

2017-2018 FAMILY HANDBOOK & EARLY CHILDHOOD EDUCATION HANDBOOK



St. Paul Lutheran
Church & School
Peachtree City, Georgia

Rev 8/1/2017

**ST. PAUL LUTHERAN SCHOOL
PEACHTREE CITY, GA
2017-2018
FAMILY HANDBOOK**

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DISCLAIMER

St. Paul Lutheran School reserves the right to change policies at any time. Policy changes, corrections, or clarifications coming through official email, newsletter, or other correspondence from the school shall have the same weight as this handbook and in some cases, such as changes to policy or procedure, will be considered a replacement or update to the information in this handbook.



VISION

JOINED WITH JESUS
ON HIS MISSION

- 2 CORINTHIANS 5:19 -



BIBLICAL
INTEGRITY



PLACE
OF
SANCTUARY



PEOPLE OF
REDEMPITIVE
JOY



DOERS
OF
GOD'S WORD



GOOD
STEWARDS OF
GOD'S GIFTS

CORE VALUES

2017-2018 FACULTY AND STAFF

Pastor(Intentional Interim)	Pastor Jim Martin
Principal	Mr. James K. Richards
Mission & Ministry Facilitator	Dr. Joel Dietrich
Mother's Morning Out	Mrs. Ronda Schwartz
Pre-Kindergarten 2A	Mrs. Jill Cline
Pre-Kindergarten 2B	Mrs. Kay Webb
Pre-Kindergarten 3A	Mrs. Michelle Pickering
Pre-Kindergarten 3B	Ms. Linda Stark
Pre-Kindergarten 4	Mrs. Brenda Dobler
Kindergarten	Mrs. Pamela Dietrich
Teacher Aide Kinder	Mrs. Deanne Scruggs
Teacher Aide MMO	Mrs. Mindi Black
Teacher Aide 1st	Mrs. Karen Guenther
Teacher Aide PK-2A	Ms. Anne King
Teacher Aide PK-2B	Ms. Fabienne Georges
Teacher Aide PK-3A	Mrs. Linda Witucki
Teacher Aide PK-3B	Mrs. Rebekah Barnes
Grade 1	Mrs. Jenny Wachter
Grade 2	Mrs. Shelby Means
Grade 3	Mrs. Katie Lane
Grade 4	Ms. Kiara Denholm
Grade 5	Mrs. Brenda Dean
Grade 6	Ms. Katherine Rudd
Grade 7	Mr. Mark Abresch
Grade 8	Mrs. Brenda Spieler
Accountant	Ms. Donna Fornito
Admissions & Marketing	Mrs. Maria Kachadurian
Band 5-8 & Music K-5	Mrs. Claire Heil
Church Admin Assistant	Mrs. Phyllis Danielson-Krug
Computer Lab/Library/MS Math	Mrs. Karina Langford
Eagle's Landing (After School)	Mrs. Kim Langner
Facility Manager	Mr. Bill Bonds
Receptionist	Mrs. Joanne "MJ" Shepard
School Admin Assistant	Mrs. Joanne Poole
Spanish	Mrs. Alexandra Jaimes
Minister to Children and Youth	Mr. Nathan De Young

ACADEMIC DISHONESTY

Cheating, plagiarism, and other forms of academic dishonesty are considered serious misconduct and therefore subject to consequences as outlined in the APPENDIX in the Family Handbook. In addition to the consequences in the discipline plan, the administration may incorporate any of the following consequences:

- The assignment, lesson, test, homework, project, etc will be recorded as an F.
 - The student will be required to complete and or redo the assignment.
 - Further instances of Academic Dishonesty will result in the student not being eligible for Honor Roll during the quarter of the second offense.
 - The student will be placed on academic probation.
 - If repeated, academic dishonesty instances occur during the student's 7th and or 8th grade year, the student will not be eligible for Valedictorian or Salutatorian.
-

ACADEMIC RECOGNITION

Third graders through fifth graders will be recognized for academic achievement at the following two levels:

A Honor Roll

Students must have all A's (A+, A, A-) and all O's

B Honor Roll

Students must have all B's (or A's and B's (B+, B, B-)) and all O's or

S's

This will be determined at the end of each grading period.

Middle school students (grade 6-8) will be recognized for academic achievement at the following four levels:

G.P.A (rounded to the nearest hundredth)

Principal's List

4.0

Honor Roll

3.50 – 3.99

Matthew 6:33

For Special Recognition at the end of year Chapel/Award

Assembly

End of Year Academic Recognition

Teachers will keep all grade information for the purpose of completing an average of the four quarters' G.P.A. This will serve as the basis for end of the year honor awards. **Awards will be given based on the mid term 4th quarter grades.**

Valedictorian and Salutatorian

The qualification for the Valedictorian/Salutatorian will be the highest and second highest G.P.A. based on the midterm 4th quarter grades of the eighth grade year for students who have attended St. Paul for the entire year. If there is a tie – both students' seventh grade records would be considered only if they both attended St Paul for the entire seventh grade year. If not, there will be co-valedictorians and no salutatorian, or a valedictorian and co-salutatorians.

ACCELERATED READER

Accelerated Reader will be utilized by St. Paul Lutheran School. It is the expectation that every student (Grades K – 8) participate in the program. Each teacher will set the expectations for their class and there will be rewards for students who are successful for meeting their individual goals.

ACCIDENT AND INJURY PROCEDURES

Whenever people are gathered together, there is the reality that accidents and injuries may occur. School staff will tend to minor injuries such as scrapes, cuts, bruises, and bumps. For more serious injuries, the student's parent or designee will be contacted for instructions. For emergencies, the appropriate emergency medical personnel will be summoned and the student's parent or designee will be contacted. In all cases, the student's health and safety are our primary concern.

ACCIDENT INSURANCE

Our school does not carry accident insurance for individual students. Insurance information for each student will be maintained in the student file.

AFTER SCHOOL PROGRAM (Eagle's Landing)

Students in grades PreK 3 through grade 8 may participate in the after school care program. After School Care is held in the cafeteria room from 3:30 p.m. to 6:30 p.m. **The after school program does not operate on early dismissal days OR during holidays and any time the school is closed.** Age appropriate activities, outdoor play, and snacks are available to the students enrolled in this program. The program administrator (Kim Langner, klangner@stpaulptc.org) will process all billing and fees. Information can be found on the St. Paul website, www.stpaulptc.org

ALUMNI VISITS

St. Paul Alumni are allowed to visit the school only during lunchtime. Permission must be received, from the principal, prior to the visit.

ARRIVAL AND DISMISSAL PROCEDURES

Doors are unlocked for Before School Care, Tutoring students, Running Club, Watchmen and other morning groups at 7:10 a.m. These arrivals will enter through the cafeteria door only. A parent or guardian must come in and "sign in" their child (children) in the binder located on the desk, just inside the cafeteria entrance door. **Parents and guardians must park in a designated parking spot. Please do not leave your car unattended on the curb. Please do not drop off your child on the lower parking area and allow them to walk up to the upper level entrance without supervision. Children may not be dropped off at the curb. When dropping off students in the morning, pull forward to the last car that is stopped and do not drive around cars unless instructed to do so.**

Classes begin at 8:15 a.m. for students in Mother's Morning Out (MMO) through 8th grade. The doors will be unlocked from 7:55 a.m. through 8:15 a.m. All doors will be locked at 8:16 a.m. Any students arriving after 8:15 a.m. must stop in the office and be signed in by a parent or guardian prior to attending class. Students will be given a late arrival pass for admittance to class.

GENERAL DISMISSAL PROCEDURES (applies to all motor vehicles and golf carts)

- *Please use discretion when using your cell phone while in the pick up line (see exception below for lower level)
- *Please move forward to the end of the sidewalk once traffic allows you.
- *Please remain in the car lane until the cars ahead of you move OR you are directed to move by a staff member.
- *Staff members will not direct students to move toward the cars until traffic has stopped moving.
- *Students will be loaded into cars from the sidewalk side of the car only.
- *Parents/drivers are responsible for securing children in seat belts and child safety seats.
- *Only parents or guardians may access the trunk or back of your vehicle at dismissal.
- *If you give permission for someone new to pick up your child, please notify your class room teacher in writing, NOT VIA EMAIL OR TEXT MESSAGE.
- *Please help us to identify you and your car by using a family name card.
- *Please do not confer with teachers during dismissal. Rather, schedule a time to meet before or after dismissal.
- *Please note that children who are not picked up by 3:30p. will be signed into our After School Program (Eagle's Landing). PAYMENT FOR THIS SERVICE IS PRE-PAID or DUE AT TIME OF PICK UP.

ST PAUL IS A "NON-SMOKING CAMPUS". THIS INCLUDES THE PICK UP CAR LINE.

Lower Level Dismissal

Students in the Preschool Full Day Program through 1st grade (as well as older siblings and carpool members) will be dismissed from the lower level entrance at 3:15p. Please DO NOT PARK your vehicle in a space to pick up your child. Rather, drive your vehicle through the third driveway (farthest from Highway 74), turn right into the parking area, and then loop a left turn into the pick up lane; please pull forward to the crosswalk. Exit from the third driveway.

Upper Level Dismissal

Students in grades 2 through 8 (those without siblings or carpool members in the Preschool Full Day Program through 1st grade) will be dismissed at 3:15p from the upper level entrance near the office. Please enter through the first driveway (closest to Highway 74) and move forward to the end of the sidewalk in a single line of cars. Please follow the winding path of cars through the parking area to the right of the drive to help us avoid having cars blocking Ardenlee Parkway and Highway 74. Parents may not park in the lower level parking spots, adjacent to the walkway to the upper level, to retrieve their child. Please be aware that during inclement weather, children will remain inside and staff will escort them to their vehicles as quickly as possible. Please remain in your car.

ANY LAST MINUTE CHANGES IN DISMISSAL MUST BE CALLED IN TO THE OFFICE NO LATER THAN 2:45p

ADDITIONAL INFORMATION PERTAINING TO LOWER LEVEL DROP OFF AND PICK UP

Please keep in mind these specific requirements are in place for the safety of our children. We want to make sure no one gets hurt in our car line pick up process. Complying with the rules outlined below will facilitate a safe and easy pick up for everyone.

No cell phone use of any kind.

Children must enter the vehicle on the passenger side

Parents of Kindergarten and 1st grade students must remain in their vehicle.

Keep your name tag up until you have your child.

Be patient, we are doing our best to keep the children safe and get them to you as quickly as possible.

For Morning Drop Off

Drive **slowly** through the drop off area. Be mindful of other children. This is especially important during inclement weather. Please DO NOT block the crosswalk.

State car seat laws are as follows:

All children under the age of eight are required to be properly restrained in an appropriate child passenger safety seat or booster seat. For more information please see state requirements at <http://www.gahighwaysafety.org/campaigns/child-passenger-safety/ocga-40-8-76/>

ATHLETIC PROGRAM

St. Paul appreciates parents and congregation members who would like to assist the coaches. If you have an interest in this, please speak with our principal.

Middle School Athletic Program (Grades 6-8)

Our athletic program consists of competition with other private schools in our area. A nominal fee will be charged for extramural sports to cover the cost of referees and officials. Students in grades 6 – 8 will have the opportunity to compete against other schools in soccer, volleyball, basketball, and track. All students must have a current sports physical on file in order to participate. 5th graders may be invited to participate, as needed, at the discretion of the athletic director.

Co-Ed Soccer & Girls' Volleyball-Fall Girls' & Boys' Basketball-Winter Co-ed Track & Field-Spring

The athletic program at St. Paul is designed to allow students to use their God-given abilities in an athletic forum. Our program encourages students to develop a life-long enjoyment of and participation in athletics. The program constitutes an opportunity to experience Christian learning, growth, and development beyond the normal school day. Therefore, participation in the St. Paul athletic program is a privilege.

Student Eligibility:

- Demonstrate Christian sportsmanship at all times
- Demonstrate respect for coaches, referees, and opponents
- Demonstrate good behavior during the school day
- Receive no 'F's' on report cards and maintain a GPA above 2.0 *
- Be in attendance at school the day of a practice or game
- The principal reserves the right to determine eligibility of any student based on conduct
- Students must have a current sport's physical PRIOR to participation

Students failing to maintain report card standards will be rendered ineligible for all of the following quarter (example: if 1st quarter report card reflects a GPA of 2.0 or lower, the student is ineligible for the ENTIRE next quarter)

Parent Responsibility:

As parents, you play a vital role in the athletic program at St. Paul. Therefore, we ask that all parents do the following:

- Support all students who are playing and encourage them to develop skills
 - Demonstrate a positive Christian attitude toward all students, coaches, officials and opponents
 - Drop-off and pick-up children at the appropriate times
 - Assist with necessary physical and transportation arrangements in which your children participate
 - Support students in their overall academic and physical health
 - All student fees for tuition, band, afterschool program, chess club ,et must be paid current in order for students to participate in any extracurricular activity.
-

ATTENDANCE & SICK CHILD GUIDELINES

It is important that students are at school daily and arrive on time. The following are the St. Paul Lutheran School policies regarding school attendance

Tardy Guidelines

Students should be in their classrooms by 8:10 a.m. so they are prepared to begin at 8:15 a.m. If a student is not in the classroom by 8:15 a.m., the student is considered “tardy” and must report to the school office (with a parent or guardian) for a tardy slip. (Reminder: The lower level door locks at 8:15 a.m. All arrivals after 8:15 a.m. must report to the upper level main entrance.)

Half Day

It is considered a half day absence if a student arrives at 8:30 a.m. or later OR if the student leaves during the day for any reason. A half day absence also applies to students who leave and *return* the same day (for any reason as noted above). Please send a note to your child’s teacher when your child is to depart school early.

Absences – Excused

In accordance with the State of Georgia public school attendance guidelines, the following reasons for absence will be considered excused:

- Personal illness – please call or email the office if your child is ill each day by 8:30 a.m.
- Physician or dental appointment; must provide physician or dental office form.
- Death in the family
- Religious holiday
- Instances in which attendance could be hazardous, as determined by St. Paul Lutheran School
- Service as a page in legislature

Please adhere to the following regulations with regard to your sick child:

Common Cold: A child having a fever should not return to school until the temperature has been below **100.0** F orally for 24 hours.

Influenza: A child should be excluded from school during the acute phase (when exhibiting fever, chills, headache, muscular aches or cough.) In addition, the child must not return to school until the temperature has been below **100.0** F orally for 24 hours.

Stomach/Intestinal Virus: Please do not send your child to school unless he or she has been symptom free for 24 hours.

Strep: A child must be isolated until he or she has received 24 hours of antibiotic treatment.

Conjunctivitis (Pink Eye): Children may return to school 48 hours after treatment has been started.

Chicken Pox: A child must be excluded from school for 1 week after the first appearance of rash or until all lesions have crusted.

Lice: A child may not return to school until one or more scalp treatments have been administered and the child is nit free.

Children who are sent home ill will take home a "Health Room Referral Card". This card will document the reason the child was referred to the health room and the date and time that the child may return to school will be noted on the card. We request you follow these guidelines in keeping your sick child home from school. This will help prevent the spread of disease. Thank you.

Unexcused Absence-Consequences

After 5 unexcused absences in one semester, a note from the principal will be sent home. When 10 unexcused absences occur in one semester, a conference between the parent(s) and the Principal will take place. Appeals for situations that may arise that would cause a student to be absent for more than 10 days per semester should be submitted to the principal in writing for review. If a parent knows his/her child will be absent on a specific date, the parent must submit an **Application for Permission to be Absent** form (located on the school website) at least three days prior to the absence. The Principal will determine whether or not to approve the absence. Students who are absent from school must make up work at the teacher's convenience and shall have no more than two school days to complete these assignments for each day of absence. **Requests for missed assignments and tests are the responsibility of the student and/or parent following the student's absence.**

Students who are in attendance (full-day or partial-day) every day of the year and do not have more than 5 tardies or half day absences for the year will receive a certificate of outstanding attendance. Tardiness, full-day absences, and half day absences are listed on the report card.

IMPORTANT: PARENTS ARE TO CALL or EMAIL THE SCHOOL OFFICE BY 8:30am TO REPORT THEIR CHILD'S ABSENCE.

BAND

St. Paul offers a band program for students in grades 5-8. There will be an additional annual fee for band paid quarterly. **In order for students to attend Band and the annual FL/GA Music Festival overnight field trip, or participate in any extra-curricular events, family accounts must be paid current.** Also, if band payments are not paid when due, your child will not be permitted to attend band until your account is current. Mrs. Claire Heil, our K-5 Music and Band Director will process billing. Please contact Mrs. Heil with any questions (cheil@stpaulptc.org)

BEFORE SCHOOL CARE

Before school care will be made available to parents of children in PreK 3 thru grade 8 for a nominal fee of \$3.00/day, per child, billed monthly through the school office and due on the 10th of the each month. Before school care will be held in the cafeteria from 7:10 a.m. -7:55 a.m. **Students must be walked in and signed in by their parent or guardian. Students may not “sign themselves in”. Please do not park in the arrival/dismissal lane (along the curb) in the upper lot. Park in a designated parking space and enter the cafeteria to sign in your children.**

BOOK BAGS

Book bags with wheels are allowed only in grades 3 – 8. If your child is in grades Pre-K through 2nd grade, please do not allow him/her to bring a book bag with wheels to school.

CHAPEL SERVICES

Chapel services for Kindergarten – 8th grade students and their teachers will be held on Wednesday mornings at 8:30a in the cafeteria. Pre-school chapel services will be held on at a separate time in the lower level. Parents, grandparents, and other relatives or friends of St. Paul are encouraged to worship with us at our chapel services. Chapel for Middle School students will be held once a month, on Thursday morning at 830 a.m. (Any day change, for chapel service, (for special events such as Veteran's Day, Grandparent's Day, Good Friday, etc) will be noted on the website school calendar and our weekly Constant Contact message).

CHECK RETURN FEE (NSF)

Check return fees (*and Simply Giving tuition withdrawal return fees*) are as follows:

1st occurrence = \$25.00
2nd occurrence = \$35.00
3rd occurrence = \$45.00

After the third occurrence, cash, money order, or certified check will be the only form of payment accepted and payment will be due on the 10th of each month. This includes payments of all fees, including, but not limited to, after school, before school care, lunch bunch, e, field trips, sports fees, band fees, etc.

COMMUNICATION BETWEEN TEACHERS, STUDENTS, AND PARENTS

In an effort to promote positive relationships within the school, it is important to establish some guidelines for communication.

- We welcome and encourage communication between our teachers and parents.
- The teachers will be happy to speak with you about your child's progress. Please contact your child's teacher to schedule a convenient time.
- Parents of early childhood age children (pre-kindergarten through grade 2) will receive regular, written communications about classroom happenings and upcoming events in those classes.
- Students in grade 2-8 will receive an agenda for which he or she will be responsible for maintaining a record of their daily assignments.

- Teachers will make informal contact with parents as necessary to communicate positive performance as well as potential problems.
- A successful student-parent-teacher relationship requires a team effort which enhances the student's growth and development.
- The School Board welcomes and encourages questions and comments from parents. Please communicate your questions or comments to our School Board Director.
- Please remember that appropriate settings and times are important for discussing a student's progress or expressing a concern. Confidentiality is important for all of us. **If you need to meet with a teacher, please email the teacher or send in a note, to request a mutually convenient time. Arrival and dismissal are not appropriate times to have a discussion pertaining to your student.**
- Please be certain that you have contacted your child's teacher regarding matters of concern prior to meeting with the principal.

CONTROLLED SUBSTANCES

St. Paul Lutheran School is a drug-free school. The possession or use of alcohol, non-prescribed drugs or tobacco is not permitted during the school day or at school events. Students who make the decision to possess or use these substances may forfeit their enrollment at St. Paul Lutheran School. Please refer to the **Medications** section of this handbook regarding your child bringing approved medications to school.

DISCIPLINE

Each teacher prepares a list of classroom rules and consequences for the year. These are explained to students at the beginning of the year. Our school-wide discipline policy is included in the appendix of this handbook. In extreme cases where a student's actions threaten the health, safety, or education of himself or others, a child may need to be removed from the school setting temporarily or permanently. See the APPENDIX for a detailed Discipline Policy.

DRESS CODE AND "NO UNIFORM DAY" GUIDELINES

(Uniforms may be purchased from one of the following suggested vendors:

J & R Clothing
1307 Hwy 85
Fayetteville
www.jandrclimbing.com

Land's End
www.landsend.com
acct #9000-2570-1

French Toast
www.frenchtoast.com
1-800-373-6248
acct # QS447VT

Girl's PLAID uniform items must be purchased from Land's End or J&R Clothing

Upon completion of the 2017-18 school year, uniforms with the SPS Lutheran Cross logo may no longer be worn.

Dress Code

The staff and students of St. Paul Lutheran School are our best representatives. We have supplied this Uniform Dress Code so that each of us will know what is expected of us in regard to appearance. The uniform is designed with many variations, yet a common theme prevails. **The staff at St. Paul Lutheran School will make every effort to enforce the dress code, but it is the responsibility of the students and their parents to make sure that the uniform is worn correctly (see Appendix A with regard to demerits for failure to comply with uniform guidelines).** Uniforms must be clean and in good repair at all times. Please note the uniform requirement for Chapel is different from that for daily wear.

The Uniform Dress Code is presented to assist you in making choices and to insure our students represent our school in the best possible way. By following a high standard of appearance (all shoes and uniforms must be clean and in good condition) we help create an environment conducive to excellence in behavior and performance. In addition, there is a gym uniform required of the Middle School students. Please see further information about this under the separate heading – *Physical Education Dress Code*

Non Uniform Day Passes MAY NOT be used on any Chapel days.

Guidelines

Hair – *Girls'* hair will be worn in a neat style. No oversized bows or decorations are permitted. The only approved hair accessories are headbands in the following colors: **WHITE, SCHOOL UNIFORM NAVY, GREEN, PLAID or any neutral color (no neon or bold colors)**. Hair color is not to be contrasting colors of any unnatural shades. Radical, punk, or trendy hair styles are not permitted. *Boys'* hair will be neat in appearance and will be above the shirt collar, above the ears, and above the eyebrows. Hair dyed or cut in patterns or designs is not permitted.

Jewelry – *Girls* are allowed to wear one conservative watch, one conservative bracelet, one conservative necklace, **one set of stud or one set of small hoop earrings (dime size or less)**, and only two rings. **No ankle bracelets are allowed.** It is recommended that jewelry be removed before athletic activities. *Boys* are allowed to wear one ring, one conservative watch, one conservative bracelet, one conservative necklace, and no earrings.

Make-up – Make-up is allowed for girls, grades 6-8 only. It is to be natural and minimal. Nail polish is for girls only. All grades may wear **ANY nail polish color, provided nails are kept properly manicured. No appliques or designs.**

Shoes & Socks– *Girls* and *Boys* may wear any **predominantly black or white rubber soled athletic shoe OR SOLID black rubber soled dress shoe (such as Mary Jane for girls; girls dress shoes must have a strap or be a slip on that covers the instep)**. All shoes must have non-marking rubber soles that are FLAT with a heel height of no more than one half (1/2) inch. **SOCKS (not peds or pedis) MUST BE WORN AT ALL TIMES.** Athletic shoes must be worn for physical education. NO EXCEPTIONS! Please see more detailed information listed under "Uniform Shoe Guidelines".

Sweatshirts – Sweat Shirts worn during the school day must be St. Paul regulation sweatshirts. No others style will be allowed. **SPIRIT WEAR SWEATSHIRTS MAY ONLY BE WORN ON SPIRIT WEAR DAYS** (Spirit Wear Days are the first Friday of each month).

Tucked in shirts – All shirts must be tucked in at all times while on school property. The only exception will be Early Dismissal and Spirit Wear Days.

PLEASE LABEL ALL CLOTHING WITH YOUR CHILD'S NAME

GIRL'S UNIFORM ATTIRE

Kindergarten thru Grade 8

- Polo (long or short sleeve) with St Paul logo in **White, Green or Navy**
- Button down Oxford shirt OR Peter Pan blouse (long or short sleeve) in **White only**
- Skirts, skorts, and shorts in **Khaki, Navy, or Plaid**
- Jumpers in **Navy, Plaid or Khaki**
- Pants in **Khaki or Navy (no cargo, carpenter, low rise or capri)**
- Belts in **Navy, Brown, or Black** must be worn with pants and shorts (must be leather or faux leather and must have a buckle. Wrap belts are not allowed. **MAGNETIC snap belts are recommended for children in Kindergarten.**)
- **Navy** cardigan sweater or vest (with buttons or V-neck) with St. Paul logo (**optional purchase item**)
- **Navy** sweatshirt with St. Paul logo (**may not be worn during Chapel**) (**optional purchase item**)
- **Navy** Zip front fleece jackets with St. Paul logo (**may not be worn during Chapel**) (**optional purchase item**)
- **Navy** Zip front hooded rain jacket with St. Paul logo (**may not be worn during Chapel and may only be worn outdoors**) (**optional purchase item**)
- Shorts (gym shorts, biker shorts, or similar must be worn under skirts and jumpers AND must be no longer than the length of the skirt or jumper)
- Socks (low cut or regular crew socks in **White, Navy, or Black**) **PEDS OR PEDIS** are not allowed.
- Tights/Leggings in **White, Navy, or Black (optional purchase item)**(leggings must reach sock line, **no capri leggings**)
- Headbands in **White, School Green, Navy, Plaid or any Neutral Color**
- Shoes: See separate listing for uniform shoe guidelines

Kindergarten thru Grade 5 only

In addition to the above items, girls in K-5 may wear:

- Navy or Green mesh polo dress with logo

Chapel Attire for Girls

- Jumpers or skirts in Navy, Plaid or Khaki
- Oxford button down shirt or Peter Pan blouse in **White only**
- Navy cardigan sweater (or vest) with St. Paul logo (**optional purchase item**)
- Socks (low cut or regular crew socks in **White, Navy, Black or Khaki**)
- Tights/leggings in **White, Navy or Black**

Special Note:

Undergarments must be in **FLESH** or **SKIN** tone or **SOLID WHITE**

All skirts, jumpers and skorts must be no shorter than 4 inches above the floor when kneeling.

Spirit wear sweatshirts may only be worn on SPIRIT DAYS and are not part of the accepted uniform attire.

PLEASE LABEL ALL CLOTHING WITH YOUR CHILD'S NAME

BOY'S UNIFORM ATTIRE

Kindergarten thru Grade 8

- Polo (long or short sleeve) with St. Paul logo in White, Green or Navy
- Button down Oxford shirt (long or short sleeve) in White only Shorts in Khaki or Navy
- Pants in Khaki or Navy
- Belts in Navy, Brown, or Black must be worn with pants and shorts (must be leather or faux leather and must have a buckle. UWrap belts are not allowed. **MAGNETIC snap belts are recommended for children in Kindergarten**)
- Navy cardigan sweater or vest (with buttons or V-neck) with St. Paul logo (**optional purchase item**)
- Navy sweatshirt with St. Paul logo (**may not be worn on Chapel day**) (**optional purchase item**)
- Navy Zip front fleece jackets with St. Paul logo (**may be worn on Chapel day but not in Chapel**) (**optional purchase item**)
- Socks (low cut or regular crew socks in **White, Navy or Black**)
- Clip on or regular tie (**Kindergarten boys are not required to wear a tie**)
- Shoes: See separate listing for uniform shoe guidelines

Chapel Attire for Boys

- Oxford button down shirt in **White only**
- Shorts in **Khaki or Navy**
- Pants in **Khaki or Navy**
- Tie or Bow tie must be worn by boys in **grades 1st-8th**
- **Navy** cardigan sweater or vest (with buttons or V-neck) with St. Paul logo (**optional purchase item**)
- Socks (low cut or regular crew socks in **White, Navy or Black**)
- Shoes: See separate listing for uniform shoe guidelines

Special Note:

Undershirts must be **SOLID WHITE**

Spirit wear sweatshirts may only be worn on SPIRIT DAYS and are not part of the accepted uniform attire.

Non Uniform Days

Non Uniform Days will happen throughout the school year. Non uniform days will be noted on the website school calendar www.stpaulptc.org Clothing worn on “**Non Uniform Days**” must be clean in good taste. The following guidelines apply:

- Shirts must have sleeves. They do not need to be tucked in. However, they must be long enough to cover the “belt line” (or if wearing skinny jeans or leggings; see note below). Belts are not required.
- Skirts, shorts, and dresses must be no shorter than 4” above the floor when kneeling.
- Denim/pants may not have any holes or fraying and must be belted at the waist (no baggies or cut-offs).
- Skinny jeans and leggings are acceptable provided the shirt worn reaches mid-thigh or below the buttocks
- No Tee-shirts with offensive, negative, or suggestive slogans or graphics.
- Shoes must have a back and be closed-toe. NO FLIP FLOPS , SANDALS, CROCS, MULES.**

No Uniform Days are a privilege. A parent will be called to bring a school uniform and or proper attire for any child not following these guidelines.

Uniform Shoe Guidelines

(ALL SHOES MUST BE WORN WITH SOCKS -LOW CUT OR REGULAR CREW AND OR ANKLE SOCKS)

In order to make sure that your child comes to school in appropriate uniform shoes, please follow the guidelines below when selecting school shoes for your child: **PEDS OR PEDIS** are not allowed.

1. Both boys and girls may wear **PREDOMINANTLY BLACK or WHITE LEATHER athletic shoes** with non-marking soles. **No colored shoe laces. NO CANVAS SHOES. THE RUBBER SURROUNDING BASE OF THE SHOE MUST MATCH BE BLACK, WHITE OR TAN.**
2. **Dress shoes** for both boys and girls must be **ALL BLACK** with rubber, non-marking soles. The heel should not be higher than ½ inch. **Dress shoes for girls must be a Mary Jane style with a strap. Girls dress shoes must have a strap OR be a slip on that covers the instep. No sandals, sling backs, open-toed shoes, ballerina flats or shoes with attached accessories (bows, decorative buckles, etc.) will be permitted.**

A few examples of inappropriate shoes follow. These styles of footwear WILL NOT BE PERMITTED due to multiple colors or inappropriate style. When in doubt, please contact the school office, your child's teacher or the principal.

Boat shoes	Sperry's/Crocs/Toms/Bobs	Sandal/open-toed	Accessories (charm/jewels)
	Ballerina Flats	Converse or Converse Style	High Tops

THE FINAL JUDGEMENT OF SHOES WILL BE MADE BY ADMINISTRATION.

EARLY DISMISSAL DAYS

Scheduled faculty meetings are held after school on Wednesday afternoons from 3:30 p.m. until 4:30 p.m. However, this time is insufficient for some topics which need discussion, especially in the areas of accreditation, curriculum, and instruction. Therefore, we will periodically have early dismissal days at 11:45 a.m. to allow for extended faculty meetings.

EIGHTH GRADE CLASS TRIP

The eighth grade traditionally takes a class trip to Washington D.C. near the end of the school year. Parent chaperones are required. More information will be shared with the eighth graders and their parents, shortly after the school year begins. If you do not want your student to attend this field trip, he/she must attend the school day at St. Paul, completing assignments from the 8th grade teacher. If a student does not attend the field trip, or does not attend school during the field trip days, it will be considered an unexcused absence and will fall under the guidelines in this handbook under "ATTENDANCE". **All family account balances (tuition and other fees such as band, after school, before school, etc.) must be current in order for your student to attend the class trip. Also see "FIELD TRIPS" elsewhere in this handbook.**

ELECTRONIC DEVICES

Cell phones or other electronic devices are not allowed for students in grades lower than 4th grade. However, in the event of an extenuating circumstance, approval must be granted by the principal. Students in grades 4-8 must receive permission from the principal to bring a cell phone to school. **If a cell phone is brought to school, it must be turned off and stored in the student's backpack (not their locker) throughout the school day.** (This includes during dismissal and while attending the after school program). Cell phones that are out, on, or in the student's possession will be confiscated. Consequences for violation of the cell phone policy are explained in the **APPENDIX**. Students who need to call their parents are required to request permission for phone usage in the school office. An office staff member will call for the student in most cases. All other electronic devices are not allowed unless permitted by a teacher. (E-Readers, Kindles, etc.) If a teacher or staff member determines the device was used without permission, the device will be confiscated and brought to the school office. Once confiscated, the device will only be returned to a parent or guardian.

- Violation of the cell phone policy also includes using the cell phone for unauthorized pictures, videotaping, and/or texting.
 - Bringing a cell phone or other electronic device to school is privilege and not a right. The privilege of bringing a cell phone or other device may be revoked as per our discipline policy.
 - St. Paul Lutheran School is not responsible for the student's cell phone or any other electronic device. St. Paul Lutheran School is not responsible for loss or damage to the electronic device. It is the student's responsibility to keep their electronic device safe and secure.
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EMERGENCY SCHOOL CLOSINGS

The principal makes all school closing decisions. In the event of treacherous travel conditions or other emergency, the following stations will carry our closing announcements:

<u>Television</u>	<u>Radio</u>
Channel 11 (WXIA)	750 AM (WSB)
Channel 2 (WSB)	93.3 FM (WVFJ)

St. Paul Lutheran School generally follows Fayette County School emergency closing. However, we will make our own decisions on our school closing based on what we feel is appropriate. In addition, the school will utilize CONSTANT CONTACT to inform school families of emergency school closings.

FAMILY COVENANT

All families and students at St. Paul Lutheran School are expected to agree and adhere to following covenant.

1. *"Train a child in the way he should go, and when he is old he will not turn from it."* Proverbs 22:6. I, as parent or guardian accept and agree with God's calling the responsibility of training my child. I agree with St. Paul Lutheran School's commitment to partner with me in the education and training of my child.
2. I have read, understand, and support the school's Mission Statement and objectives, deadlines, guidelines as outlined in the Family Handbook, and expect my child to do the same even when I may disagree.
3. In accordance with the philosophy of being in partnership, I will bring my concerns or criticisms directly to the individual with whom I have a concern (Matthew 18:15).
4. I will schedule appointments to meet privately to discuss concerns with teachers or administration. I will not use email or other public communication avenues to publicize concerns with anyone other than administration and teachers.
5. I will be a good example in actions, words, and physical appearance in front of my child and other students. I will use appropriate language and non-vulgar language and actions. I and any other family member or friend will show respect for staff.
6. I understand and accept that the Administration and/or School Board may suspend or expel my child for disciplinary reasons. I will support and cooperate with the administration as it handles situations and will avoid discussion with those not involved.
7. I understand and accept that the Administration and/or School Board may suspend or expel my child if it is determined that my actions (verbal, written, physical) are in opposition to the ideals, policies, procedures, and goals of St. Paul Lutheran School.
8. I understand that I may request a grievance meeting with the Administration and/or School Board if resolution to a disagreement is not agreed upon.
9. I agree with St. Paul Lutheran School's philosophy that extracurricular activities are a privilege and not a right. I agree that my child may be suspended from participating in extracurricular opportunities for academic or disciplinary reasons. I also agree that my child may be suspended from extracurricular activities if my actions do not support or in opposition to the ideals and goals of the extracurricular activity.
10. I agree and will follow the payment schedule for tuition and fees as per my financial contract.
11. I will follow the Acceptable Internet Usage policy and require my child to do the same. I will monitor my child's phone, computer, and social networking. (i.e. Facebook, Twitter, etc.) I understand that the school will hold my child accountable if inappropriate Internet or Social Networking activities disrupt the learning environment or target a fellow student or staff member in a negative or bullying manner.
12. I understand that all families need to be in partnership with St. Paul Lutheran School in order to create a spirit of community as well as provide for the needs of the students. I will actively participate in giving of my time, talents, and treasures. I commit to volunteering when able and as needed.
13. I understand that St. Paul Lutheran School reserves the right to modify the Family Handbook or policies and procedures as necessary in order to provide a safe and nurturing learning environment. Notifications of changes to any policies will be communicated via email, Constant Contact, or other form of correspondence.

I understand and agree to join St. Paul Lutheran School into a partnership for the education of my child. I have read this Family covenant and hereby agree to the terms as stated. I understand that refusal to observe any or all of the above, following notification by the school and/or the School Board, may result in my child's suspension or dismissal from school.

FAMILY VACATIONS

The ideal situation is that family vacations be scheduled during school vacation periods. Please do not schedule a family vacation during the school teaching periods. A "Permission to be Absent" form must be completed and approved by the principal. This form is available to download on our website.

FIELD TRIPS

Students in each grade level have the opportunity to participate in field trips during the year. These trips can be both educational and service oriented. Parent drivers AND chaperones must have completed "Safeguarding Our Children" training. In addition, valid driver's license and auto insurance must be in effect at the time of the field trip. A copy of both documents must be on file in the school office prior to departure. A permission slip is sent home prior to each trip with the details of the trip (cost, date, time, etc.). No child is permitted to participate in a field trip without a parent's written permission. All students are expected to participate responsibly in these trips as part of our instructional program. If a student chooses not to attend a field trip, that student must attend school at St. Paul. Students who do not attend a field trip, and are not in attendance in the classroom for that same day will accrue an unexcused absent. In addition:

1. Students should behave in a manner displaying Christian attitudes.
 2. Students should remain with their group, as designated by the supervising teacher.
 3. Students who do not cooperate on a field trip will forfeit future field trip privileges.
 4. Siblings are not allowed to attend school field trips.
 5. St. Paul Lutheran School will follow booster seat requirements as mandated by the state of Georgia.
 6. **Tuition and fees must be paid up to date for the student to participate in any overnight field trip.**
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FINANCIAL AID

Financial Aid is available to families in need. Apply on-line at www.TADS.com

FUNDING

St. Paul Lutheran School is funded by tuition and fees from parents, contributions from St. Paul Lutheran Church members, gifts, grants, and fund-raising activities. All of these are necessary to provide the level of education which we desire for God's children in this school.

GENERAL SCHOOL RULES

(refer to the APPENDIX for a detailed discipline policy)

1. Walk quietly in the school building.
2. Show respect for all individuals and their property.
3. Demonstrate proper regard for all school property. Damage to property by accident or vandalism will result in the parent replacing the item or paying the cost of its repair.
4. Students are required to complete schoolwork assigned by teachers.
5. No student may leave school property without permission from school staff.
6. No drugs, alcohol, or weapons are permitted on campus.
7. Gum chewing is not permitted.

Designated areas of the campus have additional rules:

Hallways

1. Walk on the right side.
2. Keep hands and feet off of the walls.

Classroom

1. Each classroom has individual rules designated by the classroom teacher.

Gymnasium

1. Appropriate shoes, as designated in the dress code, should be worn.
2. No children should be in the gymnasium without adult supervision.
3. No children should play on the stage.
4. Food and drink are not allowed in the gymnasium.
5. Students are not allowed on the bleachers at any time unless directed by a teacher or staff member.

Cafeteria

1. Microwaves are not available for use by students.

Restrooms

1. No loitering or playing in the restrooms.
2. Restrooms should be left in a tidy manner with toilets flushed, faucet off, and paper towels placed in the trash can.

Outside

1. Do not walk in areas laid with pine straw unless a teacher gives permission.
2. Students should not re-enter the building without teacher permission.
3. Students may not be in the courtyard without adult supervision.
4. Students may not be on the playground without adult supervision.

Field Trips

1. Students should behave in a manner displaying Christian attitudes.
2. Students should remain with their group, as designated by the supervising teacher.
3. Students who do not cooperate on a field trip will forfeit participation in future field trips.

GRADING SCALE, PROGRESS REPORTS AND REPORT CARDS

Grading Scale

Numeric Values for Letter Grades		Numeric Value for OSNU Grades	
A+	= 97-100	4.0	Outstanding (O) = 4.0
A	= 93-96	4.0	Satisfactory (S) = 3.0
A-	= 90-92	3.5	Needs Improvement (N) = 2.0
B+	= 87-89	3.3	Unsatisfactory (U) = 0
B	= 83-86	3.0	
B-	= 80-82	2.8	
C+	= 77-79	2.5	
C	= 73-76	2.0	
C-	= 71-72	1.7	
D	= 70	1.0	
F	= < 70	0	

Middle School report cards will be written in percentage form and letter form.

Mid-term progress reports for grade 1-8 students are sent home halfway through each of the four grading periods. These reports are not part of the student's permanent records. They are prepared as a service for students and parents.

Report Cards are issued at the close of each of the four grading periods. Please see the school calendar for specific dates. These are a part of the student's permanent record. Report cards will be held if all tuition and other fees are not paid as agreed upon per the family financial contract.

GPA Worksheet for Grades 3-5 (example is for a 4.0 GPA – straight A student)

Calculation of Middle School GPA

GPA Worksheet (example is for a 4.0 GPA --- straight A student)

<u>Core Subjects</u> 8 credits each			<u>Secondary Core Subjects</u> 4 credits each			<u>Non Core Subjects</u> meet 1 time per week 1 credit each		
Reading	Numeric Value x8	32	Bible Study	Numeric Value x4	16	Elective Block	OSNU Value x 1	4
Language Arts	Numeric Value x8	32	Memory	Numeric Value x4	16	Enrichment Block	OSNU Value x 1	4
Math	Numeric Value x8	32	Physical Education	Numeric Value x4	16	Computer	OSNU Value x 1	4
Social Studies	Numeric Value x8	32	Spanish	Numeric Value x4	16			
Science	Numeric Value x8	32						
Total 5 grades x 8	40 credits	160	Total 4 grades x 4	16 credits	64	Total 3 grades x 1	3 credit	12
total 236 points ÷ 59 credits = 4.0 GPA								

GRADUATION

Our 8th graders will have a formal graduation ceremony the Thursday before the last day of school. There are graduation fees assessed to help defray costs for tassels, diplomas and cap and gown maintenance. **These fees will be billed in December and due in January. Family account balances must be PAID IN FULL by April 20th, 2018 in order for your child to participate in graduation service and receive a diploma.**

GRIEVANCES/APPEALS

St. Paul Lutheran School strives to resolve disagreements in a Christian manner with a spirit of trust and partnership. If a student or parent has a concern to be addressed, he or she should bring it directly to the person involved in a kind and constructive manner. Parents or students with questions about classroom assignments or activities should speak directly with the teacher first. If resolution is not achieved, the parent may request a meeting with the Principal. If resolution is not achieved after meeting with the Principal, then the parent may request a meeting with the School Board Chairperson. The School Board Chairperson may make a decision on the grievance and/or present the grievance/appeal to the entire School Board. St. Paul Lutheran Staff and School Board strive to address conflict in a manner consistent with the mission, goals, and standards of St. Paul Lutheran School.

HOMEWORK

A reasonable amount of homework should be expected. The amount of homework will depend on the child's ability to finish the work in class, the length of the class study period, and the degree of extra help required. While frequent opportunities for completing assignments are available during the school day, home study is necessary. The development of home study skills and schedules is desirable.

It is difficult to adopt a standard rule for the amount of time to be spent on homework. There is a great amount of variance throughout the grade levels and also among the children in the same class. Generally speaking, we would say that when children in grades 1-3 are spending considerably more than thirty minutes on school work night after night, there may be some reason for concern. A parent-teacher discussion may be in order. By the same token, when children in grades 4-5 are consistently spending considerably more than one concentrated hour per night (one and one-half hours for grades 6-8) on homework, it may be time for an examination of the situation. Conversely, when children never have homework to do, it may also be time to dialogue with the teacher.

We encourage parents to assist their children by providing a quiet place for study. If your child is unable to complete an assignment, kindly send an explanatory note to the teacher. If assignments seem consistently burdensome, the teacher should be contacted.

IMMUNIZATIONS AND HEALTH EXAMS

St. Paul Lutheran School follows the guidelines established for Georgia and Fayette County. Students may be prevented from attending school if there is no immunization record (or waiver) on file. **Any student can be prevented from attending St. Paul Lutheran School if a current immunization record is not on file.**

Immunizations Record Form

Georgia Form #3231 is required for all Mother's Morning Out and Pre-Kindergarten through Grade 8 students entering a school in Georgia for the first time.

- Hepatitis B Vaccine is now required for a child at the time of entry to school.
 - Varicella Vaccine (chicken pox) has been added to the list of required vaccines.
 - To be valid, a certificate must have either the "Date of Expiration" or the "Complete for School Attendance" box marked & **MUST BE SIGNED BY A PHYSICIAN, NOT A PHYSICIAN ASSISTANT.**
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Georgia Eye, Ear, Dental & Nutrition Screening Form

Georgia Form number 3300 is required for all students in Kindergarten through Grade 8, and new students entering Pre-K to Kindergarten.

LIBRARY

Classes at St. Paul have regular library sessions. PK 3 through 3rd grade attend for a story and book checkout. Grades 4 & 5 attend for study hall and book checkout. These classes are taught checkout procedures, proper library behavior, and the use of the library. Grades 6 through 8 have library checkout time during their study hall.

The library rules are:

1. 1-week checkout for PK3 – grade 5.
 - 2-week checkout for grades 6 – 8.
2. Prompt return of books on the due date is expected.
3. Students may only have 2 books checked out at any given time.
4. Books may be renewed for an extra week.
5. A fine of 10 cents per day will be charged for each school day that the book is overdue.
6. When a book becomes overdue, a notice is sent home with the student. The first notice is sent immediately after the book has not been returned by its due date. A week after the due date, a second notice is sent. If the book is still overdue 2 weeks after the due date, a third notice is sent to the parent by mail. **The librarian will inform the student not to check out any more books until the book is returned AND fine paid.**
7. Proper classroom behavior is expected in the library. Students will be quiet and well behaved at all times.
8. Respect for the library is expected of all students. Books must be returned to their original place on the shelf if not checked out.
9. No home checkout is allowed for reference materials.
10. A parent reference section is available for parent checkout.

Donations to the library are always welcome. The library sponsors two "Scholastic Book Fairs." All the profits from these fairs are re-directed to the library.

LOCKERS AND DESKS

The school provides desks and lockers (for designated grades) for use by students in the school. Students may not enter another student's desk or locker without permission from that student or a teacher. The lockers and desks are school property. School personnel have the authority to enter a locker or desk without a student's permission.

Locker Guidelines

- ONLY the following items may be attached to the inside of the locker:
 - Photographs of family and friends if mounted with magnets
 - Magnet-mounted mirrors or other small magnet items
 - Message boards
 - *No rock star/movie star pictures/posters or similar items *No adhesive material is to be used in the locker
 - The outside of the locker may have nothing attached to it unless a teacher gives specific permission for a short-term attachment for a special purpose.
 - No open food or beverages are allowed in the locker at any time (water bottles are permitted)
 - Students are expected to keep the inside of the locker neat, clean, and orderly. Locker checks may occur at times during the year.
 - Staff and administration reserve the right to inspect a student's locker
 - Any additional decisions/judgments involving lockers will be made at the discretion of the teaching staff and/or Administration.
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LOST AND FOUND

Unclaimed items will be collected and brought to Lost and Found located in the office. Please check this area for any items that you are missing. Items that have been properly labeled with your student's name will be returned promptly. Items not retrieved will be donated.

LUNCHES

Students in all grades may bring their lunches and beverages to school or may purchase a hot lunch. (Please be aware that Georgia State law dictates students in kindergarten may only order white milk OR water). Lunch is offered by SmartLUNCHES. Payments and orders are made online at SmartLUNCHES www.smartlunches.com

Lunches / Cafeteria Rules:

- Students are not permitted to bring food that needs to be heated. Microwaves are not available for student use. Parents may bring lunches and eat with their child(ren); however, please communicate this to the teacher in advance.
- Students are to sit at tables as per teacher direction. Teachers may require students to sit at certain tables as necessary.
- Students assigned to silent lunch will sit at a separate table as per teacher direction.
- Teachers may require the students to remain quiet while eating their lunches for a certain amount of time in order to help ensure that the students are eating and to assist in keeping the lunchroom an orderly place.
- Talking during lunch should be in a normal speaking voice. Shouting is not permitted in the lunchroom.
- Upon finishing lunch, students are to remain seated until they are given permission to throw away their garbage, clean their area, and return trays, silverware, etc. to the designated area.
- Parents and family members who visit their child during lunch are expected to follow the same procedures and set a good example for the students.

MEDICATIONS

The school cannot dispense *medications (this includes cough drops, aspirin, etc.)* without written authorization from you or your child's health care provider. A "Medical Authorization Form" (available on the SPLS website) must be signed and on file before any medications can be dispensed. All medications must be in their original containers. All medications must be brought to the school office in a "zip-loc" bag labeled with the child's name. Medications will be dispensed under the supervision of school staff following the directions on the medical authorization form. Medications may not be dispensed "as needed" for children in MMO-PK4. Students who take medications on a daily basis are requested to come to the school office at 12:00 noon to receive the medication. If at all possible, students should take the medications either before or after school under their parents' supervision. Medications left in the school office OR with a faculty member, not picked up by the last day of school, will be disposed.

MIDDLE SCHOOL DANCES

St Paul Lutheran School sponsors Middle School dances to promote healthful recreation and social growth consistent with Christian values. Proper behavior and dress is expected of students at school dances. Dances **begin at 7:00 PM and conclude at 9:00 PM.** Parents must pick up students promptly at **9:00 PM.** Attendance is open only to SPLS students. Parent chaperones are needed and parents from all grade levels are encouraged to volunteer their time at one of these events. St. Paul alumni (only former SPLS graduates who are currently enrolled in the 9th grade) may attend, to visit with friends for a limited period of time. However, they may not participate in the dance itself. In order to promote a healthy, safe, enjoyable evening for all students, the following procedures will be in place:

Required Dress Guidelines for School Sponsored Dances

Boys may wear shorts, jeans, pants (twill, khaki or suit) with no holes, frayed ends, patches, etc. Suits or tux may be worn if the dress for the dance has been noted as FORMAL. Athletic shoes, dress shoes, boat shoes or sandals may be worn. All clothing must be clean.

Girls may wear dresses, skirts, pants, or jeans with no holes, frayed ends, patches, etc. Attire can be casual, semi formal or formal, depending on the attire noted for the dance. Athletic shoes, dress shoes, boat shoes or sandals may be worn.

St. Paul Lutheran School does not permit: Strapless dresses or dresses with clear straps, see through midriffs, low cut necklines, tight or form fitting clothing, or open back lower than the bra line.

Please note the above guidelines apply to all St. Paul Lutheran School students and all alumni. Parents will be contacted to pick up any students not adhering to these guidelines. If you have any doubt as to whether your child's attire falls within these guidelines, it is recommended that you bring the attire to the office prior to the event for approval.

A Dance Guidelines form must be signed by both child and parent before a student may attend a dance.

MOTHER'S MORNING OUT PROGRAM

St. Paul Lutheran School Mother's Morning Out Program is designed to give Moms a much needed "breather" while providing the peace of mind that their children are in a safe, nurturing, fun-loving, and Christian environment. Children may attend Monday through Friday (full or half day). Please refer to our website www.stpaulptc.org for fee schedule.

MOVIE/VIDEO POLICY

Any movie / video shown in a classroom will be previewed by the teacher before being shown to the students. If a movie or video needs parental permission, the teacher will notify the parents in writing and collect a signed permission slip for each student. Students not allowed to view a movie or video, will be placed in a supervised classroom or area and given an alternative assignment or volunteer opportunity. Teachers in grades K-3 are permitted to show only G-rated movies unless the Principal approves authorization for a PG movie. Teachers in grades 4-8 are permitted to show G and PG rated movies. The showing of any movie or video rated higher than PG requires Principal approval and a signed permission slip for each student.

PARENT-TEACHER CONFERENCES

Time is scheduled for Parent-Teacher Conferences for students in grades Kindergarten through 8th following the first grading period and in the spring. Conferences for students in PK 2, PK 3, and PK 4 will be held in October and February. Parents are expected to participate in these conferences. Additional conferences may be held during the year as desired by the parent and teacher.

PARENT-TEACHER LEAGUE

St. Paul has an active and supportive Parent-Teacher League (PTL). Parents and teachers work together to determine the purpose, format, structure, etc. of this group to benefit our children and families. Please take the time to be involved in this group for the benefit of your child(ren). The PTL holds periodic General Assembly Meetings that you are encouraged to attend.

PHYSICAL EDUCATION DRESS CODE (Grades 6-8)

- Shoes: Students must wear comfortable **athletic shoes** that do not leave marks on the gym floor.
- Socks: Students must wear athletic socks. **SOCKS MUST BE WORN.**

Failure to follow this dress code will result in a lower P.E. grade.

P.E. Uniforms must be purchased from:

**Uniforms for America
432 Huddleston Road, PTC
770-632-0253**

RECESS & PHYSICAL EDUCATION

Students in pre-kindergarten through grade eight participate in outdoor activity periods during the school year. Please see that your child is dressed appropriately for the outside temperature.

- It is assumed that children are healthy enough to participate in recess or P.E. activities if they are healthy enough to attend school.
 - If your child may not participate in recess or P.E., please provide a written note from your parent or doctor stating the reason. In most cases, students will not be permitted to participate in recess, if they are not able to participate in P.E.
 - If you are concerned about sun exposure for your child, please apply sunscreen at home before coming to school.
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RE-ENROLLMENT

Current school families, with accounts in good standing, are given first priority (along with siblings and church families) to re-enroll prior to open enrollment (late January-early February). Re-enrollment and priority time frame information will be available in December and published via our school website and email. A two hundred dollar re-enrollment fee is required (per child) in the form of check, cash, or cashier's check. This fee will be applied to the student's tuition balance.

SAFEGUARDING OUR CHILDREN

The "Safeguarding Our Children" policy reflects the desire of St. Paul Lutheran Church and School to protect children from any harm or danger that might occur from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations. **This policy applies to all volunteer and compensated workers of St. Paul Lutheran Church and School. Parents who desire to be classroom volunteers, including but not limited to field trip drivers and chaperones, must participate in the appropriate orientation, and if needed, trainings. Safeguarding Our Children training classes will be offered periodically throughout the school year. Dates and times will be posted on the website on the School Calendar and via Constant Contact.**

SCHOOL & CHURCH OFFICE

The school and church office is located on the second floor inside the main entrance.

SCHOOL COLORS AND MASCOT

The school colors for St. Paul Lutheran School are blue and gold. The school mascot is an eagle.

SECURITY

The safety of our children is a priority. The cooperation of students and parents is appreciated and necessary

- Parents must leave the school building by 8:15 a.m. (unless conducting school related business). **Students and parents are not to open an exterior door for anyone.**
 - All visitors to the school are required to sign in and wear a "VISITOR" sticker located just inside the upper level door.
 - Surveillance cameras are located throughout the building.
 - St. Paul follows established protocols in conjunction with local authorities.
 - Notify the office if you see an adult or stranger in the building without a "VISITOR" sticker
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SPIRIT WEAR DAYS

Spirit Wear Days are the first Friday of every month, SEPTEMBER through MAY. On these days students are allowed to wear any SPLS spirit wear top along with their St. Paul uniform bottoms, shoes, belts and socks. Spirit Wear order forms are available on the St. Paul Website.

STANDARDIZED TESTING

One measure of a student's progress is the student's performance on standardized tests. Students in grades Kindergarten through grade 8 take achievement tests annually. Students in grades 1,4, and 7 also take a cognitive ability test. The main purpose for our standardized testing program is to provide information so the school may better meet the educational needs of our students.

TELEPHONE USAGE

Students will not be called from class to accept personal phone calls, with the exception of emergencies. Likewise, students will not be allowed to make calls. Office personnel will call parents if children become ill at school or if parents need to be notified for any particular reason. Students will bring a PHONE PASS to the office and the Receptionist or other administrative office personnel will make the call and relay the message to the parent and back to the student (on the phone pass). Please see additional information regarding CELL PHONE usage under ELECTRONICS AND ELECTRICAL DEVICES.

TEXTBOOKS & WORKBOOKS

Each child in grade K – 8th will be issued textbooks, workbooks, and general classroom supplies. The textbooks remain the property of the school. Students will be charged at the end of the school year for excessive wear and tear of textbooks. If it is necessary to replace the textbook, St Paul will order a replacement and bill the student's account. All textbook series are updated on a rotating schedule. The workbooks remain the property of the students unless otherwise stated. All of the religion paperback books remain the property of the students. Each student in third grade is presented with a Bible for use in our religion classes.

TOYS & GAMES AT SCHOOL

Students are not permitted to bring their personal toys and games to school (this includes electronic equipment). These may be brought to school only with permission of your child's teacher.

TUITION and FEES

Each school family upon enrollment/re-enrollment will sign a Tuition Policy/Financial Agreement. Each child enrolled in St. Paul Lutheran School is charged tuition to attend. Tuition must be paid on a monthly (through ACH checking/savings withdrawal), annual or semi-annual basis—paid to the office, as outlined on the tuition and fees schedule. All other fees are due the 10th of each month. All graduating student's accounts must be paid in full by April 30th for diplomas to be awarded. All tuition and other fees must be paid in full for report cards to be distributed, at year end. Transcripts to other schools upon departure from St. Paul may be held if all tuition and fees are not paid in full.

VEHICULAR TRAFFIC

If it is necessary to leave your vehicle while at school, please park it in a designated parking area. Please do not park along the curb. We also request that you turn off the engine and remove the key from the ignition. Your cooperation is appreciated. Please do not leave children unattended in your vehicle for any amount of time.

VISITORS

All visitors (including parents) upon entering the building are to stop by the school office, sign in and get a "VISITOR" sticker. Students' friends are not allowed to visit except during the student's lunchtime and must be signed in the office by a responsible adult. Also, visitors (excluding immediate family) are allowed to visit only during lunchtime. Permission must be obtained from the Principal prior to their arrival

VOLUNTEERS

There are numerous opportunities to volunteer your time and talents at St. Paul Lutheran School. All volunteers serve under the supervision of a staff member or other designated person. If you have an area of interest as a volunteer, please communicate this to your Parent-Teacher League or your child's teacher. Please refer to "Safeguarding Our Children" for volunteer training requirements.

WITHDRAWAL POLICY

Tuition paid monthly is non refundable without a 60 day withdrawal notice. This means you will pay tuition during the 60 day period. If applicable, the remaining tuition balance that has been paid will be refunded and Simply Giving automatic withdrawal payments will be stopped. Tuition paid in FULL may be refundable in the event of job transfer or similar circumstance as determined by the Principal.

WORSHIP & BIBLE STUDY OPPORTUNITES

If you have your own church home, we encourage you to worship there as a family. If you are looking for a church home or just want to visit, please worship with us on Sunday mornings. We have a variety of Sunday school classes and adult Bible classes for the entire family. We would love to share God's story and His forgiveness of sins with your family. Additional Bible classes for adults are available during the week.

8:15 A.M. – Traditional Sunday Worship Service

9:30 A.M. - Sunday School and Bible Classes

10:45 A.M. – Contemporary Sunday Worship Service

ADDENDUM: PROMOTION/RETENTION

Promotion, retention, and acceleration guidelines are designed to establish a procedure for providing and appropriate academic intervention and/or enhancement program for each student. It is the professional responsibility of every teacher to recognize and assist struggling students at each academic level. The teaching professional is trained to understand and apply the strategies outlined in this intervention guideline. The framework provides an overview of professional responsibilities for classroom teachers and administrators. In each case, an in depth examination of student needs should be conducted by all professionals involved.

Standards of Promotion / Retention

- I. Report card grades must justify the promotion or retention of the student. If modifications in the grading scale are utilized, the parent should receive a written notification and explanation early in the school year. Parents will be required to sign an acknowledgement form.
- II. Parents will be kept informed of the students' progress and/or lack of it. Parents will be informed of deficiencies no later than the end of the first semester; of the consideration of retention by the midterm of the third grading period; and of notice of retention by the midterm of the fourth grading period.
- III. In determining promotion, the following factors will be considered:

For Kindergarten – 1st Grade:

Readiness: A child's readiness for learning will be considered. Teacher assessment of age appropriate developmental levels will be evaluated. A grade level readiness may be administered.

Attendance: Students are expected to be in attendance daily. **More than ten absences per semester may result in retention.** Extenuating circumstances will be determined and documented by the Principal. Excused, unexcused, and tardy guidelines are documented in the Family Handbook.

For 2nd – 5th Grades:

Subjects to be passed: Students being considered for promotion must pass three of the five subjects of reading, language, mathematics, science, and social studies; at least two of the three must be in basic skills of reading, language and mathematics.

Knowledge of basic skills: Students will show satisfactory progress in the basic skills of reading, language and mathematics. Evidence of such progress will include passing grades on tests appropriate to the subject and grade, achievement test results, and performance on assignments.

Attendance: Students are expected to be in attendance daily. **More than ten absences per semester may result in retention.** Extenuating circumstances will be determined and documented by the Principal. Excused, unexcused, and tardy guidelines are documented in the Family Handbook.

For 6th – 8th Grades

Subjects to be passed: students being considered for promotion to the next grade level must attain a minimum average score of 70% or better in the following core subjects: English, Literature, Math, Science, and Social Studies.

Attendance: Students are expected to be in attendance daily. **More than ten absences per semester may result in retention.** Extenuating circumstances will be determined and documented by the principal. Excused, unexcused, and tardy guidelines are documented in the Family Handbook.

If a student fails no more than two core subjects, he/she may attend summer school or be tutored by a certified/approved tutor. Upon successful completion of a summer school/tutoring program, he/she will be promoted to the next grade level. If a student does not attend summer school/tutoring program and /or is unsuccessful, the student will repeat the grade.

Careful attention will be given to the number of times a student is retained in elementary school. Early intervention is most productive, and is, therefore, strongly recommended. A total of two retentions in elementary school should be considered a maximum, and no student will have consecutive retentions within the same grade.

After thorough evaluation by the educators involved and by the Principal, a student in Grades K – 5 not meeting identified performance minimums may be placed in the grade deemed most appropriate.

Procedures for the Recommendation to Retain a Student:

As soon as the teacher determines a student demonstrates at-risk behaviors, the following process must be followed; **all steps require written documentation.** Timelines may need to be adjusted for exceptions. By the end of the first nine weeks, the at-risk indicators and developmental history should be completed.

The teacher confers with the parent/guardian of the child to inform them about concerns (i.e. academic, emotional, social, behavior, etc.)

- A. Together, they develop intervention plans for both home and school.
- B. The teacher defines the process that follows:
The teacher and principal appoint at least two adults at the school to serve as advocates for the identified child. Members of the Student Support Team may be part of the appointees.
The teacher completes the At-Risk Indicators checklist and keeps on file.

The teacher informs the Student Support Team and the Principal about the identified student concerns: The Principal contacts the parent/guardian and defines the concerns. The Principal schedules a meeting with the parent/guardian, teacher(s), and Student Support Team to create an action plan for the student.

The parents/guardians, teacher, Principal, and student advocates sign the written action plan. A copy of the action plan is kept on file.

One month later: The parent/guardian and teacher confer and evaluate the child's progress. If progress is not satisfactory, adjustments will be made to the intervention plan. If progress is being made, continue with monitoring of plans and interventions.

At the conclusion of the first semester, if there is a possibility that a recommendation for retention may be made at the end of the school year the following step will be taken:

The teacher schedules a conference with the principal to review student work samples, assessment and test results and to discuss concerns. The Principal will also review the teacher's written documentation of parent meetings, interventions, and Student Support Team documentation.

If, during this conference, there is mutual agreement that a Semester Deficiency Report should be sent to the parent/guardians, the teacher will complete the report and submit to the Principal for verification. The principal will send the report home to the parent/guardian. After the parents sign the Semester Deficiency Report, a copy will be placed in the student's cumulative file.

A conference informing the parent/guardian of continuing concerns and possibility of retention will be held before the Semester Deficiency Report is sent home.

Continue with interventions as agreed upon by the Student Support Team, teacher, Principal, and parent/guardian. Revise as needed.

Notice of Possible Retention: Third Nine-Weeks

The teacher informs the Principal that a *Light's Retention Scale* must be completed about the child. Once the scale is completed, the parent/guardian, teacher, Student Support Team, and principal meet to review the results.

As a result of the conference, if there is agreement that the recommendation for retention is still a possibility, the parent/guardian, teacher, Principal, and Student Support Team sign a Notice of Possible Retention. A copy is placed in the student's cumulative file.

Continue with intervention plans.

Recommendation for Retention:

A conference is scheduled no later than May 1, with the parent/guardian, teacher, Principal, and Student Support Team to discuss the recommendation for retention.

A final decision for retention and/or plans for summer remediation is determined after the conference.

A written letter of retention and/or action plan for summer remediation is submitted to the parent/guardian and a signed copy is placed in the student's cumulative file.

Academic Acceleration

Acceleration options may need to be considered to meet the learning needs of some (advanced) students.

Acceleration options include, but are not limited to, differentiation, subject acceleration and grade acceleration.

All acceleration requires high academic ability. The student's motivation, social-emotional maturity, and interests must also be considered. Some examples of students who might be considered for whole-grade advancement:

The gifted student whose achievement is significantly beyond their peers

The gifted student, with extraordinary ability, who is not achieving well in their current assigned class.

Parents, teachers, or the principal may initiate in writing a grade skipping consideration for a student.

A request for whole-grade skipping form is to be completed by the parent/guardian, teacher, or principal.

A data collection form is completed by the parent, teacher and Principal. This form will include and is not limited to the following: Classroom performance, teacher observations, test and performance evaluations, achievement test scores, report card grades, and performance in previous grades.

An acceleration test may be used to assist in assisting in the determination of skipping a grade.

A conference will be scheduled with the parent/guardian, teacher, and Principal to discuss the data findings concerning acceleration.

A determination for the skipping of a grade will be agreed upon by the parent/guardian, teachers, and Principal.

A contract may be written on a trial basis for acceleration.

APPENDIX

St. Paul Lutheran School Discipline Policy

Introduction

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

St. Paul Lutheran School views discipline as not simply punishment, but as training in righteousness, in order to "train a child in the way he should go." Discipline is primarily a parental responsibility. It is up to the parents to see to it that students conduct themselves appropriately. Parents do not relinquish their responsibility to the school. Rather, St. Paul Lutheran School is here to support and partner with parents in their discipline. We believe that a vital part of educating students includes an effective and meaningful discipline system. Our faculty and staff are privileged to incorporate God's word to ensure the order and safety of all students, provide for organization and uniformity in handling discipline situations, and to provide a Christian learning environment. At St. Paul Lutheran School we expect our students to conduct themselves as redeemed children of God who adhere to school policies, practices, and expectations as outlined in the Family Handbook.

Attendance at St. Paul Lutheran School is a privilege, not a right. Any student whose conduct or attitude in or out of school show him/her to be in opposition to the basic principles and purposes of the school will face expulsion.

Rationale:

Students of St. Paul Lutheran School are expected to conduct themselves in a God-pleasing, Christian manner. Our expectations are that all students will do their best to:

- Show respect for all teachers and staff.
- Show respect for all students and parents.
- Show respect for school property and grounds.
- Be accountable for their actions.
- Be a positive witness while at school-sponsored events and in the community.

Policy:

The faculty and staff follow our Discipline Plan in order to help children grow in their understanding and response to God's word, to restore relationships, to be held accountable, and to learn not to choose the same actions in the future. Each teacher incorporates classroom management techniques, classroom rules, and procedures to effectively provide a safe and structured learning environment. Teachers and staff model, explain, and reinforce appropriate behavior to the students. The behavior of students is the responsibility of each student and his/her parents. Teachers provide correction and strive to resolve discipline situations with each student.

The administration reserves the right to employ any of the following consequences immediately:

- **Loss of privilege (Extra-Curricular activities are considered privileges)**
- **In-School Suspension (partial or full day)**
- **Sent home – (Parent would be called and expected to pick up the child immediately from school.)**
- **Out of School Suspension**

St. Paul Lutheran School's discipline policy operates with a Conduct Referral and Demerit system.

1. The teacher will attempt to resolve minor problems with the student. If the behavior persists then a warning will be issued.

2. **Demerit:**

Minor infractions may result in the issuance of a **demerit** to the student. Examples of demerits may include, but are not limited to the following:

- a. Repeated warnings for the same violation
- b. Failure to follow the school dress code (Parent may be called to bring proper uniform attire.)
- c. Gum chewing
- d. Cell phone and/or electronic device policy violation (First Offense)
- e. Unprepared for class
- f. Minor classroom disruptions
- g. Failure to follow directions
- h. Minor physical altercations (potential of bodily harm but no harm done)
- i. Minor harassment / teasing (oral or written communication offensive to the recipient)

Demerit Procedures:

- A conduct form is sent home when a demerit is issued. The parent will return a signed copy of the conduct form to the administration.
- The administration will discuss the accumulation of demerits with the student and parents.
- The administration reserves the right to assign more than one demerit per offense depending on the level and/or nature of the offense.
- The administration will inform the parent and student the level of demerits accumulated per quarter. (Demerits accrue over a nine-week / quarter) grading period.)
- The accumulation of five demerits in one quarter of school will result in a **conduct referral**. (See conduct referral procedures)
- Additional conduct referrals will be issued after every three demerits per quarter.
- Consequences, per demerit will be issued

3. **Conduct Referral**

A Conduct Referral is viewed by St. Paul Lutheran School as a more serious offense. Progressive disciplinary steps (within one school year) are followed for each conduct referral issued. When one conduct referral is reached, the next offense automatically goes to the next conduct referral level.

Example: If a conduct referral level one has already been reached and a level three offense occurs, the disciplinary action automatically goes to Conduct Referral level four, and so on.

St. Paul Lutheran School reserves the right to assign Conduct Referral consequences that do not specifically fit under the specified offenses.

Conduct Referral Level One:

- Accumulated demerits
- Lying
- Deliberate defiance
- Classroom disruption beyond the scope of a demerit
- Academic Dishonesty (see Academic Dishonesty Appendix)
- Forgery of a parent or teacher signature
- Minor physical altercations beyond the scope of a demerit

- Harassment / teasing (oral or written communication offensive to the recipient. The issuance of a demerit or conduct referral will be determined by the administration.
- Bullying
- Leaving the school grounds or not attending a class without permission
- Using verbally abusive language, obscene gestures, or profanity.
- Vandalism
- Cell phone/ electronic device policy (Second Offense)
- Disrespect or disobedience directing at the teacher, staff, or volunteer.

Conduct Referral Level Two (or second conduct referral issued):

- Theft
- Fighting
- Lying
- Harassment / teasing (oral or written communication offensive to the recipient)
- Bullying

Conduct Referral Level Two disciplinary action is:

- Student is sent to the office for a conference with the Principal
- Student will serve a one day in school suspension
- The student will complete a behavior reflection sheet.
- A discipline form is sent home to the parent.
- The administration and parent will meet to discuss the conduct referral.

Conduct Referral Level Three (or third conduct referral issued):

- Gambling
- Sexual Misconduct
- Profanity directed a staff member
- Possession of banned substances
- Violence

Conduct Referral Level Four (or fourth conduct referral issued):

- Assault and battery
- Robbery
- Possession of alcohol, tobacco, or other unauthorized drugs

Conduct Referral Level Five (or fifth conduct referral issued):

- Arson
- Possession of firearm or weapon or explosives
- Threatening abuse or physical assault to staff member (or other student)
- Sale or distribution of alcohol, tobacco, or unauthorized drugs

Disciplinary Action

After any conduct referral, the principal or faculty member will issue a progressive disciplinary action that may include one or several of the following:

- The student will be sent to the office for a conference with the Principal
- The student will serve one or more lunch detentions.
- The student will serve an in school suspension
- The student will serve an out of school suspension.
- Suspensions may be more than one day.
- The student will complete a behavior reflection sheet.
- A discipline form is sent home to the parent.
- The administration and parent will meet to discuss the conduct referral.
- The student will be placed on a Discipline Probation Contract.
- The School Board will be notified of the probation
- Expulsion pending conference with the Principal and School Board chairperson.
- Possible hearing with the entire School Board.

Furthermore: The above policy is designed for **most** discipline situations. In cases of major flagrant actions, the administration and School Board reserve the right to **suspend** or **expel** any student for such behavior or continued behavior, lack of student progress, or lack of home support.

St. Paul Lutheran School Early Childhood Education Handbook



**“And all thy children shall be taught in the Lord...”
Isaiah 54:13**

What Parents Can Do To Help Children Make A Happy Transition To School

Your child is a precious gift to you from God, our Heavenly Father, one for whom you as a parent hold responsibility to nurture spiritually, socially, emotionally, physically and intellectually. There are many things you can do, as a parent, that work hand-in-hand with the school environment to optimize your child's potential for growth and development.

Your support of your child's progress begins with the basic provisions

Ample rest A nutritious diet Time for exercise and play

You, as a parent, should encourage your child's independence in self-help skills

Dressing Feeding Combing hair Toileting, etc.

Development of Social skills and emotional stability are of equal importance

Positive interactions with other people
Polite conversation
Ability to express one's own needs and wants
Desire to follow guidelines and procedures
Growing self esteem

In addition, you will want to broaden your child's understanding of the world

Read regularly with enthusiasm
Provide sensory experiences and explorations with art and music
Provide opportunity for patterning, counting, classifying and sequencing
Allow for imaginative play, rest and relaxation
Acknowledge your child's curiosity and expressed interests

Of utmost importance...seek ways to nurture your child's faith and trust in the Lord

Worship together as a family
Read Bible stories together
Teach simple prayers and pray together

And, finally.....

Pray daily for your child, asking God to be your and your child's guardian and friend.

SCHOOL READINESS

School readiness is the ability to cope with the school environment socially, emotionally, physically and academically without undue stress. The major factor for consideration of school readiness is the chronological age of the child. St. Paul follows state age requirements for school entrance. However, the administration reserves the right to make exceptions to the age requirement, under special circumstances. Emotional and social maturity, as well as language development, are other factors for consideration. Teachers at St. Paul encourage open, honest communication with parents on behalf of the child.

THE PRE-KINDERGARTEN PROGRAM

St. Paul offers the following Pre-K programs:

The Mother's Morning Out Program (1 by September 1st), Two year old children (2 by September 1st), Three year old children (3 by September 1st) can enroll for a 2, 3, or 5 day program (half or full day option).

Four year old children (4 by September 1st) can enroll for the 5 day full or half day program.

Full Day PreK Students are required to use a 2 inch rest mat which may be purchased through various local vendors or online.

After School Program (Eagle's Landing) is offered for Pre-K 4- 8th grade children. This program operates from 3:15pm to 6:30pm. Please contact Kim Langner for enrollment paperwork and additional program information. She can be reached at klangner@stpaulptc.org

THE KINDERGARTEN PROGRAM

While Kindergarten is associated with the elementary school division, by the length of the school day (8:15 a.m. until 3:15 p.m.) there are reasons, educationally, why it is considered to be part of the early childhood program. Among these are the children's style of learning, the need for activity-based interactive instruction, the inclusion of thematic units of study, the development of large motor skills, the importance of play and the emphasis on social and emotional development

ARRIVAL AND DISMISSAL

Parents are encouraged to provide a timely arrival and dismissal for their children. This will minimize the child's stress, maximize the benefits of the school day and assist the teacher in involving every child in the beginning activities of the school day. At all times of the day, we ask that parents do not park in the crosswalk. We also request that all parents and children cross the driveway ONLY IN THE CROSSWALK. (Before School Care is available for children registered in PK3 – 8th grade from 7:10a – 7:55a. There is a daily fee associated with this service. Fees will be billed monthly, due on the 10th of the month).

For the safety of the children, the downstairs doors will be locked at all times. They will be unlocked and supervised 20 minutes prior to the start of the day from 7:55 a.m. until 8:15 a.m. When children arrive after 8:15 A.M., an ECE aide will remain in the lobby to allow admittance to class, after assigning a tardy slip, for approx 5 minutes. After that time parents are required to enter the building on the upper level to register their child for late arrival, pick up a tardy slip, and head to class. Please do not ask teachers or students to make exceptions to this rule by asking them to open the downstairs door.

FOR DISMISSAL SAFETY:

- Do not park in the parking lot during dismissal.
- Remain at your car in the pick-up lane
- Teachers will escort children to their waiting vehicles.
- Please do not leave your car running and/or unattended.
- Children should be properly restrained in car seats by the driver, not the teacher, before leaving the parking lot.
- No cell phone use of any kind.
- No Smoking is allowed in pick up while waiting for your child. We are a SMOKE FREE Campus.
- Please do not confer with teachers during dismissal. Rather, schedule a time to meet before or after dismissal.
- Please note that children (age 4 and up) who are not picked up by 3:30 pm will be signed in to our after school program (Eagle's Landing). Payment for this service is pre-paid or due at the time of pick up.
- Please be patient.

A written note is required when a child is to go home with another driver. Please call the office in case of an unexpected change in drivers. Please place your family name card (given to you at the beginning of the year) on the dashboard of your vehicle. This enables teachers to expedite the dismissal process.

ADDITIONAL ARRIVAL/DISMISSAL PROCEDURE FOR Mother's Morning Out, PRE-K 2, PRE-K 3, AND PRE-K 4

- For preschool departure (11:15 a.m.), we will bring the sign in/out sheet to you for your signature. Please stay with your car.
- No cell phone use of any kind.
- Children must enter the vehicle on the passenger side. (except the twins)
- Parents of Kindergarten and 1st grade students must remain in their vehicle.
- Keep your name tag up until you have your child.
- Be patient, we are doing our best to keep the children safe and get them to you as quickly as possible.

For Morning Drop Off

- Drive **slowly** through the drop off area. Be mindful of other children. This is especially important during bad weather.
- Do not block the crosswalk.
- Upon arrival, please sign in your child with the time and your initials. The sign up sheet will be located near your child's classroom door

State car seat laws are as follows:

All children under the age of eight are required to be properly restrained in an appropriate child passenger safety seat or booster seat.

For more information please see state requirements at:

<http://www.gahighwaysafety.org/campaigns/child-passenger-safety/ocga-40-8-76/>

LUNCH, SNACKS, AND BIRTHDAYS

Snack is to be provided by the parent.

Each teacher will provide specific information regarding classroom procedures for snacks and meals. Please strive to feed your child foods "simple to serve, simple to eat and simply nutritious." Please send a quantity that corresponds with your child's general appetite. It's not always easy to send uneaten portions of food home. **Carbonated beverages are never allowed.** BE SURE TO PROVIDE A NAPKIN, STRAW, CUPS AND UTENSILS if needed. St. Paul does not provide these items. Notify your child's teacher in writing of any food allergies.

Your child's teacher will also let you know about classroom birthday celebrations. If you choose to have a *home* birthday party, please help us avoid hurt feelings by *mailing* party invitations. If the entire class is included in your celebration, invitations to the whole class may be distributed at school. If your child provides a birthday snack for the class at school, we require that all foods be store purchased and ask that you provide accordingly. **Please do not send birthday snacks with peanuts, peanut butter or any nut products.**

HOLIDAY CELEBRATIONS

The following classroom parties are celebrated during the school year. In order for you and your child to spend individual, quality time at these celebrations, we ask that you make other arrangements for siblings.

Fall Celebration
Valentine's Day
Grandparent's Day

Thanksgiving Feast
Mother's Day Tea
End of the Year

Happy Birthday, Jesus
Doughnuts With Dad

BEFORE SCHOOL CARE

Before school care will be made available to parents of children in PreK 3 thru grade 8 for a nominal fee of \$3.00/day, per child, billed monthly through the school office and due on the 10th of the each month. Before school care will be held in the cafeteria from 7:10 a.m. -7:55 a.m. **Students must be walked in and signed in by their parent or guardian. Students may not “sign themselves in”. Please do not park in the arrival/dismissal lane (along the curb) in the upper lot. Park in a designated parking space and enter the cafeteria to sign in your children.**

AFTER SCHOOL PROGRAM (Eagle’s Landing)

Students in grades PreK 3 through grade 8 may participate in the after school care program. After School Care is held in the cafeteria room from 3:30 p.m. to 6:30 p.m. **The after school program does not operate on early dismissal days OR during holidays and any time the school is closed.** Age appropriate activities, outdoor play, and snacks are available to the students enrolled in this program. The program administrator (Kim Langner, klangner@stpaulptc.org) will process all billing and fees. Information can be found on the St. Paul website, www.stpaulptc.org

FIELD TRIPS

From time to time, classes may be scheduled to take field trips that extend and enrich classroom learning. Advance notice will be given in writing. Written permission from parent or guardian is required. Parents who are driving will be required to complete an additional informational form to include but not be limited to, name, tag#, vehicle type, phone number, etc. Transportation may only be provided by parent drivers who have completed “Safeguarding Our Children” training. In addition, all chaperones must have completed “Safeguarding Our Children” training. **All children are properly transported in booster seats as required by law.** Parents are asked to give full attention to the responsibilities of the school children in their care when they chaperone a field trip. *Therefore, siblings may not attend school trips.* We additionally request that parents do not provide food or drink for children in the car on field trips.

SAFEGUARDING OUR CHILDREN

The “Safeguarding Our Children” policy reflects the desire of St. Paul Lutheran Church and School to protect children from any harm or danger that might occur from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations. This policy applies to all volunteer and compensated workers of St. Paul Lutheran Church and School. Parents who desire to be classroom volunteers, field trip drivers and chaperones, must participate in the appropriate orientation, and if needed, training. Safeguarding Our Children training will be offered periodically throughout the school year. Dates and times will be noted on our website on the school calendar and via Constant Contact.

PERSONAL TOYS

Children should not bring toys and items to which they are personally attached (“blankies, pacifiers, etc.) from home unless they have been requested to do so by the teacher for show and tell or another special event. The classroom is a place where children learn to share toys and turns. It is better for children to play with school toys in a shared setting. Playing with school toys minimizes personal disappointment when a toy breaks. Personal items that interfere with learning will remain in cubbies during the day (blankets, jewelry, dolls, pacifiers, etc.)

SCHOOL DRESS

Children in kindergarten through eighth grade will follow the school guidelines for standardized dress (guidelines listed in the Family Handbook). Children in pre-kindergarten may wear clothing that is appropriate for school. Current style does not necessarily dictate good taste. Clothing should be neat, clean and generously cover the body. (Please...no tank tops, body suits, swim wear or clothing that is too tight.) Children should be able to manage their own clothing once they are potty trained. Shoes and socks should be worn at all times. Sandals, crocs, jellies, thongs, slides and other open shoes can be dangerous during play. Jewelry is discouraged. **ALL OUTERWEAR SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME.**

TOILET TRAINING

Parents of children in the Mother's Morning Out and two year old classes will be asked to provide necessary disposable paper products (diapers and wipes) for their own child's needs. Children **MUST** be toilet trained in order to be enrolled in the three and four year old classes. While it is certain that occasional accidents may occur, parents will be notified if their child is regularly not in control of bathroom needs. Please be sure your child is comfortable asking to use the bathroom, is capable of properly wiping and is able to reasonably adjust his/her clothing afterwards. Children in all the pre-kindergarten classes are asked to provide a seasonal change of clothing in a Ziploc bag...shirt, pants or shorts, underwear, socks and shoes. Please put your child's name on these item.

ILLNESS, MEDICATION

Please be sure your child is healthy for school attendance each day. Children should be symptom free/fever free for 24 hours before returning to school following an illness.

Please adhere to the following guidelines with regard to your sick child:

Fever is a sign that your body is fighting the germs that are making you sick. It's a common symptom of infections like flu. If it's 100 F or higher, wait until your child is fever-free for at least 24 hours before sending her back to school.

Diarrhea happens because of an infection, food poisoning, or medications like antibiotics. It can lead to dehydration, so give her a lot of fluids to drink. Keep your child home until her stools are solid and your doctor gives the OK.

Vomiting is another way our bodies get rid of germs. It's usually caused by a stomach virus or infection. Keep your child at home if she has vomited twice or more in the last 24 hours. She can go back to school after her symptoms clear up or the doctor says she's no longer contagious.

Severe cough and cold symptoms should keep your child home. A serious cough could be a symptom of contagious conditions like whooping cough, viral bronchitis, or croup. It can also be a warning sign of asthma or allergies.

Sore throats can be a symptom of a common cold or strep. If she has a mild cold, she can go to school. If your child's been diagnosed with strep throat, keep her at home for at least 24 hours after she starts antibiotics.

Pinkeye (conjunctivitis) is contagious, and a child should stay home for the first 24 hours after treatment begins. Symptoms include eye redness, irritation, swelling, and pus.

Headaches can be a symptom of contagious illnesses like the stomach flu, flu, meningitis, and strep throat. Experts disagree on whether a child should be kept home. If she doesn't have any other signs of illness and feels fine, she can go to school.

Rashes can be a sign of contagious illnesses like chickenpox, bacterial meningitis, or impetigo (a skin infection). Keep your child home until she's been diagnosed. She can head back to the classroom after her symptoms are gone and the doctor gives the OK.

Earaches aren't contagious. There's no need to keep a child with a mild earache home, as long as she feels well enough to concentrate

Mild cold or respiratory symptoms don't have to sideline your kid -- as long as her nose run clear and her cough is mild.

If your child is on medication, please complete and "authorization for medicine" form, deliver the medication to the school office in the morning and notify the school office manager and the classroom teacher. All medications must be provided in the prescription bottle and dispensed in the school office. Teachers are not allowed to apply lotions, sunscreen, creams or ointments of any type. DHR permits the application of only soap, water, ice and/or a band-aid.

If a child develops symptoms during the school day that affect his participation in class activities, teachers will do their best to assess the situation and the school office will notify parents if the child needs to be picked up.

INJURY

Should your child be injured at school, we will assess the situation and use the emergency information you have provided for the school office to notify you. If necessary, we will call 911 for professional help. (See school handbook)

PROGRESS REPORTING

Parent-teacher conferences are scheduled in October for students in Kindergarten through eighth grade. Conferences for Pre-Kindergarten children (Two's, Three's, and Four's) are held twice a year in October and February. These conference times provide an opportunity for an exchange of ideas and concerns between teacher and parents that will nurture the child and maximize learning opportunity in the classroom. Parents and teachers may request additional conferences as needed. Written pupil progress reports are issued quarterly for Kindergarten through eighth grade and by the semester for Pre-Kindergarten.

YOUR CHILD AT ST. PAUL

The Early Childhood Education program at St. Paul includes students in Pre-Kindergarten and Kindergarten. The curriculum for the early years addresses the unique educational needs of these young children physically, emotionally, socially, academically and spiritually.

Activities are planned to be appropriate to the age span of the children within each group and are implemented with attention to the different needs, interest and abilities of the individuals within the group. Children are encouraged to be expressive and creative and are challenged to grow in understanding and skills.

The classroom setting is alive with child-centered opportunities for learning which are either teacher directed or student initiated. Learning centers that support thematic units of study allow students to explore independently or with adult assistance. Free-play activity allows children to engage in self-defined tasks which allow for skill development, socialization and implementation of ideas.

Learning materials include a wealth of hands-on manipulatives that support the total development of the child in both the indoor and outdoor environments.

An essential dimension to the St. Paul curriculum recognizes that children are a gift from God and provides them with a foundation for their relationship with Him. Children are nurtured in classrooms that reflect the love of Jesus. They are helped to gain knowledge and understanding of the Holy Bible which reveals to them the love of their heavenly Father as shown through Jesus Christ, His Son. Children are encouraged in their faith life which guides daily living, prepares them for successful, productive lives as Christian adults in this world and sustains them in their earthly walk with God.

PHYSICAL DEVELOPMENT

Physical development and independent growth patterns are respected in the early child-hood classrooms. Appropriate activities related to the child's physical development are included daily with several goals in mind. It is key that each child be guided to develop an awareness of his body and its capability for movement. It is desirable that he seek know-ledge and control over body movement, not necessarily mastery of it. It is our intent to enhance each child's joy of movement as he is encouraged to explore and solve problems relating to body motion.

Opportunities are available that provide for large motor skill development, fine motor skill development, imaginative movement exploration, manipulation of games and toys to improve small muscle and eye-hand coordination, as well as provision for experiences with various dimensions of size and space, individually and in a group setting. There is also an intention to help children recognize safe play routines indoors and out and to learn about health and safety habits through adult modeling and patient guidance.

EMOTIONAL DEVELOPMENT

Emotional development in the young child has to do with self-identification of thoughts and feelings and the development of the ability to express those feelings appropriately. Feelings common to the young child relate to separation, self-esteem, frustration, stress, self-control, respect, pleasure, anger, anxiety, disappointment, sadness, joy, excitement, exuberance, pride, empathy, acceptance of comfort and help...to name a few. Educators realize that these expressions vary with the age of the child and that developmentally appropriate guidance demonstrates respect for children. Adult responses to the child's emotional needs help the child develop self-control and the ability to make better decisions in the future.

It is a goal at St. Paul that each child will:

- ❖ Develop an interest and joy in learning
- ❖ Experience success in learning
- ❖ Establish himself/herself "away from home"
- ❖ Broaden awareness of his/her environment
- ❖ Adjust to new situations
- ❖ Become more self-reliant
- ❖ Exercise self-control
- ❖ Develop a sense of self-worth
- ❖ Grow in creativity and self-expression
- ❖ Complete a task
- ❖ Enjoy helping

SOCIAL DEVELOPMENT

Social development is an important aspect of growth. At the early childhood level, socialization incorporates the process of helping children think beyond their own needs toward a cooperative effort in the school setting to prepare them to interact appropriately with other people.

It is a goal at St. Paul that each child will develop the ability to:

- ❖ Listen to others
- ❖ Cooperate with adults and peers
- ❖ Respect the rights of others
- ❖ Recognize the needs of others
- ❖ Work and play with others
- ❖ Participate in conversations and discussion
- ❖ Follow rules

ACADEMIC DEVELOPMENT

Literacy – The ability to read and write begins developing in the home at the very earliest stages of listening and speaking. In the classroom setting, children are exposed to a language-rich environment which develops vocabulary and mastery of speech. As children are exposed to literature and led to experience the rich and beautiful sounds of poetry, rhyme and other literary devices, they develop an interest in the printed word. They approach the complicated task of understanding sounds and symbols through an intricate process which is responsive to individual needs. Quality literature, self-expression, invented spelling, a variety of writing tools, phonetic analysis and repeated exposure to printed symbols and words enable the child to begin to read and write.

Natural Science – The young child's natural curiosity about the world around him is an obvious opening to provide opportunities to explore and investigate the wonders of God's world. Children ask questions, they explore, they invent, they evaluate cause and effect and they predict what will happen when they learn in a setting that is designed to sustain their interest and respond to their curiosities through a variety of media and materials.

Music – Music is an important part of every child's growth and development. Not only does the study of music help a child develop listening skills, motor skills and the ability to respond, it also increases aesthetic awareness and creative expression. As educators, we are concerned for the development of the whole child and, therefore, regard the rewards of musical expression as a vital part of the school day. In addition to the wealth of secular music to be studied and enjoyed, we also celebrate a rich heritage of sacred music which is a medium for expressing the faith life of a child of God.

Mathematical Concepts – Provisions are made to include mathematical activities that fit the child's level of development. Mathematics is the organization of time, space and quantity into a systematic form. The child will be helped to organize and symbolize relationships in the environment through activities that involve the use of concrete materials with gradual movement toward abstract concepts, using a problem-solving approach.

Math experiences provide opportunities for:

- ❖ Exploring and manipulating concrete objects
- ❖ Counting activities in solving problems of interest to the child
- ❖ Beginning recognition of numerals through various materials including puzzles, games, recipes, books, pictures and manipulatives
- ❖ Developing concepts of number through manipulation of the environment...sorting, classifying, patterning, counting, comparing, weighing, measuring and constructing
- ❖ Developing awareness of time intervals and spatial relationships beginning with the child's own day, the calendar along with holidays and special days, exploring space (indoors and outdoors), mapping and using position words.
- ❖ Applying number concepts to problem solving in real life
- ❖ Establishing numerical relationships through addition and subtraction

Social Studies (Community Concepts) – Studies about society are designed to help children understand the world around them and how that world affects their own lives. Discussions and activities prepare children for both the present and future by equipping them with knowledge, understanding and the values necessary for responsible, Christian citizenship. Children begin to understand how they are linked to other people in the home, school, church, neighborhood, the larger community and around the world. Their learning is designed to develop understanding, respect and responsibility toward God's people.

Technology – Play and exploration form the first phase of computer education for the young child. Computer activities are best suited to the early learner when they are child centered, child initiated and age appropriate. The time spend in computer activities is limited so that the child's primary source of activity at school is interactive with both peers and adults, providing the opportunities for social growth and emotional development.

Spiritual Development – The early childhood teachers at St. Paul take seriously the mission of the school to share God's story and the forgiveness of sins with children. Daily religion lessons are integrated with the classroom activities of the day to help children recognize the love of Jesus Christ as their Savior and Friend, to lead them to appreciate what it means to be God's child and to help them feel empowered by the Holy Spirit to serve others.

BITING

Biting causes more upset feelings than any other behavior in child care programs. It is important for the provider and parents to address this behavior when it occurs. Children may bite for many different reasons therefore a child that has shown the desire to bite will be watched carefully to try and determine any "triggers".

When a child bites (or intends to bite) another child the daycare provider will quickly but calmly intervene. The childcare provider will briefly talk to the offending child about how biting is not acceptable. For a child with limited language the child will simply told "No bite".

The provider will then point out how the biter's behavior affected the other child. "You hurt him and he's crying." The bitten child will be encouraged to tell the biter how he/she feels and will be comforted. If the skin is broken, the wound will be washed with mild soap and water, bandaged and then an ice pack will be applied to prevent swelling. The biter will be encouraged to help the other child by getting the ice pack, etc.

The parents of both the bitten child and the child who bit will be called and notified. The provider will tell what happened but will not name or label the child who bit.

A plan of action will be made with the parents of the child that bit on how to prevent and handle future biting. If biting continues a meeting with the parents of the child who is biting will be made to plan a more concentrated plan of action. The child who bit will be closely "shadowed".

When the child bites, the child will be removed from the area or activity where the biting took place and the child will be redirected to another activity. If a child still continues to bite or does not seem to mind the consequences, the parent will be recommended of the possibility that the child may need an environment with fewer children or one with more one-on-one adult attention

DISCIPLINE

Everything we do at St. Paul Lutheran School to develop effective discipline is rooted in our desire to build relationships based on the love and forgiveness shown to us by God the Father through His Son, Jesus Christ. In Jesus' loving sacrifice on the cross, we have been restored to a new relationship with the Father through the forgiveness of sins. In this act of love, lies not only our salvation, but also our model for relationship building with people. As the Father has reached out to us in love, so we as teachers try to reach out to our students. Just as the Father provides for, guides and accepts us, so we provide for our students' needs, offering guidance and lovingly accepting them. As He forgives, so we too strive to forgive and teach forgiveness.

Our goal of discipline is to stop a behavior, determine responsibility for the behavior and lead the individual to discover and implement a more desirable behavior for that setting. At St. Paul, teachers confront, listen, talk, feel, forgive, accept, understand, guide and encourage children in order to maintain a classroom atmosphere conducive to learning and growth. By interacting with children, teachers and students develop a mutual respect and appreciation for each other which forms the basis for easing conflict at school.

You can expect that teachers and aides will:

- ❖ Model appropriate social interactions among themselves and with children
- ❖ Set clear limits for acceptable behavior, communicate those limits effectively and apply those limits consistently
- ❖ Be able to help the child realize and accept reasonable and appropriate consequences for behaviors which cause offense, adhere to a logical sequence of steps to help the child analyze the behavior and the problem and determine an appropriate solution by:
 - Stopping the behavior
 - Talking with/listening to the child(ren) involved
 - Acknowledging the child's concerns
 - Determining logical consequences (time out, sharing, taking turns, redirecting play, clean-up, etc.)
 - Contacting parents and principal when a problem persists
 - Helping children realize the importance of repentance and forgiveness
 - Praying for successful new beginnings
 - Forgiving and going forward with a new spirit!!
- ❖ Give rewards with joy and penalties with sympathy
- ❖ Forgive and forget!

In cases where severe disruptive behavior continues, despite teacher and parent intervention, the principal will become involved in the discipline process at the classroom teacher's request. If the inappropriate behavior continues following that intervention, further conferencing between the parent, teacher and administration will occur to determine a course of action that will bring a resolve to the situation that benefits the child and supports the stable classroom environment. Options for consideration may include the establishment of a timeline for accomplishing desired behavioral outcomes as well as the course of action that will be incorporated into the discipline plan, a recommendation for professional counseling or referral to the St. Paul School Board for a final decision regarding school attendance.

Such steps may seem severe in dealing with young children. Please be reminded that it is our foremost desire to lead children to assume responsibility for their own actions while preserving a stable educational environment. Such responsible, God-pleasing behavior is not as effective when motivated by teacher and parents as it is when it comes from within the child, from a heart touched by the GOOD NEWS OF JESUS CHRIST. It is our primary intent to touch young lives with the empowering love of the Lord Jesus.

Please refer to the Family Handbook appendix for complete discipline guidelines.