

**ST. PAUL LUTHERAN SCHOOL**  
**4715 FREDERICK AVE.**  
**ST. JOSEPH, MO 64506**  
(816) 279-1118    www.splcc.org

**Mission Statement**

The mission of St. Paul Lutheran Church & School is to **prepare** through God's Word, to **declare** God's grace & glory, to **share** Jesus with you, while making disciples of all ages.

**PHILOSOPHY**

St. Paul Lutheran School and Childcare is part of the largest Protestant parochial school system in the nation. Lutheran schools believe in quality education with an emphasis on God's love in our lives.

St. Paul Lutheran School offers academic programs from infant through eighth grade. Children are taught to be responsible, loving, and involved. They are prepared by being taught the expectations of God's law and are comforted with wonderful news of forgiveness through Jesus Christ. St. Paul Lutheran School is dedicated to developing, preparing and fostering spiritual, academic, physical and social growth in children and their families so they are enabled to declare God's grace and glory and to share Jesus with the world.

Current curriculum, smaller class sizes, innovative teaching, computer lab, technology opportunities, a quality Christian staff, and field trip experiences are the marks of our program. Students will be well prepared to advance to the next levels of their education and to meet the moral challenges they will face as children of God.

Parents are encouraged to be involved in a Christian congregation, supportive of the children's education, and concerned about the spiritual welfare of their children.

"Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."  
Deuteronomy 6:5-7

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

**Vision Statement**

St. Paul Lutheran is dedicated to developing and fostering spiritual, academic, physical and social growth in children and assisting them and their family in becoming productive members of God's Kingdom.

**BRIEF HISTORY OF ST. PAUL LUTHERAN SCHOOL**

In the fall of 1987, St. Paul Lutheran Pre-school opened for its initial year. The opening year offered a program for three year-olds on Tuesday and Thursday mornings and a program for four year-olds on Monday, Wednesday, and Friday mornings. St. Paul Pre-school soon achieved an outstanding reputation in the community. It was decided to add a full-fledged childcare program in 1993, a 15,000 square foot classroom addition and Multi-purpose center was added to the facility for the childcare program.

In 1995, our kindergarten was added to the program. St. Paul Lutheran School officially opened in 1996

when a first grade class began. At least one grade level was added each year until the school reached the eighth grade. In 1997 a house was purchased next to the existing church property and work began to renovate it for classrooms. This work continued for about five years until the building reached its present size of 10 classrooms with office and support facilities.

In 2010, The Youth Ministry Center (YMC) was constructed. The building was only partly finished in the beginning. Occupancy began with the 2011-2012 school year. At that time the YMC housed 2 youth ministry rooms and 3 classrooms. Presently the YMC is home to 2 youth ministry rooms, grades 4-8, music, band, computer lab, and a state of the art science lab, shop, and 3D printing/laser printing room. Phase 2 was finished in May 2016. This added a wood floor to our gym, bleachers, basketball goals, score board, and concession area. We are very blessed to have this addition. To God alone be the glory!

### **ACCREDITATION**

St. Paul Lutheran is fully accredited with two accrediting agencies. In 2016, upon completion of a year-long self-study, St. Paul Lutheran met the accreditation standards of the National Lutheran School Accreditation Agency and the Missouri Chapter of the National Federation of Non-public School State Accrediting Associations.

These agencies require that standards be maintained and also expect improvements to be made, making accreditation an ongoing process. Annual reports must be submitted to maintain our accreditation.

### **CURRICULUM**

The curriculum and courses of study at St. Paul Lutheran comply with the standards of the state of Missouri. Curriculum summaries are available for each grade level (K -8) at St. Paul. These can be requested through the school office.

#### **Our curriculum consists of:**

**Religion:** Bible study, practical experiences in Christian Living and Memory Work are included in our religion curriculum. In seventh and eighth grades students participate in the Confirmation Study Program as part of the curriculum of St. Paul. Upon successful completion of the two-year course, the student may be confirmed and become a communicant member of St. Paul Lutheran Church. Religious memory selections are an important part of the curriculum. Besides providing a solid foundation of Christian doctrine, religious memory selections serve Christians as a comfort in sorrow and reassurance in times of danger.

**Language Arts:** Reading, writing, spelling, phonics, written and oral communication

**Mathematics:** Arithmetic, algebra, geometry, and related areas

**Social Studies:** Geography, history, civics, current events, consumer economics

**Science:** Concepts in physical science, biological science, earth science, health and safety using an inquiry based STEM (Science, Technology, Engineering, and Math) curriculum

**Physical Education:** Body strength, coordination skills, rhythm, recreation, and team sports

**Music:** Singing, music appreciation and theory, recorders, band, and hand bells

**Art:** Basic principles of art through exploring various media, history and art appreciation

**Technology:** computer classes & keyboard basics, computer lab

**Lockers:** Students in grades 5-8 may have the privilege of an assigned locker for school use. Lockers are to be unlocked and may be accessed by teachers, staff or administrators at any time. Lockers should be able to fully close. It is the student's responsibility to keep lockers tidy. Food and beverage may not be stored overnight in lockers.

**Grading Scale:**

96-100 = A 90-95=A- 87-89=B+ 83-86=B 80-82=B- 77-79=C+  
73-76=C 70-72=C- 67-69=D+ 63-66=D 60-62=D- 59-below=F

**HOMEWORK POLICY**

**Homework Defined:**

Homework is defined as any school-related work that must be accomplished after school hours, be it **specifically assigned** for after school hours **or simply completed** at that time.

The **OBJECTIVES OF HOMEWORK** include:

- A. To stimulate voluntary effort, initiative, independence, responsibility, and self-direction.
- B. To encourage a carry-over of worthwhile school activities into permanent life skills and leisure interests.
- C. To enrich the school experience through related home activities.
- D. To reinforce school learning by providing necessary practice, integration, and application.

**HOMEWORK GUIDELINES**

Homework will be **age-appropriate** and assigned in **reasonable amounts**.

It is strongly recommended that students spend a ***minimum of 10 minutes per night per grade level*** engaged in educational activities. On evenings when the child has no assigned homework, this time should be spent in other educational activities (reading, working ahead on assignments, review, completing long-term projects, etc).

In cases where children give the appearance of having an excessive amount of home assignments, it is recommended that the parents arrange for a consultation with the teacher in order to determine the reason and arrive at a possible solution.

**Religious memory selections** are assigned weekly to students in grades K-8. These selections encourage Christians in time of joy or need, provide Bible support during witnessing opportunities, and can be utilized throughout the remainder of the student's life. Parents can assist children in this process by asking what is being studied, showing real interest in hearing the selection assigned, and encouraging and helping the child to understand the full value of memory work.

## Homework Policy Guidelines for Students

- Always do your best in class
- Make sure you understand the assignments
- Bring home all the materials needed to complete assignments
- Turn in completed homework on time
- If you are having difficulty with your work, talk to your parents and teachers

### The parent's responsibilities include:

- To arrange a quiet, comfortable place for the child to work.
- To schedule time for the child to complete his or her homework.
- To ensure that the assignment is complete.
- To set aside an appropriate study and/or reading time each evening.
- To encourage and support the child through the homework process. The parent should **at no time do the assigned work** for the child.
- To stay current with the child's grades (1<sup>st</sup> – 8<sup>th</sup>) on Sycamore.
- To provide necessary materials for students to complete assigned homework. School printers and copiers are not for student use.

### Assignment Make-up Work

1. Students will be given the opportunity to make up missed work due to excused absence or tardiness. The "rule of thumb" is ***one day of make-up time for each day of absence.***
2. It is the student's responsibilities to collect, complete, and turn in work if classes are missed for any reason.
3. Students who are absent from class due to misbehavior or suspension are responsible for completing all assignments given during this absence. Students may or may not receive credit for this work depending on the specific circumstances surrounding the suspension. Determination will be made by the teachers involved and the principal.

Students who are gone due to illness or other excused absences will have one day for every day they miss plus one extra day to make up work that needs to be completed.

**Standardized Tests:** Standardized achievement tests are administered every year to determine pupil, class, and curriculum strengths and weaknesses. To obtain this information, we use the Stanford 10 Achievement Test. This test battery measures mastery of the basic skills in vocabulary, reading, language, spelling, work study skills, science, social studies, and math. These tests give the teachers, parents, and student's information on how well the pupil has mastered the basic skills compared to thousands of other pupils who have taken these tests. Scores are reported to parents.

**Chapel Services:** Weekly Chapel services are held on Wednesday morning beginning at 9:00 a.m. in the sanctuary. All students will be included in the services. Afternoon preschool and kindergarten classes have chapel at 1:00 p.m. on Wednesdays. Parents and friends are welcome to attend chapel with their child(ren). Monetary or other offerings may be collected, and given to a charity chosen for that quarter. A note home will let each family know where their offering will go.

## **SCHOOL PERFORMANCES**

The members of St. Paul Lutheran Church do many things for the school without expecting reimbursement. One way for us to say “thank you” is sharing our children’s gifts at special worship services. The children (grades K-8) of our school are required to attend these performances. If you choose not to attend, this will lower your child’s quarterly music grade by one letter. You will be notified in advance of the dates and times.

Performance schedule is:

- |    |                  |               |
|----|------------------|---------------|
| 1. | Advent Services  | K and 3 - 8   |
| 2. | Lenten Services  | Preschool - 8 |
| 3. | Epiphany Concert | 1 and 2       |
| 4. | Spring Musical   | 3 - 8         |
| 5. | Band Concert     | 5 - 8         |

Other performances include: Eighth Grade Graduation

## **EXTRA-CURRICULAR ACTIVITIES**

**Sports:** Girls volleyball grades 5-8 if numbers permit

Track is offered for grades 5-8. The students participate in two or three track meets each spring. Fourth graders are able to participate in all practices allowing them to try the different events offered in the sport. Fourth grades are also able to participate in one meet that is offered to fourth grade students.

Boys and girls basketball may be offered if numbers permit. Grades 5-8

The student is required to keep a 73% or above in all classes to be eligible to participate in all extra-curricular activities.

**Academic Teams:** The students in grades 5&6 participate with other small schools in the areas of history, geography, current events, science, Bible, and the arts. Academic bowl will also be offered for students in grades 7&8.

**Math Teams:** Students in grades 4-8 may choose to enhance their math skill by competing with other area Christian schools in two competitions a year. Additionally, students in grades 4-6 may compete regionally in MCTM meets. Students in grades 6-8 may also compete in the regional Math Counts meet in February.

**Spelling Bee:** Students in grades 5-8 may participate in the school spelling bee, with the first place winner in each grade advancing to the county spelling bee.

**Field Trips:** Fieldtrips are planned throughout the year. You should have already signed the one-time consent form for the year when you returned your registration. This will serve as your child’s permission slip in the event of a school wide field trip. For a class specific field trip, a permission slip will be sent home each time. We will keep you informed of upcoming trips. If for any reason your child cannot go on a field trip please inform the school office. Parents are welcome on most fieldtrips. **It is a nice way to share a special outing with your child, so other siblings will not be allowed to come on the field trip.**

## TUITION

St. Paul Lutheran has a policy that states: "No member shall be turned away from any educational program for financial reasons." Financial aid is available on a need basis for members and non-members. Check with the principal for more information. Tuition is due the first day of each month. The 10th of the month, a reminder will be sent via email. The 15th of the month, a phone call will be made if no payment has been received or contact made by the family. We understand at times there may be certain circumstances of which we need to be made aware. Arrangements may be made by calling Elaine Hirter (816) 279-1110. The arrangements agreed upon will be documented. The 30th of the month, those with delinquent accounts will be referred to the School Board for appropriate action.

Kindergarten fees: Registration \$175.00 (basic fee)

\*Tuition                    \$2120.00 per year for St. Paul Members  
                                     \$2200.00 per year for non-members

Grades 1-2 fees: Registration \$200.00 (basic fee)

\*Tuition                    \$3620.00 per year for St. Paul Members  
                                     \$3820.00 per year for non-members

Grades 3-8 fees: Registration \$200.00 (basic fee)

\* Tuition                    \$3650.00 per year for St. Paul Members  
                                     \$3850.00 per year for non-members

Technology fee included

Yearly science fee of \$40.00 for grades 6-8 will be paid at the time of registration.

Kindergarten students that need day care only on occasion will be charged \$15.00 per school day. Students that need full time care will be charged \$125.00 per month and will need to purchase lunch and milk tickets.

Grades 1-8 will be charged \$13.00 for child care for an early dismissal and \$20.00 for all day. Before and after school care is available at a cost of \$5.00 per day for St. Paul Lutheran School students.

Before care provided from 6:30-8:20a.m.

After care provided from 3:35-6p.m.

There is a \$20.00 PTL fee and a \$10.00 Security fee charged to every St. Paul Lutheran family that is due at registration.

We charge a \$30.00 returned check fee for all non-sufficient funds checks.

**Note: All tuition and fees including lunches must be paid, library books returned or paid for if lost, before final grade cards will be issued.**

## SCHOOL ATTENDANCE

School is in session as follows:

Preschool T,TH	A.M.	8:30 a.m. – 11:30 p.m.
and M,W,F	P.M.	12:30 p.m. – 3:30 p.m.
Kindergarten:		8:30 a.m. - 11:45 a.m.
Grades 1 - 8		8:30: a.m. - 3:35 p.m.

Children should arrive no earlier than 8:20 a.m. for grades Preschool (A.M.) – 8<sup>th</sup> grade and P.M. Preschool 12:20 p.m. This allows the teacher to be prepared for the day. If it is necessary to drop your child off before 8:20 a.m., take them to the Childcare, 1<sup>st</sup>-8<sup>th</sup> youth ministry gym and kindergarten Childcare gym.

Since it is very important to start on time, we ask that parents are out of the classrooms by 8:30 a.m. unless you have made prior arrangements with the teacher. School begins promptly at 8:30 a.m. If your child is not picked up by 3:45 p.m. he/she will be taken to Childcare. Before care is available at a cost of \$5.00 and after school care is available at a cost of \$7.00 per day.

**Tardiness:** A student (K-8) is considered tardy if he/she is not in the classroom by 8:30 a.m. Students in 1<sup>st</sup>-8<sup>th</sup> will serve one hour detention for every 5 days that they are tardy per quarter. Detention will be served the next day after the 5<sup>th</sup> tardy. A note will be sent home from the office.

**Planned Absences/Appointments:** In the event of a planned absence or doctor/dental appointment, teachers should be notified in writing ahead of time so that the students can receive their work to be completed while absent from the classroom.

**Absences:** If your child is absent because of illness, please notify the school by phone before 8:20 a.m. on the day of the illness. If your child is absent three or more consecutive days because of illness, a doctor's note is required. This note must be received no later than seven days upon return to school in order for the absence to be excused.

**Excessive Absences:** Regular attendance is essential for your child's academic progress to be maintained. School is in session for 1,179 hours 50 minutes per year in grades 1-8. If your child has a total of twenty (20) absences or more during the school year, a conference will be held between the parents, teacher, and principal to determine if promotion to the next grade will be granted.

## ILLNESS OR ACCIDENTS

In the event of an illness, your child must be fever free and have not thrown up for 24 hours before returning to school. If your child becomes ill or is involved in any kind of accident where health care, other than minor first aid is needed, we will contact you. If we are unable to reach anyone the school will take responsibility for getting medical attention for the child. If it is necessary for the child to go to the hospital, public transportation (i.e. an ambulance) will be used to transport your child. Expenses incurred due to the accident or injury will initially be the responsibility of the parent or guardian or their insurance company. Each accident or injury will be documented, explaining what happened, action taken, and witnessed and signed by attending school workers.

## CONTAGION

When we become aware of a contagion (head lice, impetigo, ringworm, pink eye, etc.), the parents will be notified immediately to retrieve their child and will also be informed of treatment for the contagion. The child must be doctor medicated and treatment documented before the child will be allowed to return to school. In the case of head lice, the child must be nit free.

## **SNOW DAYS & EMERGENCY DISMISSAL**

The school and pre-school will be following the same basic calendar. If there are adverse weather conditions, you may watch for St. Paul Lutheran School to be listed on KQTV (channel 10), go to [stjoechannel.com](http://stjoechannel.com), or you will receive a text alert. You may also listen to 91.1 Joy radio or KKJO (105.5 FM) radio for any cancellations, or visit the homepage of the school website [splcc.org](http://splcc.org).

If for any reason, school must be dismissed early (power outage, flooding, weather, etc.) parent/guardians will be notified as soon as possible. You may tune in to KQTV or KKJO radio, visit the homepage of the school website [splcc.org](http://splcc.org), or you will receive a text alert.

## **AUTHORIZATION TO PICK UP CHILD**

We must have written permission from the parent for any person other than the parent to pick up your child. This includes carpooling. Please bring and pickup your preschool – 3<sup>rd</sup> grade students at the front door on the west side of the Silas building. Students in 4<sup>th</sup> – 8<sup>th</sup> grade may be dropped off at the southwest door of the Youth Ministry building. Children must be picked up PROMPTLY at dismissal time. Students not picked up 10 minutes after dismissal will be taken to childcare unless otherwise directed.

## **SAFETY BEFORE AND AFTER SCHOOL**

For the safety of our students, certain rules should be followed when delivering and picking up students before and after school.

### **Before school**

1. The school parking lot should always be entered by way of Safari Street.
2. Use the west parking lot to drop off and pick up your child. If you need to stop for a period of time or leave your car to come into the school, please park in a space in the West lot. Keep to the right as the west lot is a “one way” drive.
3. Consistent flow of traffic in the driveway is imperative. Driveways are a “drop-off” area, not a parking or standing area.
4. Pull up as close as possible to the sidewalk before stopping to let children out. Children should leave the vehicle from the **passenger side only**.
5. Approach and leave the parking lot at a slow speed. This is a school zone.
6. Be courteous to other drivers at all times.

### **After School**

1. If you arrive early, please park in a space in the west parking lot.
2. Congestion is greater after school than before. Use special care when leaving the parking lot.
3. Students are not allowed to play on the playground unless they are directly supervised by a parent. Teachers do not supervise the playground after school as they must supervise the loading of children. **No playing is allowed until after all cars have left.** (3:45p.m.)
4. Parents of students in Preschool – 3<sup>rd</sup> grade must come to the sidewalk of the Silas Center to pick up their child when school is dismissed.
5. Cars should not stop in the drive north of the Silas building to load and unload their children. This causes traffic to back up in the driveway.



## **ENROLLMENT PROCEDURES**

**Age Requirements:** To be enrolled in Preschool T,TH or M,W,F, students must have reached the age (3 or 4 years) before August 1<sup>st</sup>. Students in Kindergarten must be five years old before August 1<sup>st</sup>. Those entering 1<sup>st</sup> grade must be six years old before August 1<sup>st</sup>. **A copy of the student's birth certificate is required with application.**

**Enrollment Packets:** All Enrollment forms must be turned in with the Registration Fee for a student to be considered formally enrolled. Kindergarten students must submit a copy of their Parents as Teachers Kindergarten screening in order for their enrollment to be complete. The Registration fee covers enrollment and materials/books.

<b>Registration Fees are as follows:</b>	Pre-School:	\$75.00
	Kindergarten:	\$175.00
	Grades 1-8:	\$200.00

There will be a \$20.00 PTL fee and a \$10.00 security fee per family due at registration.

Technology Fee: K-2<sup>nd</sup> grade \$50.00      3<sup>rd</sup> - 8<sup>th</sup> grade \$80.00  
Science Fee:    6<sup>th</sup>-8<sup>th</sup> grade \$40.00

Additional fees that apply to some grades are as follows:

Planner	4 <sup>th</sup> -5 <sup>th</sup> grade	\$4.50
Recorder	4 <sup>th</sup> grade	\$6.00
Hand bell gloves	7 <sup>th</sup> -8 <sup>th</sup> grade	\$6.00
Catechism	6 <sup>th</sup> -8 <sup>th</sup> grade	\$16.00
Hymnal (All God's People Sing)	2 <sup>nd</sup> -8 <sup>th</sup> grade	\$14.00
Science Lab Materials	6 <sup>th</sup> -8 <sup>th</sup> grade	\$40.00
Band Instrument Rental		\$30.00

**Immunizations/Health Records:** Each child must have a current immunization form on file upon enrollment. If the child is exempt from any immunization, there must be a letter on file from the child's doctor stating why the child cannot be immunized.

All families must complete a family medical history, indicating allergies, medications, prolonged illnesses, etc. We will administer no medication without proper authorization by a physician and the parent or guardian. A medication authorization form must be completed before any medication will be administered.

Before playing any school sport a physical must be on file.

The safety and well being of your child is of the utmost importance. We are required by law to report any neglect or abuse that is observed or suspected.

**Non-Discrimination Policy:** St. Paul Lutheran School admits students of any race, color, national or 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, sex and national or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

**Transfer/New Students:** St. Paul Lutheran School is open to all students, although St. Paul Lutheran School may not be able to make accommodations for those who have specific learning difficulties. Students wishing to enter Grades 1-8 must present records from the last school they attended. All transfer students will be required to show that immunizations are up to date and a release form must be signed for records from the previous school.

**School Supplies:** Supply lists will be sent home in late summer for all children. The children need to bring those items listed on the supply list to school on the authorized drop off day. Each child should have a backpack, which should be checked by the parents daily for any information and papers that are sent home. Please be sure to label any of the items that may get mixed in with others.

### **DRESS CODE**

Many of our activities may ruin a special outfit. If your child needs a special shirt or outfit for an activity, the teacher will notify you. Please refrain from having your child wear T-shirts promoting alcohol, drugs, violence, etc.

**K-4:** Children in these grades should be able to dress without assistance by tying shoes, zipping pants and jackets, etc. Sleeveless shirts must have a shoulder seam of at least 3 inches. Mid-riff shirts are not acceptable. You can check this by asking your child to raise his/her arms over their head. If you can see the tummy, they need to change shirts. Please label outer clothing (coats, boots, etc.). Please purchase outer garments and boots that your child can easily put on and take off. Jeans that have holes should not have any skin visible above fingertip length.

**Grades 5-8:** Shorts, skirts, and dresses need to be finger length long. You can check this by having your child stand up straight. Let arms hang to his/her side. The garment in question needs to be as long as his/her fingers. Sleeveless shirts must have a shoulder seam of at least 3 inches. Mid-riff shirts are not acceptable. You can check this by asking your child to raise his/her arms over their heads. If you can see the tummy, they need to change shirts. If inappropriate clothing is worn and we cannot fix the problem readily, parents will be called to bring a change of clothes. Jeans that have holes should not have any skin visible above fingertip length.

**PE – All Grades:** Athletic shoes are **required** however PE clothing is optional. For good hygiene, deodorant is a must for grades 4-8.

### **PARENT-TEACHER CONFERENCES**

Conferences will be held in the fall and spring to discuss your child's progress. Parental attendance at the fall conferences is required. If a question or concern arises at a different time, teachers will be willing to meet upon request. Parents/guardians are welcome in the classrooms with prior notification at the office.

### **SPECIAL SERVICES**

**Lunch:** Our hot lunch program is available for K-8<sup>th</sup> graders at the cost of \$2.00 for lunch and \$.50 for milk per day. Lunch menus will be sent home monthly and are posted on the school website and on Sycamore. Student's who wish to pack a cold lunch for their noon meal, may purchase a milk to drink with their cold lunch. We also request that if your child packs a lunch for the day, that it is not a meal from a fast food restaurant. We will make exceptions only for special occasions.

**Library:** Beginning the first full week of school, children will be able to check out books from the school library. Any book that a child checks out in the library is the responsibility of that child. Each child will be allowed to check out one book at a time. The books may be checked out for one week. You and your child will be responsible for the replacement cost for lost or damaged books. The librarian will notify you that the book will need to be replaced if it is more than four weeks overdue.

### **BIRTHDAYS**

Children in 1<sup>st</sup>-8<sup>th</sup> may bring snacks on the date closest to his/her birthday. Please let the teacher know of your plans. If your child has a summer birthday, you may choose another day such as a half-birthday. Pre-packaged healthy treats are recommended. No birthday invitations may be given out on school property unless they are given to the entire class or all boys/girls.

### **PTL**

Parents are encouraged to become involved in the **Parent Teacher League** organization. Meetings are led by the PTL officers. Dues for PTL are \$20.00 per year for each family. Dues are paid with registration for the school year. The PTL leads our fundraising efforts by helping with a fundraiser in the fall and organizing the School Carnival during Lutheran Schools Week in March.

The main goal of PTL is to foster a close relationship between the home and school through cooperation between parents and teachers. Parents are encouraged to join committees and become officers in the organization.

### **HOLIDAY PARTIES DURING THE SCHOOL YEAR**

Christmas, Valentine's Day, and Easter are the three days that teachers are able to have parties in their classroom. Teachers will have sign-up sheets for parents to help bring supplies and food.

### **WAYS TO SUPPORT OUR SCHOOL**

**Scrip:** This program not only helps St. Paul Lutheran School, it also helps individual families. The school purchases gift certificates and resells them. There are MANY businesses on the list (some local, some nationwide). When you purchase Scrip, a portion of the amount goes directly to the school and a portion goes into a family account that may be used toward your child's tuition. You may purchase Scrip in the school office throughout the week.

**Box Tops for Education:** Each year our school participates in the Box Tops program. We receive \$0.10 for each Box Top that is brought in.

**Best Choice:** We receive \$.10 for each UPC label we collect.

**Tyson A+ Chicken Products:** Tyson will pay our school \$.24 per Project A+ Coupon we submit. Once we have collected 100 coupons we can turn them in to receive our check.

### **QUESTIONS AND PROBLEMS**

St. Paul Lutheran School anticipates a positive relationship with each family. If you have any questions about activities at school, please ask the child's teacher first. If a problem is not resolved, you may then contact the principal to discuss it.

## **CHILD ABUSE/NEGLECT**

Missouri Law mandates that teachers, extended care personnel, counselors, and administrators report suspected cases of abuse or neglect of students in their care. The personnel on staff at SPLC&S will abide by this law. Any faculty or staff member of SPLC&S who has knowledge of or reason to suspect abuse or neglect shall report the suspected abuse to the administration and the proper authorities.

## **Discipline**

### **PHILOSOPHY**

A primary task of the school is to create a stimulating, safe, and nurturing learning climate for all students. The responsibility for maintaining such an environment belongs to all members of the school community: administrators, teachers, parents, students, pastors, and the School Board.

Discipline includes methods and techniques for establishing and maintaining order. These are designed to develop, in each individual, a sense of Christian responsibility, a sense of direction, self-discipline, and a means of self-determination, which accommodates the needs and rights of others and demonstrates Christian love for others. In a healthy school, most students feel comfortable, are usually happy, achieve at satisfactory level, and meet behavioral expectations willingly.

Good self-discipline begins when the home remains the primary mold of each child (I Timothy 5:4). St. Paul Lutheran School is an extension of the home and does the task of parenting while children are in school. Hebrews 12:11 talks of the need for application of Law and Gospel: "For the moment all discipline seems painful rather than pleasant: later it yields the peaceful fruit of righteousness to those who have been trained by it."

St. Paul School recognizes the important relationship between Christian discipleship and school discipline. Even as disciples of Jesus followed Him, so young disciples at St. Paul are urged to follow Christ, to live in Him, and serve Him. Discipline policies and procedures, therefore, are based on Scriptural understandings of discipleship.

St. Paul School also recognizes the importance of knowing children – their physical, emotional, social and spiritual needs, their behavioral patterns, and their age level characteristics. Discipline policies and procedures are, therefore, also based on reliable research and studies regarding human development and personality. In addition, each child will be viewed as a special child of God who is worthy of unique consideration.

Discipline procedures and penalties depend on the seriousness of the conduct according to three categories: 1) misbehavior, 2) misconduct, and 3) serious infraction.

Discipline options include: 1) student conference, 2) parent conference, 3) denying privileges, 4) research/writing assignment designed to help student better understand the details/consequences/options pertinent to the particular situation, 5) letter sent to the home, 6) forfeiting a field trip, 7) detention, 8) suspension (in or out of school) for 1-4 days, 9) out of school suspension for 5 or more days, 10) probation, or 11) dismissal from enrollment. These options do not imply a sequence but are applied to appropriate situations. The goal of disciplinary procedures is to help children have the courage to accept responsibility, to accept forgiveness, and to restore damaged relationships.

*All School Discipline Plan:*

**Respect God  
Respect Others  
Respect Yourself**

Each teacher will develop an individual set of classroom rules and expectations using the all school discipline plan as a foundational guide. The teacher may utilize reprimands, denial of privileges, detentions, or other appropriate consequences when students do not adhere to classroom expectations.

**MISBEHAVIOR**

Misbehavior is defined as choices made by a student which disrupt the classroom environment or routines. Each teacher will respond to misbehavior with steps listed in the individual classroom management plan which is formulated at the beginning of each school year.

**MISCONDUCT**

Students may be issued a detention for any of the following infractions. Upon the 4<sup>th</sup> infraction of this type, an in-school suspension will be issued. Additional infractions will result in an out-of-school suspension and possible expulsion. Upon receiving any detention, participation in any extracurricular activities will be affected. Field trips and special activities may also be affected

1. Hitting or scuffling
2. Use of profanity, name calling, or obscene gestures
3. Abuse of property belonging to the school or to another person
4. Disrespect to an adult
5. Disruptive behavior
6. Misuse of electronic devices (cell phones, music players, computers, games, etc.)
7. Lying
8. Forgery and cheating
9. Plagiarism

**(Special note about plagiarism – With the influx of electronic information available to students, teachers are especially conscientious about checking student work for plagiarism. When students are asked to provide research for projects, posters, papers, edits, or presentations, the information they print or verbalize should be in their own words. Students may not copy and paste, lift phrases or longer writing segments from other authors including other students, or in any way present information that they do not understand or have not rewritten to reflect their own understanding and style. In addition to the detention for misconduct, students may receive a zero on any assignment on which they plagiarize. )**

## **SERIOUS INFRACTION**

If any of the following serious infractions occur, the principal will use the following as a guide for his/her decisions. Depending on the severity and number of the infractions, the student could receive any of the following consequences:

**1<sup>st</sup> serious infraction – detention or in-school suspension**

**2<sup>nd</sup> serious infraction – out-of-school suspension**

**3<sup>rd</sup> serious infraction – possible expulsion**

The infractions do not have to be the same type of offense for the above procedures to be applied. The police may be called.

1. Bullying
2. The use and/or possession of tobacco in any form.
3. Possession, use or distribution of controlled substances including alcohol.
4. Use of inhalants.
5. Unauthorized possession of medications.
6. Excessive absences (10 or more days per semester unless excused with a doctor's note).
7. Truancy
8. Vandalism
9. Leaving campus without permission of a teacher or principal during the school day.
10. Use, possession, or distribution of fireworks.
11. Falsifying an emergency situation (fire alarm, calling 911, etc.).
12. Possession of a weapon.
13. Fighting, assault.
14. Stealing/Theft.
15. Harassment, threats, sexual harassment, possession of sexually explicit material or pornography.
16. Gang activities.
17. Arson.

Any problems that arise that are not covered here and are prejudicial to good order, safety and discipline in the school shall be dealt with by a principal as equitably as he/she sees fit according to the severity of the offense. This includes the principal's authority to recommend additional disciplinary action to the Board depending on the severity of the offense. Any offense which is considered to be a serious infraction will be documented in the student discipline record.

## **DISCIPLINARY OPTIONS**

Teachers, principals, and the School Board shall fully utilize all practical ways and means of helping students with behavior problems before extreme measures are taken. Sound professional judgment shall be used in determining whether formal disciplinary proceedings are necessary in each individual case.

The following are disciplinary options available to teachers (T), principals (P), and School Board (B).

Disciplinary Option	Authority to Use	Procedures	Appeal
Student conference	T, P		
Parent conference	T, P		
Deny privileges	T, P		
Written assignment related to offense	T, P		
Letter sent home	T, P		
Detention	T, P	Written detention notice is issued following a conference with the student. The detention must be signed by the parent and returned to the principal.	
1-4 day suspension (in school or out of school)	P	Notice, informal hearing with student, parent(s), and principal	
1 month to 6 months probation	P	Notice, informal hearing with student and parent(s), and principal, conditions of the probation in writing and signed by principal, student and parent(s)	A 1- month to 6 months probation may be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (principal). Notice of appeal to the Board must be in writing.
5 or more day suspension out of school	P	(may follow 1-4 day suspension) Written notice, informal hearing with student, parent(s), and principal.	A 5 or more day suspension may be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (principal). Notice of appeal to the Board must be in writing.
Dismissal from enrollment	B	Written notice, formal hearing, student, parent(s), principal, Board	The Board may be asked to reconsider its original action. Notice of appeal shall be in writing.

### Detention Procedures

A detention may be issued by either the classroom teacher or the principal.

The student will phone the parent to notify the parent that he/she will be serving a detention and to tell the parent the reason for the detention. If the assigning teacher is available, the detention will be the afternoon of the infraction. If no teacher is available to cover the detention on that day, the detention will be served on the first day when the assigning teacher is available. The student will serve the detention for one hour after school from 3:35-4:35 p.m.

If contact was not made with the parent(s), a written detention notice will be sent home with the student at the close of the school day informing the parents of the student's misconduct. The note will be returned to the principal, signed by the parent, before school the following morning. If the signed note is not returned, the parents will be called by the principal.

The number of detentions given in a day will be the number of days a student must stay until 4:35 p.m. (If 2 different teachers each give a student a detention the student must stay after school 2 different days).

If, during the detention time, the student misbehaves, the student will be given an additional detention to be served the following day. Detentions will be supervised by a teacher or the principal.

Upon receiving the third detention in a semester, a conference will be scheduled with the parents, teacher(s), and principal. Subsequent detentions are considered serious infractions. The principal has the authority to require subsequent detentions to be served on Saturday mornings.

All detentions are "working detentions" – cleaning or providing some other service for the school.

### **Suspension Procedures (1-4 days)**

1. Informal Hearing:  
The student will be given an opportunity to admit or deny the accusation, and to give his/her version of the events. The principal will conduct an investigation.
2. Notice:  
The principal will provide the student or parent notice of the contemplated action. Such notice may be oral or in writing.  
Content of Notice:  
The notice will contain the following information: a. a statement of charges against the student, b. a statement of the basis of the allegation. Specific names may be withheld.  
The information may not be formal, but should sufficiently inform the student and his parent/guardian of the basis for the contemplated action.
3. Timing:  
The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.  
If the presence of the student is a continuing danger to persons or property or threatens disruption of the academic process, notice of an informal hearing need not be given prior to removal from school.
4. Appeal:  
The principal may be asked to reconsider his/her decision.
5. Students under suspension are not allowed to participate in or attend any extracurricular activities sponsored by the school until they have attended classes on the first day after the suspension.
6. Absence:  
A student may make up all work missed during an in school or out of school suspension.  
Re-admittance Conference:  
Students will be readmitted to classes only after a conference has been held. The student, parent/guardian, principal, and, in some cases, the teacher should attend the conference.



### **Probation Procedures (1-6 months)**

1. **Informal Hearing:**  
The student will be given an opportunity to admit or deny the accusation, and to give his/her version of the events. The principal will conduct an investigation.
2. **Notice:**  
The principal will provide the student or parent notice of the contemplated action. Such notice may be oral or in writing.  
**Content of Notice:**  
The notice will contain the following information: a. a statement of charges against the student, b. a statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.  
The information may not be formal, but should sufficiently inform the student and his parent/guardian of the basis for the contemplated action.
3. **Conditions of the Probation:**  
The principal may impose certain conditions to the probation. The conditions of the probation will be in writing and signed by principal, student, and parent(s). Conditions may include academic standards, requirements for conduct, testing for substance abuse (paid for by the parents at the principal's direction), and/or community service. Students on probation (as spelled out in the probation agreement) may be prohibited from participating in or attending any extracurricular activities sponsored by the school without specific permission from the principal. The final condition of probation will read "The agreement of probation will be considered violated if, during the probationary period, the student breaks any condition of the probation or is involved in any disciplinary situation that results in a suspension from school. It is agreed that in such a circumstance, upon the request of St. Paul Lutheran School, the parents will transfer the student to another school."
4. **Appeal:**  
Probation of one to six months may be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (principal). Notice of appeal to the Board must be in writing.

### **Suspension Procedures (5 or more days)**

1. **Informal Hearing:**  
The student will be given an opportunity to admit or deny the accusation, and to give his/her version of the events. The principal will conduct an investigation.
2. **Notice:**  
The principal will provide the student or parent notice of the contemplated action. Such notice will be in writing and may be delivered in person or by US mail.  
**Content of Notice:**  
The notice will contain the following information: a. a statement of charges against the student, b. a statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.  
The information may not be formal, but should sufficiently inform the student and his parent/guardian of the basis for the contemplated action.
3. **Timing:**  
The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.  
If the presence of the student is a continuing danger to persons or property or threatens disruption of the academic process, notice of an informal hearing need not be given prior to removal from school.

4. Appeal:  
Suspensions of 5 or more days may be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (principal). Notice of appeal to the Board must be in writing.
5. Participation in School Activities:  
Students under suspension are not allowed to participate in or attend any extracurricular activities sponsored by the school until they have attended classes on the first day after the suspension.
6. Absence:  
A student may make up all work missed during a 5 or more day school suspension.
7. Re-admittance Conference:  
Students will be readmitted to classes only after a conference has been held. The student, parent/guardian, principal, and, in some cases, the teacher should attend the conference.

### **Dismissal Procedures**

1. Only the School Board has the authority to dismiss a student from enrollment. If a student consistently refuses to conform to school policies and regulations, or is responsible for behavior that endangers other students or substantially disrupts the education process, the principal may recommend to the School Board, through the board's director, to dismiss a student from enrollment.
2. Notice:  
The Board will notify the parent/guardian of the student of the contemplated action. The notice will contain the following information: a. a statement of charges against the student; b. a statement of the basis of the allegation; c. a date for a formal hearing.
3. Hearing:  
The board will conduct a formal hearing. The Board will expect the principal to present oral and written reports and statements regarding the student's conduct. The parents and/or student will also present oral and written reports related to the conduct in question. The number of previous disciplinary penalties may be a major factor in the Board's decision to dismiss a student from enrollment.
4. Re-admittance:  
Re-admittance at the beginning of a semester will be possible only through consent of the School Board.
5. Appeal:  
The Board may be asked to reconsider its original action. Notice of appeal shall be in writing.

### **SEXUAL HARASSMENT**

#### **Policy Statement:**

It is the policy of St. Paul Lutheran School of St. Joseph, Missouri, to provide an educational environment in which all students are treated with respect and dignity. The school prohibits any form of sexual harassment of students whether verbal, physical, or environmental. It is a violation of this policy for any student of St. Paul Lutheran School to harass another student in a sexual manner as defined below. It is never a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

#### **Confidentiality:**

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

#### **Retaliation:**

The school forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

#### **Definition of Sexual Harassment:**

For the purposes of this policy, sexual harassment is defined as including, but not limited to,

unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, visual, or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- Submission to or toleration of sexual harassment in an explicit or implicit term or condition of any services, benefits, or programs sponsored by the school and church;
- Submission to or rejection of such conduct is used as a basis for academic evaluation affecting a student;
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive learning environment.

Examples of Sexual Harassment:

Sexual Harassment includes, but is not limited to:

- Verbal: Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, or epithets.
- Written: Suggestive or obscene letters, notes, or invitations.
- Physical: Sexual assault, touching, impeding or blocking movement.
- Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Making reprisals, or threats of reprisals following a negative response to sexual advances, or following a sexual harassment complaint.

Student-to-Student Sexual Harassment:

This policy prohibits student to student/youth sexual harassment whenever it is related to school, or attendance, and occurs at any time including but not limited to, any of the following:

- While on school/church grounds.
- While traveling to or from school.
- During the lunch period whether on or off campus.
- During, or while going to or coming from, a school sponsored activity.

Any student who engages in sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

Complaint Procedure:

*Step One:*

Students who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If students do not feel comfortable doing this or are unable to do so, they shall direct their complaints to someone on the staff that they are comfortable telling. Any staff person who is informed shall make a report to the principal. This person has been designated to assist in resolving sexual harassment complaints and is bound by the highest degree of confidentiality. The person receiving the complaint will inform the alleged harasser that the offensive behavior must stop. The administrator may provide disciplinary consequences for the perpetrator as outlined in the Parent Handbook.

*Step Two:*

If the complaint is not resolved by actions taken in *Step One*, or if the harassment continues, the administrator will follow disciplinary procedures outlined in the Parent Handbook. If suspension or expulsion is contemplated as a possible disciplinary consequence, the discipline policy outlines procedures including an informal hearing. The disciplinary policy also includes avenues for appeal if the disciplinary consequence results in a suspension or expulsion.

## **SUBSTANCE ABUSE**

The possession, use, or distribution of alcohol, drugs of any type (except those covered by the policy on administration of medications to students), tobacco, or drug paraphernalia at school or at any school sponsored activity is strictly forbidden and will generally result in suspension or expulsion. In an effort to keep St. Paul School "Drug Free," the school may, unannounced, request the police department's canine unit to check the school for drugs. The school reserves the right to enforce the following policy:

Any student found to have been in possession of and/or using illegal drugs, alcohol or tobacco products while under the supervision of the school, or while present at school activities, or while in public areas and not under the direct and immediate supervision of the student's parent, parents, or legal guardian shall be dealt with according to the discipline procedures printed in the Parent Handbook.

On the first offense, in addition to being suspended from school, the student will be suspended from participation in public activities of the school such as athletics, music and drama activities, field trips, and other extracurricular activities and also suspended from positions of leadership of student groups. The school's evaluation of the serious nature of the first offense may result in discontinued enrollment. A recommendation may be made to the parents/guardians to seek assessment or evaluation by a qualified individual (at the expense of the student's family). If the assessment indicates the need for further treatment of the student, participation of the student in an appropriate treatment program may be a prerequisite to continued enrollment at St. Paul Lutheran School. The school reserves the right to request periodic reports from the agency responsible for the treatment at the family's expense.

Students who personally and voluntarily seek help for problems with drugs or alcohol may be exempted from the above procedures at the option of the school.

## **BULLYING**

It is the policy of St. Paul Lutheran School to provide an educational environment in which all students are treated with love, respect, and dignity. St. Paul Lutheran School prohibits any form of bullying of students. It is a violation of this policy for any student of St. Paul Lutheran School to intimidate, harass, or physically harm any student.

Bullying can present itself in a variety of forms and degrees. It may be subjective or overt in nature. The perception of the victim defines the act of bullying. Bullying is defined as aggressive behavior that intimidates or harasses a reasonable student causing him or her to fear his/her physical safety or emotional well being. Bullying in any form is wrong and will not be allowed to continue.

Examples of bullying:

Bullying includes, but is not limited to:

- Physical – hitting, kicking, pushing, punching
- Emotional – exclusion, tormenting, pressuring

- Racial – taunts, gestures, graffiti
- Sexual – unwanted contact, gestures, comments
- Verbal – name calling, sarcasm, spreading rumors, teasing
- Cyber – emails, messages, forwarded information

Bullying behavior can also be extended to possessions.

This policy prohibits students from harassing, physically harming, or intimidating whenever it is related to school, or attendance, and occurs at any time including, but not limited to:

- While on school/church grounds.
- While traveling to or from school.
- During the lunch period whether on or off campus.
- During, or while going to or coming from, a school sponsored activity.

Students and non-teaching staff/volunteers are encouraged to report behavior that they consider to be bullying to a teacher or the principal. It may be a single event/action which if allowed to continue, may constitute bullying.

Parent(s)/guardians may submit to the principal a written report of incidents that they feel constitute bullying. The principal shall be responsible for investigating the incident(s) to determine if further action is warranted.

Teachers are required to document all reports or observations of bullying. This report will be forwarded to the principal for investigation.

Age and emotional maturity will define how the act/event will be addressed. The investigation will be the responsibility of the principal.

Any student who is involved or engaged in the bullying of another student is subject to disciplinary action including verbal warnings, detention, suspension, and expulsion as listed in the Parent Handbook.

## **CORPORAL PUNISHMENT**

Corporal punishment will not be administered at St. Paul Lutheran School.

### **Cell Phone Policy**

Cell phones are allowed, but must not be in use (turned off) while in the classroom during school hours or while the phone is in the locker.

Teachers may or may not allow cell phones in the classroom, but students must have them on the desk, face down unless otherwise specified by classroom teacher. Students may not take phones when going to the bathrooms.

All students must go through a school official (teacher, principal, coach) before contacting a parent or guardian. Refusal to do this will result in disciplinary action.

In case of multiple offenses, parents will have to pick up the phone from the school office.

It is highly recommended that electronic devices of any kind not be brought to school. The school is not responsible for any lost or stolen electronics. If confiscated, these items may be kept until a parent/guardian picks it up.

## GRIEVANCE POLICY

When a parent or student has a grievance of one kind or another against a member of the faculty or staff, he or she shall follow the Christian example found in Matthew 18.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your 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; and if he refuses to listen even to the church, treat him as you would a pagan and tax collector.”  
Matthew 18:15-17

1. The first step is that the person should voice his or her grievance **in person** to the faculty or staff person in question.
2. If, after this one-on-one discussion, the parent or student feels the problem has not been resolved, he or she should arrange a time when the principal or another person can go with him or her to meet with the person against whom the grievance has been voiced.
3. If the matter is still not resolved after the meeting in step two, the person with the grievance and the persons who discussed the matter in step two should all meet with the **Chairperson of the School Board**.

**AT NO TIME SHALL A PARENT OR STUDENT VOICE A CONCERN OUTSIDE HIS IMMEDIATE HOUSEHOLD BEFORE FULFILLING THESE ABOVE THREE STEPS.**

If any matter is handled contrary to the above policy, the family will be asked to meet with the School Board to discuss their continued enrollment in St. Paul Lutheran School. All cases will be **reviewed within 30 days** by the School Board. All School Board decisions are final.

This policy should in no way be construed as an effort to close the door of communication between parents, students, and the school. On the contrary, it is an attempt to channel all such grievances along the lines of Christian rapport. Any legitimate concerns will be received with all due consideration so that a satisfactory solution may be found.

This portion should be signed by both the parent(s) and student(s) and be returned to the office by August 31, 2018.

I have read and understand the student conduct and discipline policy as outlined by the handbook. I intend to comply with the standards of St. Paul Lutheran School.

Parent(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Student(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_