

2019-2020 FAMILY HANDBOOK & EARLY CHILDHOOD EDUCATION HANDBOOK



St. Paul Lutheran
Church & School
Peachtree City, Georgia

TO PARENTS and/or GUARDIANS & STUDENTS

Your responsibility as a parent and student of St. Paul Lutheran School is to be knowledgeable of the policies and procedures outlined herein. This handbook contains a wealth of information. Therefore, parents and students (of reading age) are to sign and return (to the school office) the HANDBOOK VERIFICATION page at the end of the Family Handbook, by September 30, 2019

REV August 2019

**ST. PAUL LUTHERAN SCHOOL
PEACHTREE CITY, GA
2019-2020
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.



St. Paul Lutheran

Church & School

Purpose

St. Paul Lutheran School is a Christian educational institution driven by the power and presence of Jesus Christ.

Our purpose is the

- Spiritual
- Academic
- Emotional
- Social
- Physical development of our students.

In partnership with families, we provide a

- Christ-centered
- Academically excellent education in a
 - Safe
 - Secure
 - Nurturing environment
 - At a cost not to exceed the necessary operating and capital expenses.



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

2019-2020 FACULTY AND STAFF

Senior Pastor	Rev. Mark Dahn
Associate Pastor/Principal	Rev. Dr. Joel Dietrich
Pre-Kindergarten 1	Mrs. Ronda Schwartz
Pre-Kindergarten 2	Mrs. Anne Dover
Pre-Kindergarten 3A	Mrs. Michelle Pickering
Pre-Kindergarten 3B	Ms. Linda Stark
Pre-Kindergarten 4A	Mrs. Brenda Dobler
Pre-Kindergarten 4B	Mrs. Deanne Scruggs
Kindergarten	Mrs. Pamela Dietrich
Teacher Aide PK 1	Mrs. Ashley Nicholson
Teacher Aide PK2	Mrs. Deleshia Hutchinson
Teacher Aide PK3A	Mrs. Linda Witucki
Teacher Aide PK3B	Miss. Kayliyah Carrington
Teacher Aide PK4A	Mrs. Beverly Weaver
Teacher Aide PK4B	Mrs. Joann Tesar
Teacher Aide Kindergarten	Mrs. Lesley Seymour
Teacher Aide 1 st	Mrs. Denise Gregory
Teacher Aide Floater	Mrs. Becky Clemens
Grade 1	Mrs. Jenny Wachter
Grade 2	Mrs. Julie Dahn
Grade 3	Mrs. Stephanie Evans
Grade 4	Mrs. Shelby Means
Grade 5	Mrs. Katie Lane
Grade 6	Miss Laura Wiederrich
Grade 7	Mr. Mark Abresch
Grade 8	Mrs. Brenda Spieler
Accountant	Ms. Donna Fornito
Band	Mr. Mariano Pacetti
Music K-5	Mrs. Claire Heil
Nurse	Mrs. Allyson Reeves
Church Admin Assistant	Mrs. Phyllis Danielson-Krug
Computer Lab/Library/MS Math	Mrs. Karina Langford
Eagle's Landing (After School)	Mrs. Kim Langner
School Admin Assistant	Mrs. Joanne Poole
Spanish K-5	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 A 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 distributed at the end of year Chapel-Awards ceremony are based on the mid term 4th quarter grades.**

Valedictorian and Salutatorian

The qualification for the valedictorian and 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, the student with the highest current numerical GPA will be valedictorian.**

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. A/R is a grade for middle school students.

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 (Eagles Landing)

Students enrolled in PreK3 through 8th grade may participate in the after school care program. After school care is held in the cafeteria 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. Please contact the school office and speak to the Interim Principal prior to arriving on campus.

ARRIVAL AND DISMISSAL PROCEDURES

The cafeteria door is unlocked for before school care, students being tutored, running club, band lessons, substitute teacher arrival, and other morning groups/meetings at 7:10 a.m. These arrivals will enter through the cafeteria door only. A parent or guardian must come in to “sign in” their child (children).

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 and left unattended to sit on the park bench outside either main entrance.

On the upper level, 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 PreK 1 through 8th grade. The main entrance doors on the upper and lower levels will be unlocked from 7:55 a. m. through 8:15 a.m. **All doors will be locked at 8:16 a.m.** Lower level fire doors leading to the early childhood wing will lock at 8:20 a.m. Any student arriving after 8:15 a.m. must enter via the main office entrance on the upper level and be signed in by a parent or guardian prior to attending class. Students in K-8 will be given a late arrival pass for admittance to class.

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

***NO CELL PHONE USAGE unless it is an emergency**

*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 keep it visible until your child is seated.

***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 3:30 p.m. will be escorted to our afterschool program (Eagles Landing). Payment for this service is due at the time of pick up.

ST PAUL IS A “NON-SMOKING CAMPUS”. SMOKING OR THE USE OF VAPES IS NOT PERMITTED AT DROP OFF, PICK UP, OR ANYWHERE ON CAMPUS.

Lower Level Dismissal

Students in the preschool full day program through 1st grade, **without siblings**, will be dismissed from the lower level at 3:15 p.m.. Students in grades 2-8, with siblings in PreK, will join their siblings on the lower level for dismissal. 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 as directed by a staff member.

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 3:15 p.m. from the upper level entrance near the office. If a younger sibling is in pre-school, the sibling in grade 2-8 will dismiss on the lower level. If the younger sibling is in Kindergarten or 1st grade; they will dismiss upstairs to join their sibling in grade 2-8. 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 2:45 p.m.

ADDITIONAL INFORMATION PERTAINING TO LOWER LEVEL DROP OFF AND PICK UP

FOR DISMISSAL SAFETY:

- No cell phone use, unless it is an EMERGENCY
- Do not park in the parking lot during dismissal.
- Remain with 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 Smoking including VAPES** is allowed at pick up while waiting for your child. We are a SMOKE FREE campus.
- Dismissal is not the best time to confer with teachers. Please schedule a time to discuss your child.
- **HALF DAY DISMISSAL (11:15am)** Please remain by your vehicle. We will bring the sign in/sign out sheet for your signature. Teachers will escort your child to your vehicle.
- Keep your name tag up until you have your child. Then remove it as a signal that the child is securely buckled in.
- We appreciate your patience.
- Children (ages 3 and up) who are not picked up by 3:30 pm will be escorted to our afterschool program (Eagles Landing). Payment for this service is due at the time of pick up.

ALTERNATE DRIVERS

A written note is required when a child is to go home with another driver. Alternate drivers will be expected to present identification and must have the appropriate child safety seat in their vehicle. Please call the office in case of an unexpected change in drivers. Please hang your family name card from the rear view mirror to expedite the dismissal process.

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. **All volunteer coaches must complete a Safeguarding Our Children class (see page 29) and submit to a background check prior to coaching or practice.**

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. In order for students to participate in athletic programs family accounts must be paid current.

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 2.5 *
- 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 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 extra curricular activity.

ATTENDANCE & SICK/INJURED CHILD INFORMATION

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 to be excused.**
- 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

Illness/Injury

Colds, flu and other contagious illnesses are a serious issue in a school environment because they can spread rapidly. Please be sure your child is healthy for school each day and keep them home if they are exhibiting symptoms of an illness. If your child exhibits any active symptoms of illness when they arrive at school, they will not be allowed to attend. This is both for your child’s own comfort and to minimize the spread of illness to other children and staff at the school. Children should be symptom free/fever free for at least 24 hours before returning to school following an illness.

Please adhere to the following regulations with regard to illnesses:

Fever: If your child has a fever with a temperature of **100.4F** or higher, wait until your child is fever free (without medication) for at least **24 hours** before sending them back to school.

Influenza (Flu): If your child is experiencing the acute phase of the flu (fever, chills, headache, muscular aches and/or cough), please keep them home until the symptoms has subsided and they have been fever-free for at least **24 hours**.

Diarrhea: If your child has diarrhea, please keep them home until their stools are solid and/or your health care provider provides documentation to return.

Vomiting: If your has vomited twice or more in the last 24 hours, please keep them home for at least 24 hours from the last occurrence of vomiting or as recommended by your health care provider.

Severe cough and cold symptoms: If your child is experiencing serious cough or cold symptoms, please keep your child home. A serious cough or cold symptom could be an indicator of a contagious illness.

Sore Throat/Strep: If your child is experiencing a sore throat as a symptom of a mild cold, they may attend school. However, if your child has been diagnosed with a condition that requires antibiotics, such as strep throat, please keep your child home for at least 24 hours after starting antibiotics.

Conjunctivitis (Pink Eye): If your child is experiencing pinkeye related symptoms, such as eye redness, irritation, swelling, and pus, keep your child home and contact your health care provider. If your child is diagnosed with pinkeye, keep them home for at least 48 hours after treatment begins.

Chicken Pox: If your child is diagnosed with chicken pox, keep them home for at least one week after the first appearance or until all lesions have crusted over.

Lice: Once it has been determined your child has lice, please keep them home until one or more scalp treatments have been administered and their scalp is nit free.

Headaches: If your child is experiencing a headache with no other illness related symptoms they may attend school.

Rashes - If your child has a rash, keep them home and contact your doctor. They may return to school after the rash is gone and/or your doctor provides documentation to return.

Earaches - If your child is experiencing an earache with no other illness related symptoms they may attend school.

Mild cold or respiratory symptoms - If your child is experiencing a mild cold or respiratory symptoms with no other illness related symptoms they may attend school. Please ensure your child knows how to handle tissues for coughing, sneezing and nose blowing, and practice good hand washing techniques.

If your child develops illness related symptoms during the school day, your child's teacher, school receptionist, school nurse will monitor their health. A parent or guardian will be contacted if your child experiences illness related symptoms and it will be determined if they need to be picked up.

If your child is injured at school, our CPR/First Aid certified teachers and staff will assess the situation and if necessary 911 will be contacted for emergency medical services. If the injury is minor first aid will be administered. An injury report will be completed for all injuries that involve the head, leave a mark or require medical attention, including first aid. A parent or guardian will be provided with a copy of the injury report at pick up. A parent or guardian will be notified immediately if there are any questions concerning the severity of the injury and for all head injuries. The provided emergency contacts will be called if the parents are not reachable.

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 OR YOUR CHILD'S HOMEROOM TEACHER), BY 8:30 a.m. 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 or monthly (September-April) and billed through the school office. **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.** A 10% late fee applies to all accounts 30 days past due. If band payments are not paid when due, your child will not be permitted to attend band until your account is current.

BEFORE SCHOOL CARE

Before school care will be made available to parents of children enrolled in PreK 3 -8th grade for a fee of \$4.00/day, per child, billed monthly (**via email**) through the school office and due on the 10th of each month. Students account must be in good standing for your child to attend before school care. 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). Park in a designated parking space and enter the cafeteria to sign in your children.

The rest of the school will not be accessible during before school care. What does this mean? Students in the before school program may not leave the cafeteria for any reason other than to use the restroom. Parents may not be anywhere in the building, other than the cafeteria, during before school care; unless attending a conference. Lockers may not be accessed, by students or parents, during before school care.

BICYCLES

Bicycles may be used for transportation to and from school. They are to be parked in the designated bike rack and locked while there. Bicycles may not be ridden in the school area after arrival and the student must walk, not ride, the bicycle off the property. At dismissal time, students riding bikes are expected to wear helmets and leave the school property directly. Bicycles are not to be ridden around the school area during dismissal time or during any after – school activity.

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 SERVICE / CHURCH & ATTENDANCE

Weekly Chapel is held most Wednesday mornings and begins at 8:30 a.m., held in the cafeteria, and lasts about 30-40 minutes. Parents, friends, neighbors, and other family members are welcome to attend. Chapel for Middle School students will be held once a month, generally on Thursday morning at 8:30 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.

In addition, consistent with the philosophy and objectives of a Christian school education at St Paul Lutheran school, we find church attendance very important. We believe a regular pattern of public worship is essential to the spiritual development of our children. Each week school is in session we take record of church attendance which is then recorded on the report card (students in Kindergarten through 8th grade) as a reminder to the parent of role in your child’s spiritual education. If you do not have a church, we encourage you to consider joining in worship with us. However, it is not a requirement for students to be members to enroll at St Paul.

CHECK RETURNED 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, 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 communication 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 President, Mrs. Tamara Worthington, tamieworthington@gmail.com
 - 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 A for the detailed Discipline Policy.

DRESS CODE AND NO UNIFORM DAY POLICY

(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

ALL UNIFORMS WITH A STITCHED LOGO MUST HAVE THE SPLS LOGO



(PARENTS WILL BE NOTIFIED WHEN THEIR CHILD IS NOT IN THE PROPER UNIFORM AND WILL BE ASKED TO BRING PROPER ATTIRE. A DEMERIT WILL BE ISSUED WHEN A STUDENT IS NOT COMPLIANT WITH THE DRESS CODE.)

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.** 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.

POLICY

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 LEATHER (NO CANVAS) 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 MUST BE WORN AT ALL TIMES. NO PEDIS or NO SHOWS.** Athletic shoes must be worn for physical education. **NO EXCEPTIONS!** Please see more detailed information listed under "Uniform Shoe Policy".

Sweatshirts – Sweat Shirts worn during the school day must have.  logo. 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, September - May).

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 and Jumpers in **Navy, Plaid or Khaki** (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)
- Pants, shorts and skorts 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**)
- Socks (low cut or regular crew socks in **White, Navy, or Black**) **PEDS OR PEDIS or NO SHOWS** are not allowed.
- Tights/Leggings in **White, Navy, or Black (optional purchase item)(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**) **OR**
- 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
- 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 permitted. **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**). **NO SHOW SOCKS are not allowed.**
- 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**) **NO SHOW SOCKS are not allowed.**
- 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 and in good taste. The following policy applies:

- 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.
- **Shorts may be worn that are appropriate for school. Shirts may not be longer than the shorts, thus hiding the shorts. Shorts may not be compression shorts, or anything that is skin tight. (Spandex, Lycra, etc.) If shorts are deemed to be inappropriate, students will discreetly be given the option to call home for new appropriate clothes or be outfitted from the uniform closet.**
- 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.**

Non 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 Policy

ALL SHOES MUST BE WORN WITH SOCKS -LOW CUT OR REGULAR CREW AND OR ANKLE SOCKS PEDS , PEDIS, or NO SHOW SOCKS are not allowed

To make sure that your child comes to school in appropriate uniform shoes, please follow the policy below when selecting school shoes for your child.

1. Both boys and girls may wear **PREDOMINENTLY BLACK or WHITE LEATHER athletic shoes** with non-marking soles. **Black and white shoe laces only. NO CANVAS SHOES. THE RUBBER SURROUNDING BASE OF THE SHOE MUST BE BLACK, WHITE OR TAN ONLY. NO “COLORS” allowed on the shoes.**
2. **Dress shoes** are an option 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. When in doubt, please contact the school office, your child’s teacher or the principal.

NO CANVAS FOOTWEAR

**Boat shoes Brands: 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

We periodically have early dismissal days at 11:45 a.m. to allow for extended faculty meetings. All PreK students (half and full day students) will dismiss at 11:15 a.m on early dismissal days.

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 complete work assigned by the 8th grade teacher. If a student does not attend the field trip 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 afterschool program). Cell phones that are out, on, or in the student's possession will be confiscated. 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.
 - Chromebooks are allowed for middle school students.
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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:

Television
Channel 11 (WXIA)
Channel 2 (WSB)

Radio
750 AM (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 Purpose & 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. In addition, I understand and accept my child may be suspended or expelled 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.
7. 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.
8. 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.
9. I agree and will follow the payment schedule for tuition and fees as per my financial contract.
10. I will follow the Acceptable Internet Usage, issued by the Computer Lab teacher, 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.
11. 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.
12. 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 www.stpaulptc.org.

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. Family accounts must be in good standing for a student to attend field trips. 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

Families applying for aid for the upcoming school year must have the application completed by last day in February of the current school year.

To be considered for financial aid, your application with TADS must be assigned "GOOD" status; which means you have completed and submitted all the necessary documentation needed for their review.

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 A 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. Food and drink are not allowed in the gymnasium.
4. 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 available on Sycamore 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 sent home at the close of the first three grading periods. The final report card will be mailed in June. Please see the school calendar for specific dates. These are a part of the student's permanent record.

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)

Core Subjects 8 credits each			Secondary Core Subjects 4 credits each			Non Core Subjects 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 for 8th GRADE STUDENTS

Our 8th grade students will have a formal graduation ceremony the Thursday before the last day of school. There are graduation fees accessed to help defray costs for tassels, diplomas and cap and gown maintenance, programs, and refreshments. These fees are billed in December and due in January. Family account balances must be paid in full by April 10, 2020, in order for your child to receive their diploma certificate the evening of graduation.

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. If you have questions or concerns please email your child's teacher.

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 PreK 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 and DATED 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. One week checkout for PK3 – grade 5.
Two week checkout for grades 6 – 8.
2. Students may only have 2 books checked out at any given time.
3. Books may be renewed for an extra week.
4. A fine of 10 cents per day will be charged for each school day that the book is overdue.
5. 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.**
6. Proper classroom behavior is expected in the library. Students will be quiet and well behaved at all times.
7. Respect for the library is expected of all students. Books must be returned to their original place on the shelf if not checked out.
8. No home checkout is allowed for reference materials.
9. 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. **Parents are not allowed to access lockers unless their child or a staff member is present.**

Locker Policy

- 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.

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 pre order a hot lunch. Lunch is offered by Tammy from Miami Catering. Lunch order forms will be sent home via Constant Contact and by hard copy. Lunch orders not submitted by the noted due date (on the order form) will not be accepted. No refunds for absences. No refunds for emergency school closings for any reason.

Lunches, dropped off by a parent or other individual, will be delivered to a designated cart outside the cafeteria entrance for pick up by the student.

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 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.
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MEDICATIONS

If your child is prescribed medication, please complete the "authorization for medicine" form, provide the dispensing instructions and delivery the medication to the school office. This form is available on our school website www.stpaulptc.org. All medications must be provided in the original labeled prescription container with the dispensing instructions. Pharmacist can provide duplicate label containers solely for the purpose of school doses. All over the counter medication require a note from a physician with dispensing instructions while at school. It is the responsibility of the parent or guardian to notify the school of any medication changes. Teachers and staff members are not permitted to apply lotions, sunscreen, creams or ointments of any type. The Department of Health Resources only permits the application of soap, water, ice and/or a band-aid. 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 DANCE GUIDELINES

St Paul Lutheran School holds middle school dances to promote healthful recreation and social growth consistent with Christian values. Proper behavior (please refer to proper behavior below) 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. ***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, no shorts, 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 **strapless dresses with CLEAR straps**
- See through midriffs
- Low cut necklines
- Tight or form fitting clothing
- Open back lower than the bra line

DANCE ETIQUETTE

Middle school dances are a special time for our students to enjoy fun and fellowship with their peers. This is not a time for recess or outdoor play activities. This is a time for socialization, dancing and having FUN. **Mis-handling decorations, running, inappropriate behavior or not following the instructions of teachers, or chaperones, may result in a phone call to the parent to request immediate pick up their child.**

In addition, the area where the DJ sets up is off limits to the students (this includes the elevated staging area). A song request table will be set up for students to request specific songs. A faculty member will pass on the request to the DJ.

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 the guidelines, it is recommended that you bring the attire to the office prior to the event for approval.**

PARENT CHAPERONES & VOLUNTEERING

We have three Middle School dances each school year. They take place in December, February, and May (on a Friday evening). Tickets are on sale, in the office Monday-Friday, the week of the dance. Tickets are not sold at the door. Students who bring their ticket to the dance will be entered in a gift card drawing. **For the dance to occur, parental involvement is required.** A sign-up genius will be emailed to middle school parents, by your child's teacher. **All assignments, on sign up genius, need to be filled one week prior to the date of the dance.** Discipline, if needed, will be the sole responsibility of the faculty/staff member. (All chaperones must have completed our SAFEGUARDING OUR CHILDREN CLASS).

For the safety of our students, halls, restrooms, and entrance/exits must be monitored for the duration of the dance. Therefore, upon arrival those who signed up to volunteer, will be assigned to "stations/locations" on a rotating basis (restroom hallway, refreshment table, entry door, double doorway from the café to hall). Parents who remain on site, who have not signed up to chaperone, will be added to the chaperone assignment rotation.

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, and returned to the school office, before a student may attend a dance.

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 PreK through 3rd grade 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, families and teachers. Please take the time to be involved in this group for the benefit of your child(ren) and our school family. The PTL holds periodic General Assembly Meetings we encourage all families to attend. PTL meetings will be posted on our school calendar and announced in the weekly Constant Contact emails.

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 PreK through 8th grade participate in outdoor activity periods during the school year. Please be sure your child is dressed appropriately for the outside temperature.

- It is assumed 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 you, the 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.
-

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). The re-enrollment deadline for existing St. Paul students, their siblings and congregation members will be February 28, 2020. 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. Families who do not re-enroll by the February 28th deadline will be assessed an additional one hundred fifty dollars if they elect to re-enroll later. Students not re-enrolled by the end of the school year are considered withdrawn.

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, not limited to field trip drivers and chaperones (parents attending class parties do not have to take the class). All must attend our Safeguarding Our Children training class. This class (approximately 30-45 minutes) is offered periodically throughout the school year. Dates and times will be posted on the website, www.stpaulptc.org, on the School Calendar and via Constant Contact. This class only needs to be taken once.

SCHOOL & CHURCH OFFICE

The school and church office are both 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). Parents are not permitted to deliver items to their child's classroom or locker once school is in session.
 - The lower level fire doors to the early childhood wing will lock at 8:20 a.m. Families arriving after that time must access the building by entering at the upper level main entrance.
 - **Students and parents are not to open an exterior door for anyone.**
 - All visitors are required to sign in, at the reception desk on the upper level, and wear a "VISITOR" sticker.
 - 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
-

SPIRIT WEAR DAYS

Spirit Wear Days are the first Friday of every month, SEPTEMBER through MAY. On these days students may wear any St. Paul Lutheran School spirit wear top along with non-uniform bottoms and shoes which are compliant with the non-uniform day policy. Spirit Wear order forms are available on our website www.stpaulptc.org and may be purchased direct from Uniforms for America at 128 Huddleston Road, PTC.

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 (in the month of March). 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 via 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.

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. **Late fees apply, as per the tuition contract. In addition, a 10% fee is charged when a delay in monthly withdrawal is requested.** All graduating student's accounts must be paid in full by April 10, 2020 for a diploma certificate to be awarded the evening of graduation. All tuition and other fees must be paid in full for report cards to be mailed, at year end.

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, or pets, unattended in your vehicle for any amount of time.

VISITORS

Once school is in session (8:15 a.m.) all visitors (including parents) must stop by the school office, sign in and obtain "VISITOR" sticker. All visitors may not linger on campus unless volunteering or attending a scheduled event, such as Chapel, early childhood programs, band or chorus events, class parties, or other class related events. Once the event is over, please return to the office to sign out. Items (such as snacks, water bottles, gym clothes, classwork, Chromebooks, etc) dropped off by a parent or other individual will be delivered to the classroom by a staff member as their work schedule permits. Lunches, dropped off, will be delivered to a designated cart outside the cafeteria entrance for pick up by the student. Students' friends are not permitted to visit except during the student's lunchtime and must be signed in the office by a responsible adult. Visitors (excluding immediate family) may visit only during lunchtime. All visits to the classroom or during lunch must be communicated in advance to your child's teacher.

VOLUNTEERS

St. Paul Lutheran School is a Christian educational institution driven by the power and presence of Jesus Christ. Our purpose is the spiritual, academic, emotional, social, and physical development of our students. In partnership with families, we provide a Christ-centered, academically excellent education in a safe, secure, nurturing environment at a cost not to exceed the necessary operating and capital expenses.

We are so glad you want to volunteer at St. Paul! It's our school's mission to be *in partnership with families* and this is a great way to grow that relationship and bond.

We are asking all families to be an active part of the St. Paul community by committing to volunteer at our school. In order to do this, we are asking single parent households to contribute at least 3 volunteer hours within a school year and two-parent households to contribute least 6 volunteer hours a year. We appreciate our wonderful parents, grandparents, church and community members who offer their time and energy to our school. We understand every family is not able to volunteer. However, for those whose circumstances allow, it is deeply appreciated.

Volunteer Opportunities

Teachers, staff, and PTL will make volunteer opportunities available throughout the year. These opportunities will primarily be made available through the Sign-up Genius website tool. Parent involvement is needed at events such as Fall Festival & 5K, Veteran's Day, Free Throws for Cash, Class Parties, Grandparent's Day, Book Fair, Library, Middle School Dances,

Pre-K programs, Band & Chorus concerts, School Auction, Field Day. Other events and volunteer leaders will be needed throughout the school year.

Volunteer Background Check Requirement

We require all volunteers, field trip drivers, and chaperones to complete Safeguarding Our Children Training. This class is offered every month, except for December and May. Please refer to the SAFEGUARDING OUR CHILDREN section in this handbook.

All volunteers serve under the supervision of a staff member or other designated person. All volunteers serving during the school day must sign in at the front office on the Volunteer Sign In sheet. If you have a specific area of interest please communicate this to your Parent-Teacher League or your child's teacher.

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 will be refunded and Simply Giving automatic withdrawal payments will be stopped. Application Fees and Tuition Deposits are non-refundable. 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. A support team and plan will be put in place for your child.
- 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 unexcused 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 unexcused absences per semester may result in retention.** Extenuating circumstances will be determined and documented by the Interim 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 Interim 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 Interim 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 Interim Principal about the identified student concerns: The Interim Principal contacts the parent/guardian and defines the concerns. The Interim 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, Interim 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 Interim 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 Interim Principal for verification. The Interim 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, Interim Principal, and parent/guardian. Revise as needed.

Notice of Possible Retention: Third Nine-Weeks

The teacher informs the Interim 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, Interim 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, Interim 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 should only be considered in special cases. Generally speaking students are better off being in the top of their class in the proper age group, versus advancing.

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 Interim 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 Interim Principal.

A data collection form is completed by the parent, teacher and Interim 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 Interim 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 Interim Principal.

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

APPENDIX A

Discipline Policy

Train up a child in the way he should go; even when he is old he will not depart from it.

Proverbs 22:6

Discipline is an act of love. As the parents, teachers, and administrators it is our God given responsibility to train a child in the way they should go. When we correct, rebuke, instruct, and hold accountable we are doing so because we love the child and take seriously God's instruction to train them.

Most of the day to day discipline happens within the classroom. Minor instances of commotion, talking, disrespecting, and peer confrontations are handled by the classroom teacher as part of the day to day life of the class. But sometimes, more is necessary. The goal of discipline is to train a child. The hope is for corrected behavior and continued connection to the community.

The most important factor in the correction of bad behavior is the parents!

When children make bad choices and get themselves into trouble parents have one of two options. They can join the teacher and administrator in holding the child accountable and work to a solution of corrected behavior or they can come to the defense of their child, pass the blame onto the teacher or other students and not participate in the correction.

What is counterintuitive is that parents who desire to protect their children from consequences end up creating a lot more problems for their child. We urge you to take the viewpoint that discipline is an act of love and the best thing we can do for our children to help prepare them for a lifetime of successful relationships.

Common phrases parents say when confronted with their child's poor behavior:

"He has never done anything like that at home."

"I know my child, they would never do that."

"What about the other child(ren) – what is their punishment?"

"I don't think the teacher likes my child."

It is normal to have these thoughts. What we do with these thoughts however is the difference between successfully training a child, or perpetuating the problem behavior.

The success of our discipline is based in the partnership between school and home; teacher and parent.

From time to time it becomes necessary for the administration to get involved in the discipline of a child. At this level parents will also be included in the process. Below are levels of discipline actions, causes that may lead to those levels, and the escalation of consequences that may be necessary.

Behavior	Student Consequence	Parent Involvement
Repeated talking back or disrespecting the teacher	Step 1 Conversation with Principal, and loss of privilege Step 2 After School Detention	Parent will receive an email from Principal with description of event and consequence for student.
Physical altercation with another student. May be initial or retaliation.	Step 1 After School Detention Step 2 Suspension Step 3 Expulsion	Parent will receive an email from Principal with description of event and consequence for student. Parent may be asked for face to face meeting with Principal
Picking on or Bullying another child.	Step 1 After School Detention Step 2 Suspension Step 3 Expulsion	Parent will receive an email from Principal with description of event and consequence for student. Parent may be asked for face to face meeting with Principal.
Use of profane or inappropriate language	Step 1 Conversation with Principal, and loss of privilege Step 2 After School Detention	Parent will receive an email from Principal with description of event and consequence for student.

The goal is to correct the behavior with as little disciplinary consequences as possible. Some behavior only needs a conversation with the principal and a loss of privilege. If that is not enough to correct the behavior and we have a repeat, the second level is after school detention. Detentions accumulate and along with the 4th detention in a single school year comes an automatic one day out of school suspension. The clock does not reset at that point but all subsequent discipline needs are also suspensions. Expulsion from St. Paul may occur.

The principal reserves the right to skip over any step of this process and escalate the disciplinary consequence as necessary depending on the severity of the action.

For example: If a child attacks another child physically with intent to hurt that child, a detention is not enough, suspension or possible expulsion will be considered.

After School Detention:

After school detentions will be served on the next Thursday after the consequence is handed out. Parents will have the opportunity to receive the detention notification and arrange pick up. Detentions will be from 3:15 pm to 3:45 pm. All other school privileges are suspended for a detention (sporting events, after school care, band, etc.) Students may join those activities after the detention has been served.

Detentions are designed to “ring the bell” of awareness for both parent and child. This behavior is unacceptable and will not be tolerated. The hope is that one detention will resolve the issue moving forward.

Suspensions are very serious. When a child is suspended from school they miss out on their academics receiving zeros for the day’s activities. A suspension is a demand from the school for different behavior. Behavior that continues after a suspension is likely to lead to an expulsion.

Bullying:

Bullying is defined as a form of aggressive behavior that is intentional, physically or psychologically hurtful, and repeated. Bullying situations include an imbalance of power (physical, intellectual, or social.)

Not everything that happens between students rises to meet the definition of bullying. A physical altercation between two students may just be a “fight” not necessarily bullying. What rises to the level of bullying is the use of power over and against another typically in a repeated and intentional fashion. A fight might be a rise of emotions between two parties, whereas bullying is one party initiating without provocation.

Bullying of any kind will not be tolerated at St. Paul Lutheran School regardless of time and place which includes non-school hours and social media. Students are encouraged to report bullying behavior to a trusted adult and may do so without fear of retaliation. School personnel must report to the principal, in a timely manner, any incidences of bullying of which they witness or are made aware.

Mild Hurtful Behaviors				
Verbal Aggression	Physical Aggression	Social Alienation	Intimidation	Sexual Aggression
<ul style="list-style-type: none"> • Mocking • Name Calling • Dirty Looks • Taunting • Teasing about clothing or possessions 	<ul style="list-style-type: none"> • Poking • Bumping • Pinching • Spitting • Tripping 	<ul style="list-style-type: none"> • Gossiping • Embarrassing • Setting up to look foolish • Spreading Rumors 	<ul style="list-style-type: none"> • Threatening to reveal personal information • Publicly challenging • Damaging personal property or clothing • Playing a prank • Negative notes 	<ul style="list-style-type: none"> • Gestures • Spreading Stories
Consequences for Mild Hurtful Behaviors				
Step 1	Step 2	Step 3	Step 4	
<ul style="list-style-type: none"> • Complete think sheet to be filed with incident report • Practice appropriate behavior • Lose a privilege • Discuss incident with parents 	<ul style="list-style-type: none"> • Detention • Parental meeting with Principal 	<ul style="list-style-type: none"> • Suspension • Develop an intervention plan with parents 	<ul style="list-style-type: none"> • Long term suspension • Possible expulsion 	
Moderate Hurtful Behaviors				
Verbal Aggression	Physical Aggression	Social Alienation	Intimidation	Sexual Aggression
<ul style="list-style-type: none"> • Teasing about physical appearances 	<ul style="list-style-type: none"> • Stealing • Physical acts that are demeaning and humiliating, but not physically harmful 	<ul style="list-style-type: none"> • Ethnic slurs • Setting up to take the blame • Publicly humiliating • Excluding from the group or threatening the same • Malicious rumor spreading 	<ul style="list-style-type: none"> • Taking possessions • Coercion or threats of the same • Extortion • Threatening physical harm 	<ul style="list-style-type: none"> • Name calling of a sexual nature • Demeaning remarks • Unwelcome sexual advances • Spreading stories
Consequences for Moderate Hurtful Behaviors				
Step 1	Step 2	Step 3		
<ul style="list-style-type: none"> • Complete think sheet to be filed with incident report • Detention • Parent meet with Principal 	<ul style="list-style-type: none"> • Suspension • Develop an intervention plan with parents 	<ul style="list-style-type: none"> • Long term suspension • Possible expulsion 		
Severe Hurtful Behaviors				
<ul style="list-style-type: none"> • Verbal threats of aggression against property or possessions • Verbal threats of violence or of inflicting bodily harm 	<ul style="list-style-type: none"> • Physical violence against others • Threatening with a weapon 			<ul style="list-style-type: none"> • Requests for sexual favors • Unwelcome touching or pinching • Forced sexual contact
Consequences for Severe Hurtful Behaviors				
Step 1	Step 2			
<ul style="list-style-type: none"> • Suspension 	<ul style="list-style-type: none"> • Expulsion 			

APPENDIX B

St. Paul Lutheran School Early Childhood Education Handbook



**“All your children will be taught by the Lord and great will be their peace”
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. You have the responsibility to nurture her/him spiritually, socially, emotionally, physically and intellectually. There are many things you can do, as a parent, that work hand-in-hand with the school to optimize your child’s potential for growth and development.

Support your child in their development in the following ways:

PHYSICAL DEVELOPMENT

Basic Provisions

- Ample rest
- A nutritious diet
- Time for exercise & play

Independence Skills

- Dressing
- Eating
- Combing hair
- Toileting

Emotional & Social Development

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

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 adheres to all state age requirements for school entrance.** However, in rare circumstances, the administration reserves the right to make exceptions to the age requirement. 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:

One year old children (PreK 1) (children must be 1 by September 1st), Two-year old children (PreK2) (children must be 2 by September 1st), Three-year-old children (children must be 3 by September 1st) can enroll for a 2, 3, or 5-day program (half or full day option).

Four year old children (PreK4) (children must 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 (Eagles Landing) is offered for children enrolled in Pre-K 3- 8th grade. This program operates from 3:15 p.m. to 6:30 p.m. Please contact Kim Langner for enrollment paperwork and additional program information. She may be reached at klangner@stpaulptc.org

THE KINDERGARTEN PROGRAM

(for children who have turned 5 by September 1st, class size is 20 child)

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, please do not park in the crosswalk. We also require all parents and children cross the driveway ONLY IN THE CROSSWALK. (Before School Care is available for children registered in PK3 – 8th grade from 7:10 a.m. – 7:55 a.m. There is a \$4.00 per day fee associated with this service. Fees will be billed monthly, due on the 10th of the following 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.. At 8:20 a.m. the fire wall doors to the early childhood wing will be locked. **WHEN CHILDREN ARRIVE AFTER 8:15 a.m., PARENTS ARE REQUIRED TO ENTER THE BUILDING VIA THE UPPER LEVEL ENTRANCE TO REGISTER THEIR CHILD'S ATTENDANCE AT THE OFFICE.**

FOR DISMISSAL SAFETY:

- No Cell Phone use, unless it is an EMERGENCY
- Do not park in the parking lot during dismissal.
- Remain with 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 Smoking, including VAPES is allowed during pick up while waiting for your child. We are a SMOKE FREE campus.
- Dismissal is not the best time to confer with teachers. Please schedule a time to discuss your child
- 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.
- Children must enter the vehicle on the passenger side.
- Keep your name card/tag up until you have your child.
- Please note that children (age 3 and up) who are not picked up by 3:30 p.m. will be escorted to our after school program (Eagles Landing). Payment for this service is pre-paid or due at the time of pick up.
- Please be patient we are doing our best to keep the children safe and get them to you as quickly as possible.

ALTERNATE DRIVERS

A written note is required when a child is to go home with another driver. Alternate authorized pick up individuals will be expected to present identification and must have an appropriate child safety seat. Please call the office in case of an unexpected change in drivers. Please hang your family name card from the rear view mirror to expedite the dismissal process.

For Morning Drop Off

- Please 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

LUNCH

Each teacher will provide specific information regarding classroom procedures for snacks and meals. Please strive to feed your child foods which are simple to serve, simple to eat and 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.

SNACK

Snack is to be provided daily by the parent. **PLEASE PACK AND LABEL LUNCH SEPARATE FROM SNACKS. Please follow guidelines for lunches.**

BIRTHDAY TREATS

If you choose to provide a birthday snack for the whole class at school, we require that all foods be store bought. **Please do not send birthday snacks with peanuts, peanut butter or any nut products.** If you are having a party and wish to send invitations to the WHOLE class, we are happy to distribute them for you. To avoid hurt feelings, if all children are not invited, please mail the invitations.

HOLIDAY CELEBRATIONS

The following classroom parties are celebrated during the school year. 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

Thanksgiving Feast
Muffins for Mom

Happy Birthday, Jesus
Doughnuts with Dad

Grandparent's Day
End of Year

BEFORE SCHOOL CARE

Before school care will be made available to parents of children enrolled in PreK 3 thru grade 8 for a fee of \$4.00/day, per child, billed monthly, via email, through the school office and due on the 10th of the 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.**

The rest of the school will not be accessible during before school care. What does this mean? Students in the before school program may not leave the cafeteria for any reason other than to use the restroom. Parents may not be anywhere in the building, other than the cafeteria, during before school care; unless attending a conference. Lockers may not be accessed, by students or parents, during before school care.

AFTER SCHOOL PROGRAM (Eagles 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

The Early Childhood Education department schedules many in house field trips throughout the year.

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 which may 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 and is not limited to, field trip drivers and chaperones (**parents attending class parties do not have to take the SGOC class**). These individuals 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 at www.stpaulptc.org. This class does not have to be taken more than once.

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 take 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 is broken. Personal items that interfere with learning will remain in cubbies during the day (blankets, jewelry, dolls, pacifiers, etc.)

SCHOOL DRESS

Uniforms are only required for children enrolled in Kindergarten-8th grade. Children in pre-kindergarten may wear clothing 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 one and two year old class 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. If after two months, a child is having accidents at nap time on a weekly basis, they will be asked to switch to the half day program.**

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 items.

ILLNESS/INJURY

Colds, flu and other contagious illnesses are a serious issue in a school environment because they can spread rapidly. Please be sure your child is healthy for school each day and keep them home if they are exhibiting symptoms of an illness. If your child exhibits any active symptoms of illness when they arrive at school, they will not be allowed to attend. This is both for your child's own comfort and to minimize the spread of illness to other children and staff at the school. Children should be symptom free/fever free for at least 24 hours before returning to school following an illness.

Please adhere to the following regulations with regard to illnesses:

Fever: If your child has a fever with a temperature of **100.4F** or higher, wait until your child is fever free (without medication) for at least **24 hours** before sending them back to school.

Influenza (Flu): If your child is experiencing the acute phase of the flu (fever, chills, headache, muscular aches and/or cough), please keep them home until the symptoms has subsided and they have been fever-free for at least **24 hours**.

Diarrhea: If your child has diarrhea, please keep them home until their stools are solid and/or your health care provider provides documentation to return.

Vomiting: If your has vomited twice or more in the last 24 hours, please keep them home for at least 24 hours from the last occurrence of vomiting or as recommended by your health care provider.

Severe cough and cold symptoms: If your child is experiencing serious cough or cold symptoms, please keep your child home. A serious cough or cold symptom could be an indicator of a contagious illness.

Sore Throat/Strep: If your child is experiencing a sore throat as a symptom of a mild cold, they may attend school. However, if your child has been diagnosed with a condition that requires antibiotics, such as strep throat, please keep your child home for at least 24 hours after starting antibiotics.

Conjunctivitis (Pink Eye): If your child is experiencing pinkeye related symptoms, such as eye redness, irritation, swelling, and pus, keep your child home and contact your health care provider. If your child is diagnosed with pinkeye, keep them home for at least 48 hours after treatment begins.

Chicken Pox: If your child is diagnosed with children pox, keep them home for at least one week after the first appearance or until all lesions have crusted over.

Lice: Once it has been determined your child has lice, please keep them home until one or more scalp treatments have been administered and their scalp is nit free.

Headaches: If your child is experiencing a headache with no other illness related symptoms they may attend school.

Rashes - If your child has a rash, keep them home and contact your doctor. They may return to school after the rash is gone and/or your doctor provides documentation to return.

Earaches - If your child is experiencing an earache with no other illness related symptoms they may attend school.

Mild cold or respiratory symptoms - If your child is experiencing a mild cold or respiratory symptoms with no other illness related symptoms they may attend school. Please ensure your child knows how to handle tissues for coughing, sneezing and nose blowing, and practice good hand washing techniques.

If your child develops illness related symptoms during the school day, your child's teacher, school receptionist, school nurse will monitor their health. A parent or guardian will be contacted if your child experiences illness related symptoms and it will be determined if they need to be picked up

If your child is injured at school, our CPR/First Aid certified teachers and staff will assess the situation and if necessary 911 will be contacted for emergency medical services. If the injury is minor first aid will be administered. An injury report will be completed for all injuries that involve the head, leave a mark or require medical attention, including first aid. A parent or guardian will be provided with a copy of the injury report at pick up. A parent or guardian will be notified immediately if there are any questions concerning the severity of the injury and for all head injuries. The provided emergency contacts will be called if the parents are not reachable.

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.

MEDICATION

If your child is prescribed medication, please complete the "authorization for medicine" form, provide the dispensing instructions and deliver the medication to the school office. All medications must be provided in the original labeled prescription container with the dispensing instructions. Pharmacist can provide duplicate label containers solely for the purpose of school doses. All over the counter medication require a note from a physician with dispensing instructions while at school. It is the responsibility of the parent or guardian to notify the school of any medication changes. Teachers and staff members are not permitted to apply lotions, sunscreen, creams or ointments of any type. The Department of Health Resources only permits the application of soap, water, ice and/or a band-aid.

PROGRESS REPORTING

Parent-teacher 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 student progress reports are issued by semester for students in PreK2-PreK4.

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 desired he/she 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 hands on 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.

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 God 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 God 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 continued school attendance.

Please be reminded it is our foremost desire to lead children to assume responsibility for their own actions while preserving a safe and 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 A for complete discipline guidelines

FAMILY HANDBOOK VERIFICATION

2019-2020

TO THE PARENTS and/or GUARDIANS and STUDENTS (who are able to read):

After you have read the Family Handbook, please return this sheet SIGNED to the school office by Monday, September 30, 2019.

This certifies that you have read the school policies and procedures as stated in the St. Paul Lutheran School Family Handbook and understand their application to your child's safety and overall success at St. Paul Lutheran School.

This certifies that you understand St. Paul Lutheran School has your child's best interests in mind should discipline or educational issues come into play. You agree to work through these issues and to comply with the decision of the administration as partners in this educational process.

Date: _____

PRINT Family Last Name: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Parent/Guardian Signature:
