse-Neglect Policy

St. Paul's Lutheran Church and School gives notice that Family Law Article, Title 5, Subtitle 7, requires that persons who have reason to believe that a child has been subjected to abuse or neglect report that belief to the local department of social services or the appropriate law enforcement agency.

Sexual Harassment Policy

St. Paul's Lutheran School is committed to maintaining a learning environment that is free from all forms of sexual harassment and in which all employees and students can work and study together comfortably and productively. St. Paul's Lutheran School prohibits and will not tolerate any form of sexual harassment.

It shall be a violation of this policy for any student or employee of St. Paul's Lutheran School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The Administration of St. Paul's Lutheran School will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who is proven to have harassed any student or employee of St. Paul's Lutheran School.

Snow/Heat Policy (School Closing)

In the event of snowy weather, please follow these instructions:

- If Baltimore County Schools are CLOSED, we're CLOSED.
- If Harford County Schools are CLOSED, we're CLOSED.
- If Baltimore County Schools are OPEN, or DELAYED, but Harford County is CLOSED, we're CLOSED, and vice versa.
- If Baltimore County Schools are one (1) hour late, and Harford County Schools are two (2) hours late, we're two (2) hours late, and vice versa.

If snow develops while we are in school, and the counties close early (example—1:00 p.m.), we will stay open until that announced time, but you may come and get your child(ren) as soon as the announcement is made on radio or TV.

Additionally, the **Pre-K and Kindergarten classes** will follow a **delayed opening schedule** on days when our policy calls for a delayed start. It is as follows:

- **Two Hour Delay**—Pre-K and Kindergarten classes will meet from 10:25 a.m. to 12:30 p.m.
- **One Hour Delay**—Pre-K and Kindergarten classes will meet from 9:25 a.m. to 11:30 a.m. (Pre-K) and 11:45 p.m. (K)

We will always follow the above policy as stated. St. Paul's announcement of closing will be on WBAL Radio. The announcement is only a formality.

In the event that Baltimore or Harford County schools close because of **heat, we will remain open** since we have air conditioning. If our air conditioning breaks, you will be notified.

Cell Phone Policy

We do not recommend that students bring cell phones to school. If a parent needs to contact a child during or after school hours, the parent must contact the school office. If a parent deems it necessary for his/her child to have a cell phone for off-campus purposes, the following rule will be in effect during the school day: Cell phone must be turned off and kept in a book bag! The phone may not be used before or after school hours on campus.

Consequences for violation of this policy:

FIRST OFFENSE

- The cell phone will be confiscated by any teacher or staff person.
- Phone must be picked up by a parent from teacher.

SECOND OFFENSE

- The cell phone will be confiscated by any teacher or staff person.
- Phone must be picked up by a parent from teacher.

THIRD OFFENSE

- Phone will be confiscated by any teacher or staff person.
- Phone will be held by the teacher for the rest of the year.
- Immediate one day suspension.

Any student who is in violation of these guidelines after the third offense will serve an immediate one day suspension, and student is subject to possible expulsion.

The school will not be liable for any lost, damaged, or stolen cell phones.

Fire Drills

Fire drills are practices to prepare our children for safe and rapid evacuation of our buildings should there ever be a real emergency. Exits and traffic patterns have been mapped out for each area of the school, and regulations are followed as required by the Fire Department.

Fire Alarm Policy

If at any time throughout the school year, a fire alarm is deliberately pulled for a false alarm, serious action must be carried out. The safety of the students is a primary concern and the deliberate pulling of a false fire alarm can jeopardize the safety of the students.

Library Policy

- Books will be checked out for one week, but may be renewed.
- There will be a five cent fine for each day a book is overdue.
- Reminders will be sent home with students regarding overdue books.
- Before report cards will be issued, the Library must be reimbursed for any books that are lost or damaged beyond repair.
- No final report cards will be issued until books are returned and any fines paid.

Asbestos Notice

Asbestos is located in limited areas in our school building. It does not pose a hazard because it is encapsulated and is being managed according to MDE requirements. The plan that has been implemented to contain and manage the asbestos, as well as semi-annual inspection reports and other information, is in the school office and is available for review upon request.

MISCELLANEOUS

Field Trips

Field trips are designed to be valuable learning experiences that enhance the classroom curriculum of that grade level; therefore, it is to your child's advantage to participate in **all** field trips. Attendance is required for any field trip which occurs during a school day. Any student not participating in a planned class trip is required to be in school or will be marked absent for the day. Parents will be notified in advance of field trips. Written consent is needed for a child to attend a field trip. When parental consent is given, it is with the understanding that there are inherent risks involved. Parents are often asked to accompany the class and teacher. Parents may not take siblings out of class to attend another classroom's field trip. Siblings are not permitted to accompany any class on any trip. Chaperones must be 21 years of age, and they are limited to parents unless previously approved by the classroom teacher.

Field trips are designed as part of the educational experience in our school and serve as part of our curriculum. If a student misses a field trip, an assignment related to the topic of the field trip will be assigned to the student and graded.

Lost and Found

All outer clothing, lunch boxes, and possessions should be labeled with the student's name, or marked for easy identification. If personal items are lost, it is your child's responsibility to check the LOST AND FOUND area. Any unclaimed articles will be given to the Lutheran Mission Society on a monthly basis.

Outside Lunches

Students typically bring lunch to school each day. Parents should not bring fast food lunches to school for their children. If a child's lunch is forgotten, his or her parents will be contacted, if possible.

School Pictures

Each year our school arranges to have class and individual photographs taken in the fall. The purchase of pictures is optional

Party Invitations

If your child is having a party and inviting the entire class, you are welcome to send the invitations to the classroom to be distributed. If your child is inviting only a portion of the class, we ask that you mail the invitations to the child's home. We know that not every child can be invited every time, but we hope to avoid hurt feelings when possible.

Animals at School

Animals – dogs, cats, or any other animal not in a cage or aquarium should not be brought out of a vehicle into the parking area, courtyard, or into school. Animals pose significant allergy problems for some students, and it is impossible to predict an animal's behavior when it sees or is provoked by a small child or another animal, and a personal injury could easily occur. A caged or aquarium animal being brought to school for "temporary housing" for a classroom may be allowed, as per teacher's wishes.

Technology Acceptable Use Policy
Saint Paul's Lutheran School - Kingsville, Maryland

What is an AUP (Acceptable Use Policy)?

An Acceptable Use Policy is a written agreement signed by users, parents/guardians, and students (grades K-8) of Saint Paul's Lutheran School, Kingsville, Maryland, that describe the terms and conditions for the use of technology available to all students during Saint Paul's sponsored activities. This agreement outlines expected behavior while using different technology resources available at Saint Paul's including, but not limited to: hardware, software, and online tools such as the Internet.

Saint Paul's provides computer training and Internet access to enhance the learning environment. The use of computers is an integral part of the ministry at Saint Paul's. The following guidelines provide a general outline of acceptable and unacceptable use of computers and the Internet at Saint Paul's Lutheran School.

Computer use is a privilege for the staff and students of Saint Paul's. This privilege is maintained by complying with the computer use guidelines in this policy. Appropriate use of the tools of technology as stated in this article allows continued access to computers, Saint Paul's information network, and the Internet.

Saint Paul's Technology

With the use of electronic networks, Saint Paul's is expanding technology access for students and staff. With this access comes the responsibility for appropriate use. Students and staff are expected to maintain Christian ethics in making appropriate decisions regarding their technology use provided by Saint Paul's. In general that requires efficient, ethical, and legal utilization of the network/non-network resources. Thus, the following principles will be applied:

1. The signatures required in accordance with the AUP are legally binding and indicate the parties who signed have read the terms and conditions, understand their significance, and agree to abide by them.
2. Failure of users to abide by the AUP guidelines may cause the elimination of a user account at any time, as required.
3. In accordance with the AUP guidelines, the Saint Paul's Lutheran School technology coordinator, principal, and school board may, at its sole discretion, deem what is inappropriate use, and all such decisions by the administration are final.
4. Additionally, if Saint Paul's incurs a financial cost due to user misuse or intentional malicious action, the user will bear the sole responsibility for the financial cost incurred.

Student Expectations

1. Students may only use computers at Saint Paul's with the direct supervision of a staff member. A staff member must be present and actively monitoring all work being done by the student, including, but not limited to, Internet usage and data stored on the network.
2. Students will treat the computers at Saint Paul's with care so that they will continue to be available for use by other students. Students who purposefully act in an irresponsible manner will be held responsible for the cost of any repairs deemed necessary to return the hardware or software to its normal working capacity.
3. Students may not install commercial software, shareware, or freeware without the written permission of the technology coordinator and/or principal. Reasonable care is to be taken when accessing and downloading files to determine that they are free from computer viruses. Virus protection programs are not to be disabled or uninstalled under any circumstances. Standard copyright restrictions are to be followed at all times.
4. No personal information about yourself or another person should be posted, such as your first and last name, address, phone number, and/or email address. Downloading, storing, printing or distributing files, images, or information that is profane, obscene, or that offends or degrades in any way is unacceptable. Should a student come across this information accidentally, the student should report it to his or her teacher immediately.
5. Use of technology at Saint Paul's Lutheran School for personal financial or commercial gain is prohibited.

Consequences

1. Interpretation, application, and possible modification of these policies shall be within the sole discretion of the Saint Paul's technology coordinator, principal, and School Board. Violation of these policies will be reviewed on a case-by-case basis and appropriate action taken, if necessary.
2. The Saint Paul's administration may at any time make determinations that particular uses are or are not consistent with the purposes of our technology program. Furthermore, the technology coordinator reserves the right to discontinue access to the computing equipment and network at any time for any users.
3. Automatic notification will be made to the parent/guardian of the student involved in any violation of this Acceptable Use Policy. Depending on the severity of the infraction, the following consequences may be imposed for violations of the Acceptable Use Policy: withholding of computer use privileges, in-school suspension, out-of-school suspension, or expulsion.

Saint Paul's Website and Printed Publicity

Saint Paul's Lutheran School maintains a website on the World Wide Web as a means for communicating information and advertising our school. All material published to and downloaded from this site must be approved by the webmaster and administration of Saint Paul's prior to its publication on the Internet.

Conclusion

Saint Paul's Lutheran School acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our students and staff to use this gift in a way that is in keeping with our Christian faith and enhances the learning.

Netbooks

Parents:

The following must be met before a student will be issued a Netbook:

- The current Acceptable Use Policy (AUP) must be signed and returned.
- Each student's technology fee must be paid for the current school year.

The issued computers are never to be taken home. They are for use at school only. Students should make use of flash drives for work that needs to be transported between school and home. Students should NOT expect to print hard copies of homework at school.

The family accepts financial responsibility for any repair or replacement of a Netbook due to careless handling. This applies to both the student's own computer as well as ill treatment of a classmate's. This includes but is not limited to damage from liquid spills, falls or drops resulting from direct abuse or neglect (special consideration may be given to accidental situations.), vandalism, damage to batteries and AC adapters, as well as damage not covered under the warranty of the computers. Each computer has an ID sticker as well as serial and model number stickers. These may not be removed under any circumstances.

St. Paul's Lutheran School retains sole right of possession of the computer and related equipment. The principal, teachers, or an authorized technical service person under their supervision have the right to collect and/or inspect the computer at any time and to alter, add, or delete installed software or hardware.

Students:

- Netbooks must be retrieved before 8:25 AM. When students are late for school they may get their computer after 1st period, or as directed by a teacher. Do not disturb a teacher to open a computer cabinet.
- Students may only open netbooks when directed to by a teacher. They must remain closed at all other times.
- Students must finish all class work before using their computer for a teacher approved activity.
- It is always up to each individual teacher as to how the netbooks are to be used.
- Netbooks must be turned off and put back in their charging station at lunch and at the end of the day. The computer and the power cord should be completely in the cabinet.

Failure to follow these guidelines may result in a referral and/or loss of a netbook for an amount of time determined by a teacher.