



St. Paul's

LUTHERAN SCHOOL

PARENT-STUDENT HANDBOOK

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Table of Contents

→ MISSION STATEMENT	2
→ PHILOSOPHY	2
→ PURPOSE	2
→ STATEMENT OF FAITH	2
→ CORE VALUES	3
→ HISTORY	3
→ ACCREDITATION	3
→ ADMISSION	4
→ GOVERNANCE	5
→ FINANCIAL SUPPORT	5
→ TUITION & PAYMENT	5
→ CODE OF CONDUCT / CHRISTIAN BEHAVIOR	6
→ SCHOOL PROCEDURES	6
→ ATTENDANCE	7
→ HOMEWORK	7
→ DRESS CODE	8
→ INCLEMENT WEATHER & SCHOOL CLOSINGS	9
→ VISITORS	10
→ SCHOOL AND CHURCH OFFICE POLICY	10
→ SCHOOL PHOTOS	10
→ CURRICULUM & ACADEMICS	10
→ EXTRACURRICULARS	12
→ PROGRESS REPORTING & COMMUNICATION	12
→ EMERGENCY PREPAREDNESS	13
→ CONFLICT RESOLUTION / DEALING WITH GRIEVANCES	14
→ DISCIPLINE	14
→ HEALTH	17
→ GENERAL POLICIES	18
→ MISCELLANEOUS	19

MISSION STATEMENT

St. Paul's is a Christ-centered school that inspires and challenges students to become courageous leaders.

"See what the great love the Father has given to us, that we should be called children of God; and so we are." 1 John 3:1

This handbook is intended to be an aid to students and parents. During the course of the school year, modifications may be made to policies and rules. It is the duty of the Board of Christian Education and St. Paul's School to continually re-evaluate these policies to ensure they best serve the school community.

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

PHILOSOPHY

St. Paul's Lutheran School in partnership with St. Paul's Lutheran Church and the home provides students with a foundation of faith on which each child develops their God-Given abilities to lead productive lives. This team of parents, students, and St. Paul's ministry staff recognize our role to work in partnership with one another as we fulfill God's plan within a larger local community and Lutheran Church Missouri Synod.

PURPOSE

The purpose of St. Paul's Lutheran School is to partner with parents in providing an excellent Christian and academic education for children of St. Paul's Lutheran Church and the greater community, so they may, through God's Word and Spirit, know God and His forgiving love through Jesus Christ. Together we encourage children to respond to that love with lives of Christian faith, worship, love, and service while recognizing they are children of God and members of the body of Christ. As they grow, they will honor God through development of their abilities and utilize these talents to their greatest potential.

We believe that St. Paul's purpose is reflected through instruction from a Christian perspective; the impact of professional Christian teachers and leaders; the potential to meet the child's spiritual, intellectual, physical, social, emotional and aesthetic needs in a Christian environment; and the opportunity to witness in Christian worship, living and service. May God grant us the strength and courage to guide students into lives of witness and service wherever God may lead them.

STATEMENT OF FAITH / CORE BELIEFS

St. Paul's Lutheran School is an essential ministry of St. Paul's Lutheran Church. We exist to inspire and challenge students to become courageous Christian leaders. St. Paul's Lutheran School was founded and functions on the fundamental principles found in the Holy Scriptures as understood and taught by the Lutheran Confessions and the [Lutheran Church Missouri Synod \(LCMS\)](http://www.lcms.org). (lcms.org) We believe in the Triune God, the Father, Son and Holy Spirit. In addition - we believe in the following core beliefs:

- GRACE ALONE: God loves and cares for us even though we sin and rebel against him.
- FAITH ALONE: Those who hear the message of Jesus Christ - His death and resurrection on our behalf - and believe it - are forgiven and have the everlasting life that it offers.
- SCRIPTURE ALONE: The Bible is the true Word of God. It is the basis for all Christian teaching.

CORE VALUES

St. Paul's Lutheran School has a long rich history of preparing its students for lifelong success. Our Early Childhood, Elementary, and Middle School programs operate with four Core Values as the guiding principles of our strategic planning and decision making on the way to living out our stated mission. Our values are:

Faith Development: Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go. - Joshua 1:9

Excellence: And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. - Colossians 3:17

Integrity: Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity. - 1 Timothy 4:12

Service: Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. - 1 Peter 4:10

HISTORY

St. Paul's Lutheran School began when St. Paul's Lutheran Church opened a Kindergarten in 1949. By 1957, St. Paul's Kindergarten strengthened and the congregation began a time of growth. As a result, the decision was made to start an elementary school. In the fall of 1957, St. Paul's called its first principal, Mr. Loren Goehner who launched a Kindergarten through Grade 4 program.

Over the next four years, the school added one grade per year. In 1961, St. Paul's School was a Kindergarten through Grade 8 Program. The first graduating class in the Spring of 1962 was six students.

In 1980, St. Paul's built and opened an education building to house the K-8 school. In this new building, St. Paul's operated as a two grades per classroom school until 1994 when growth brought the opportunity to open one grade per classroom. In 2001, St. Paul's built a new sanctuary and added a separate Middle School Wing to the school building adding three additional classrooms.

ACCREDITATION

St. Paul's Lutheran School is accredited by the National Lutheran Schools Accreditation and Middle States Non Public Accreditation. Accreditation is accomplished for the purposes of validating the educational mission, objectives, goals and programs of our school.

ADMISSIONS

St. Paul's admits students of any race, color, creed, nationality, ethnic origin or personal belief to all the rights, privileges, programs, and activities generally accorded to its students. St. Paul's does not discriminate on the basis of race, color, creed, nationality, ethnic origin or personal belief in the administration of its policies and programs.

NEW STUDENTS

Families who desire to have their child(ren) enrolled for the first-time must start the application process by contacting our school office. An interview with a staff member will be required along with providing recent progress reports, applicable testing and any other requested form. New students may seek enrollment only at the start of an academic semester. Exceptions may be made for special circumstances such as a new move to the area.

New students must meet the following age requirements:

- PreK3 - 3 years on or before September 1 (must be potty trained.)
- PreK4 - 4 years on or before September 1
- Kindergarten - 5 years on or before September 1
- Grade 1 - 6 years on or before September 1

ENROLLMENT STEPS

1. Complete Application Form
2. Sign Release of Records
3. Arrange Family Interview with SPLS Staff
4. Complete any necessary Placement or Readiness Tests
5. Complete Enrollment Form with Fee

All newly enrolled students (K-8) are accepted provisionally in regards to academics and conduct for the first semester they attend St. Paul's Lutheran School. At the end of the first semester, the principal may extend the length of the provisional period if needed.

ADMISSION PRIORITY

New enrollments will not be considered until the end of the re-enrollment period for current families. St. Paul's Lutheran School follows the following established enrollment priorities:

- Siblings of students currently enrolled at St. Paul's who hold membership at St. Paul's Lutheran Church
- Students from families who are members of St. Paul's Lutheran Church
- Siblings of students currently enrolled at St. Paul's Lutheran School who are not members of St. Paul's Lutheran Church
- All other community students

RE-ENROLLMENT

All tuition, fees, and agreements must be current to re-enroll. Re-enrollment occurs through our on-line portal. Early enrollment takes place in February.

There may be certain situations in which we may examine the re-enrollment of a student at SPLS. If a

student does not seem to benefit from the instructional program, the teacher may request that an assessment team complete a study of the student's progress. This team would examine academic progress, test scores, health records, and disciplinary records and would also consult with the parents of the child.

GOVERNANCE

The policies and activities of St. Paul's Lutheran School are governed and guided by the Board of Christian Education and members of St. Paul's Lutheran Church through its elected leadership. Our school principal and chairperson of the BOCE reports directly to the Board of Directors.

FINANCIAL SUPPORT

St. Paul's Lutheran School is a mission of St. Paul's Lutheran Church. The combined costs of salaries, janitorial services, supplies, books, equipment and all functions of St. Paul's Lutheran School are maintained by members of St. Paul's Lutheran Church and School community. Please note that all members of St. Paul's congregation, whether they have children enrolled in the school or not, lend financial support to the School ministry.

TUITION & PAYMENT

RE-ENROLLMENT / ENROLLMENT FEES: Children are accepted for enrollment at St. Paul's for one school year. Re-enrollment procedures must be completed every year for placement to be maintained for the following year. At the beginning of the calendar year, the Board of Christian Education will set tuition, registration and other fees for the coming school year. No student will be allowed to re-enroll unless tuition and/or fees are current. New student registration must be paid in full at the time of enrollment. *Registration fees are nonrefundable.*

TUITION: Enrollment, re-enrollment, tuition management and financial aid applications are processed through the online portal of TADS. Tuition may be single / double pay or payment can be placed on a monthly payment plan. All payment deadlines must be met.

REFUNDS: Tuition payments are nonrefundable. Unless special circumstances arise, the school will not refund tuition or cancel unpaid obligations if your child withdraws during the school year.

PAYMENT OPTIONS:

- Single Pay Plan: Payment is made in full by August 1. A 1% discount will be applied.
- Two Payment Plan: Half of the tuition is paid by August 1, and the balance is paid by January 15. If the deadline is not met, monthly payments will be required in subsequent years.
- Ten Month Plan: Payments are made monthly (August through May) using the TADS tuition plan. This is an online process that is initiated by an email from TADS when enrollment opens.
- Twelve Month Plan: Payments are made monthly (June through May) using the TADS tuition plan. This is an online process that is initiated by an email from TADS when enrollment opens.

FINANCIAL AID: A financial aid program is offered for families when assistance is needed. Financial Aid information may be obtained from the office. March 15 is the deadline for completing the application.

ST PAUL'S CONGREGATIONAL MEMBER TUITION DISCOUNT: Active, communicant members of St. Paul's congregation receive a tuition discount. By definition, an active, communicant member regularly attends worship and communes at least four times a year, or once per quarter. If the

parent's membership becomes inactive, non-member tuition will be charged, starting with the first school quarter after the parent becomes inactive.

Parents who wish to become members of St. Paul's congregation should schedule an appointment to speak with the pastor and complete the adult instruction class. The discount will be applied for the next full school year following installation as a member of St. Paul's Lutheran Church.

CODE OF CONDUCT / CHRISTIAN BEHAVIOR

St. Paul's Lutheran School students are expected to act in an orderly, respectful manner, maintaining the highest Christian standards of courtesy, kindness, morality, and honesty. All must represent St. Paul's Lutheran School with behavior and attitudes that are pleasing to Christ and further the cause of HIS Kingdom. Our conduct and speech should always seek to follow Christ's directive to "love Him above all and our neighbors as ourselves."

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

Our goal is to work with families to encourage positive growth in the areas of discipline:

- We believe that a student is responsible for his/her own actions.
- We believe that students have a choice in how they behave.
- We believe that when we work together, we can reinforce positive behavior and redirect negative behavior so that students are affirmed as they make choices and learn from mistakes.
- We believe that students will learn to recognize that there are natural consequences as a result of his/her actions.

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

SCHOOL PROCEDURES

ARRIVAL: Doors open at 8:15. Prior to that time, waiting students must be supervised by an adult. They may wait in the courtyard area, but NOT on the playground or parking lot. There will be no supervision provided by St. Paul's faculty and staff before the doors open. Classes begin at 8:30.

From 8:15-8:25 a.m., parents may either:

- use the designated drop-off lane, or
- park their cars and walk children to the school entrance.

After Labor Day weekend, parents should drop students off at the stairway in the elementary or middle school wings of the building. This is an important time for teachers to greet and help students.

DISMISSAL: St. Paul's elementary and middle students are dismissed each day at 3:00 p.m. Directions for pick up are as follows:

- It is mandatory for anyone picking up a student at St. Paul's to have a family identification tag on the passenger's side dashboard of their vehicle.
- If no tag is present, the driver will be asked to park and go to the office for verification.
- Parents may arrive as early as 2:00 p.m. and park in marked parking spots.
- At 2:55 p.m. parents must be at their vehicles and prepared to receive their children.
- Students will be released to their vehicles in groups by a staff member.
- Vehicles may not move until directed by a staff member.

- If you need to enter the building, park in the lower lot or pull through at dismissal and return to the main lot after all cars are gone.

EAGLE'S NEST: St. Paul's offers before/after school care in three sessions: 7:00 a.m. - 8:15 a.m., and 3:15 p.m. - 6:00 p.m. In the event inclement weather resulting in a delayed start or early closing, Eagles Nest will be closed.

ATTENDANCE

Attendance at school is a significant aspect to ensure student success. Students are expected to be in regular attendance every day school is in session and to be on time to all classes. Appointments with doctors, dentists, etc. should be made outside of school hours when possible.

ABSENCES: If a student is going to be absent, parents should notify the office before 8:45 a.m. Parents should communicate with the school regarding the reason for absence and the expected return to class date.

TARDIES: It is important that students are in their classrooms ready to learn at the start of the school day and at the beginning of each class period. Adhering to schedules is an important life skill. Students arriving in their homeroom after the 8:30 a.m. bell must sign into the office and will be considered tardy.

LEAVING CAMPUS EARLY: Teachers and the office must be notified by the morning of when a student will be picked up early. The parent/guardian is to sign students out through the office and return them to the office. *No child will be allowed to meet anyone in the parking lot or exit through any other door. (Parents must come to the office to sign the child out.)*

HOMEWORK

SPLS acknowledges that students can profit by developing the habit of doing independent academic practice. While SPLS does not establish a fixed, rigid policy for the amount of homework that children should have each night, we believe that all work should demonstrate the purpose of reinforcing academic content and furthering students' academic growth. Teachers will coach and encourage students to maximize class time and effectively plan the completion of all assignments. Should students spend an excessive amount of time on homework, please consult with your child's teacher to seek an appropriate solution.

MAKE-UP WORK (unplanned): Students who are absent from school due to illness or family emergency will make up the work within the amount of days missed.

MAKE-UP WORK (planned): When a student knows in advance that they will be absent from school, parents/guardians should notify the school office and teacher prior to the absence. *Assignments can either be given out in advance OR when the student returns depending on the ability to accurately predict academic pacing and projected assignments.* Teachers will work with students and families to establish a reasonable date when all missed assignments or tests should be completed using the rule of: *one day grace for each day absent.*

DRESS CODE

The Scriptures remind us that whatever we do should be done to the glory of God. St. Paul's Lutheran School implements a policy of dressing for success. Our dress code is designed to enhance discipline, concentration, student safety, and school spirit while reducing competition and peer pressure. Our dress code encourages students to maintain pride, give a positive impression, while emphasizing that school is a place for work.

To maintain consistency of style, color, and quality and to simplify selection, we recommend that families purchase from Land's End who carry approved dress code items:

Land's End
www.landsend.com/school
School Code: 900132184
1-800-469-2222

Tops

- Red, black or white, long or short-sleeved polo-style shirt with embroidered SPLS logo on left-chest
- Red, black or gray cardigan sweater with embroidered SPLS logo on left-chest
- Red, black or gray quarter zip sweatshirt, fleece, or performance pull-over with embroidered SPLS logo on left-chest
- Red, black or gray crewneck sweatshirt with embroidered SPLS logo on left-chest
- Solid white, black or gray long-sleeved crew-neck t-shirts may be worn under polo-style shirts.
- A logoed polo shirt must be worn under any sweater, sweatshirt, or quarter zip listed above
- Shirts must be tucked in

Pants and Shorts

- Uniform-style khaki, gray or black twill pants or shorts (no cargo pockets or rivets)
- Black or brown belt (if loops are present)

Skorts and Skirts

- Uniform-style khaki, gray or black skorts and skirts (no cargo pockets or rivets)
- Must not be shorter than mid-thigh.
- Must be free of labels and logos with no pockets sewn on the outside
- Shorts must be worn under skirts at all times.

Shoes/Socks

- Solid, conservative-colored, matching socks must be worn
- **Girls:** white, gray or black tights may be worn under skorts or skirts
- Black or gray solid leggings may be worn under skorts, skirts, or shorts
- Shoes must fit properly. Shoe should not be loose fitting and should stay on during recess and other play activities. (No Boots)

- Any athletic shoe may be worn
- Any shoe which ties, buckles, or attaches with a Velcro strap
- All shoes must be closed toe (No Sandals)
- All shoes should have a flat rubber sole

General Dress and Grooming:

- Clothing needs to fit, being neither too small or too large.
- No frayed edges or holes in any clothing
- Hair should be clean, appropriately styled, and should not call undue attention to the individual student. Hair should not interfere with direct eye contact. Any coloring in hair which is of unnatural color, should be limited to a particular area.
- No excessive make-up, or cosmetics. (Fingernail length should allow for successful participation in PE, recess, and other play activities.)
- Jewelry should not be excessive
 - Watches, rings, necklaces and bracelets are permitted.
 - Earrings for girls must be less than $\frac{3}{4}$ inch in diameter or length. No earrings for boys
 - No body and/or facial piercings. No gauges
- No tattoos, whether temporary or permanent
- Clothing designed for the outdoors must not be worn during inside class time.
- Leggings, stretch pants/shorts, jeggings or yoga pants may not be worn as outerwear.

P.E. Uniform

- Solid red athletic logoed t-shirt (Embroidered shirts are preferred)
- Solid black logoed athletic shorts (Embroidered shorts are preferred)
- Black or Gray logoed sweatpants (Embroidered sweatpants are preferred)
- Athletic shoes are required to participate in PE

Dress-Down:

- All "General Dress and Grooming" standards apply.
- Sports jerseys (T-shirts should be worn under jersey)
- All clothing should be modest and God honoring in appearance and messaging.
- Closed toe, closed heel, rubber soled shoes

Violations

As a parent of SPLS, we expect that you support the dress code policies in sending your child to school. It is expected that you review your child's dress prior to dropping them off at school each day. If your child comes to school in violation of the dress code, you can expect a note/email informing you of the violation. With repeated violations, parents can expect a phone call to bring proper attire to school. Noncompliance could result in additional consequences for your child. If there are times the teacher feels your child's dress choices are a distraction, you will be notified.

WEATHER GUIDANCE & SCHOOL CLOSINGS

SCHOOL DELAY & CLOSING POLICY: In the event of inclement / snowy weather, St. Paul's will follow Baltimore and/or Harford County.

- Closings, delays and early closures will be announced via WBAL, email, phone message and SPLS social media.
- If Baltimore County is CLOSED, St Paul's is CLOSED.

- If Harford County is CLOSED, St Paul's is CLOSED.
- If Baltimore County is OPEN or DELAYED, but Harford County is CLOSED, St Paul's is CLOSED, and vice versa.
- If there is a delay Pre-K will be in session as follows:
 - One hour delay PK will be in session 9:30 a.m. -12:00 p.m., two hour delay PK will be in session 10:30 a.m. - 12:00 p.m.
- If Baltimore County is one hour late, and Harford County is two hours late, St Paul's is two hours late, and vice versa.
- If Baltimore or Harford County closes early, St. Paul's will close early. Parents may come and get children as soon as the announcement is made, but arrangements must be made to have students picked up by the official closing time.
- St. Paul's reserves the right to make an independent decision on closing when necessary. Parents will be notified by email and phone call. St. Paul's Lutheran School closings will also be displayed via social media.

HEAT POLICY: In the event that Baltimore or Harford County schools close because of heat, St. Paul's will remain open.

WEATHER GUIDANCE: St. Paul's believes that recess should take place outdoors on school grounds as weather, space and safety permits. Outdoor play has many proven benefits for children. In accordance with this policy, teachers utilize ISBE Child Care Weather Watch as an outdoor recess guideline when weather is extremely hot or cold. With this in mind, parents and students should take weather in consideration when choosing attire for school based on expected weather.

VISITORS

The doors are secured and locked throughout the day. For access into the school, ring the doorbell near the front office. All visitors must sign into the office and receive a Visitor's Badge.

SCHOOL AND CHURCH OFFICE POLICY

The office and its secretaries are available to provide assistance regarding church and school matters. The office is not a place for personal conversations or planning meetings.

Equipment in the copy room may only be used by parent volunteers after checking with the office staff. If a problem occurs, contact the office staff.

During school hours, students may only go to the office with written permission from a teacher.

SCHOOL PHOTOS

Class and individual photos are taken every school year in the fall. Check the school calendar and newsletter for exact dates. School photos will be used in our yearbook. The purchase of photos is optional.

CURRICULUM & ACADEMICS

The curriculum and courses offered at St. Paul's Lutheran School complies with best practice methodology and achievement objectives. The curriculum at St. Paul's Lutheran School aligns with state and national educational standards. An out-facing curriculum guide which outlines each subject area for SPLS can be found on-line on the school website. Please note that textbooks are not considered curriculum, but rather serve as resources for teachers and students to attain curricular

goals. Although textbooks and other resources are acquired from a variety of publishers and sources, all material is taught from a Christian perspective. The curriculum at SPLS undergoes routine and continuous review and revision.

AREAS OF LEARNING

RELIGION: All students are required to take religious instruction. Religion class occurs daily with Chapel Worship during the week. Through Religious instruction, students gain Biblical knowledge, Catechism, Church History, and Memory Work.

CHAPEL: Chapel is an important part of our spiritual development at St. Paul's Lutheran School. Chapel services are held every Wednesday at 8:45 a.m. unless otherwise noted via calendar or newsletter due to a special event. Parents are welcome to join our weekly chapel service. Offerings collected will be designated to a specific mission.

LANGUAGE ARTS: Reading, Literature, Phonics, Grammar, Spelling, Handwriting, and Composition

SCIENCE: General Science, Physical Science, Life Science, Earth Science, Health, Outdoor Education

MATHEMATICS: General Math, Pre-Algebra, Algebra I

SOCIAL SCIENCE: Geography, History, U.S. Constitution, Social Studies, Maryland History, Current Events

FOREIGN LANGUAGE: Middle School

FINE ARTS: Visual Arts, General Music, Vocal and Instrumental Music

TECHNOLOGY: Integrated into the curriculum

PHYSICAL EDUCATION: Games, Athletics Sports, Large and Small Motor Skill development

PLEDGES AND CLASSROOM DEVOTIONS

At the beginning of the day, each classroom will recite the Pledge of Allegiance. Each classroom will also have regular devotions built into the schedule and prayer before mealtimes and dismissal.

FIELD TRIPS

Classes will take field trips on various occasions throughout the school year. Students in good standing will be eligible to participate in field trips. A notice containing important information about the trip will be sent home to parents/ guardians prior to the trip. A field trip permission notice must be signed by a parent/guardian. Non-participation will be treated as an absence from school. Field trips are an extension of classroom curriculum and school programming. Participation in field trips is limited to parents/guardians of participating students. Parents/guardians who participate in a field trip must follow the designated travel route provided by the teacher, make no extra stops, and refrain from bringing siblings. If a parent/guardian desires to take a child home directly from a field trip site, they must prearrange this option with the teacher and sign their child out prior to leaving the field trip site.

LIBRARY

St. Paul's Lutheran School provides a library where students may borrow books. The Library is maintained through parents, volunteers and staff. Books may be checked out for one week and may be renewed each week. Reminders will be sent home regarding overdue books. Report cards may be held or fines assessed for unreturned books.

EXTRACURRICULAR

Students are encouraged to participate in extracurricular activities at St. Paul's Lutheran School. These activities allow students to contribute to the larger SPLS community and are an important part of the total experience for students who attend SPLS.

ATHLETICS: St. Paul's provides athletics opportunities for students who attend St. Paul's Lutheran School. St. Paul's belongs to the MIAC (Maryland Independent Athletic Conference) which consists of several local Independent Schools who field athletic teams. Athletic opportunities include: boys' & girls' soccer, girls' volleyball, boys' and girls' basketball, and boys' baseball. Students are encouraged to participate in these activities and develop their God-given skills and abilities while practicing Christ-like leadership and sportsmanship.

ACADEMICS: St. Paul's provides opportunities for students to participate in certain academic performances. These include a Spelling Bee, Geography Bee, and Performing Arts.

CLUBS: St. Paul's sponsors various clubs depending on the interest of students and staff / leader sponsorship. All clubs need administrative approval and adult sponsorship before being implemented.

EXTRACURRICULAR ELIGIBILITY

To be eligible to participate in all extracurricular activities, a student must meet the following requirements:

ACADEMIC ELIGIBILITY: A student must maintain an average grade of C or better in any subject. When a student's grade falls below the grade level of C, then the student is ineligible until the grade is brought up. St. Paul's Lutheran School recognizes that some student athletes may face academic challenges that are beyond their control. As a result, every effort is made to assist the student, including possible exemption from the stated policy with approval from the Athletic Director/ Principal for other opportunities.

CONDUCT ELIGIBILITY: A student must represent the values and conduct as stated in the handbook to remain eligible for participation in extracurricular activities. When conduct is brought to the attention of the Athletic Director and/or Principal, a student becomes ineligible for 1 week or as determined by the Athletic Director and/or Principal.

PROGRESS REPORTING & COMMUNICATION

STUDENT PROGRESS CONFERENCES: Conversations about student progress is essential for the success of each student. SPLS provides two formal opportunities throughout the year to engage in conversations with families regarding student achievement. One after the first quarter and one prior to the end of the third quarter. Conferences promote the following:

- A healthy home-school relationship.

- A partnership in the mutual interest and success of each student.
- A clear and accurate understanding of a student's ability and achievement.

ON-LINE DATABASE: TADS is our on-line database and Gradelink is the St. Paul's Lutheran School on-line gradebook. All students' grades in grades 3-8 are online for parents to view. Teachers will post grades in a timely manner. Parents will be issued passwords in order to access grades. Gradelink is a great communication tool to monitor your child's academic progress in Grades 3-8.

WEEKLY NEWSLETTERS: St. Paul's recognizes the importance of quality communication with families. St. Paul's releases a school-wide weekly newsletter which highlights school events and celebrations. In addition, each classroom releases a classroom newsletter to provide important reminders regarding events and happenings in your child's specific classroom.

REPORT CARDS: Report cards are issued at the end of each quarter. Report cards may be held if tuition and fees are not current. The fourth quarter report cards will be mailed one week following the end of the school year.

STANDARDIZED TESTING: Standardized Achievement tests are issued to students in grades 3-8 once per year. This process is one method that helps St. Paul's Lutheran School understand the overall performance and achievement of students. St. Paul's Lutheran School utilizes the Iowa Assessments Test to measure student mastery in the following areas: vocabulary, reading, language, spelling, mathematics, science and social studies. Scores are mailed to parents with their fourth quarter report cards.

EMERGENCY PREPAREDNESS

St. Paul's staff receive training in emergency preparedness and response. All teachers receive basic first aid training with the school nurse each year. In addition, office staff and several teachers are trained through MedTec which includes CPR. Our efforts allow us to be alert and responsive in order to keep students safe should an emergency occur. Our teacher review our emergency preparedness plan which includes the following:

EVACUATION: Teachers, students and staff have many opportunities to practice how to exit the building in case of fire or other emergency.

FIRE DRILLS: Fire drills are practiced on a regular basis to prepare students for a safe and rapid evacuation of the building. Evacuation maps are posted in each classroom, and regulations are followed as required by the fire department.

REVERSE EVACUATION: This is the process of moving students and staff indoors quickly in case of a perceived external threat of harm such as a toxic spill or police presence in our immediate area.

SHELTER-IN-PLACE: This includes keeping students inside the building and ensuring all exterior doors remain locked. A shelter-in-place scenario is a result of a reverse evacuation with no directed threat towards the school. Student's academic day continues as normal.

LOCKDOWN: This process protects staff and students from internal and external dangers that are perceived to be directed at the school in some way. Teachers know to follow the lockdown procedures and remain alert for information that could indicate that they can evacuate safely.

INTRUDER: Our plan is designed to protect students and staff from a dangerous situation aimed at the school in some way. Teachers know to follow our intruder plan which includes evade, escape, and lockdown procedures.

TORNADO: When local weather services alert us to the potential for extreme or severe weather, we will move all students to interior and lower level locations such as hallways for the duration of the threatening weather.

CONFLICT RESOLUTION / DEALING WITH GRIEVANCES

Matthew 18: When a problem occurs, it will be worked out by following Matthew 18:15-17a.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won a brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church...”

When a question or concern arises, please practice the following:

- The individual should discuss the matter privately with the teacher. This allows for direct communication and understanding to be achieved along with an apology, forgiveness and reconciliation to occur as appropriate.
- If the matter is unresolved, it should be brought to the attention of the principal and / or pastor.

DISCIPLINE

Discipline at St. Paul’s Lutheran School reinforces the values of self-control, integrity, attitude, effort, responsibility and faith development. It is how we follow Proverbs 22:6 where we are charged to “train up a child in the way they should go.” Our staff interacts with students in a way that encourages growth. We expect that negative actions that interfere with learning to be addressed and ultimately stopped. Students and parents should share in the understanding that to lead a happy, God pleasing life, it is necessary to love our Lord, love one another, respect one another’s rights and privileges and use / develop the talents we have been given. Promoting acceptable behavior happens through the following process:

REDIRECTION: The teacher - with the guidance of God’s Word - accomplishes enforcement of discipline. Teachers will take appropriate measures in the classroom to ensure the environment remains positive. Sometimes students can be redirected through a brief conversation, while other times a specific consequence has to be enforced.

PARENT CONTACT: If a student’s behavior does not become acceptable through redirection, the teacher will report the behavior to the parents. As a Christian School, SPLS recognizes the importance of partnering with families as we strive together for the success of the child.

PRINCIPAL REFERRAL: If the problem remains unresolved - or if a specific behavior is beyond the scope of classroom discipline, the student is referred to the principal. The principal and student will strive for understanding and resolution. This can result in natural consequences such as apologies, restorative conversations, rectification damages, behavior contract, suspension or alternative action. The principal will work with the parents, students and teachers to help move the students back onto a track of success.

CONSULTATION: If behavior continues beyond administrative steps, the student will be suspended from school and a consultation for next steps is required. The student’s return to school will be

determined by the consultation. Students who return after consultation will serve a probationary period. Details of the probationary period will be outlined as part of the consultation. If the problem persists, the principal may recommend the child be expelled from school and contact the Board of Christian Education.

In certain circumstances of misbehavior, the principal may begin the process at any level, including recommendation for expulsion. The Board of Christian Education will automatically review the action. Parents shall also have the right to appeal such an action to the Board of Christian Education.

The purpose of the discipline process is to resolve problems in the early stages. Please remember that the latter stages are necessary only when there is no resolution.

DETENTIONS: After-school detention will have a duration of one hour (3:10-4:10) and supersedes an extracurricular activity. Lunch/recess detention will be held during the duration of lunch/recess. Parents will have at least a one day notification of a detention. If a child fails to show up for a detention, an extra detention must be served. If the next detention is also missed, a conference with the principal will be required.

SUSPENSIONS: A suspension means that a student is not permitted to be at school during the day of the suspension. A suspension intends to help a student see the value of better cooperation and appreciate the value of learning with a class and a teacher.

The principal has the authority to issue a suspension. During the day of suspension, and for the calendar week following the student's return to school, the student is excluded from extra-curricular activities. It will also result in a zero given on any work missed or due on that day.

Suspension may result from the following behaviors:

- Severe, overt disrespect for school rules
- Severe, overt disrespect or harassment of any person
- Serious and willful destruction of property
- Bullying behavior
- Correspondence or communication between students with violent or threatening language
- Violence
- Stealing

EXPULSION: Students who fail to respond to the disciplinary guidelines set by St. Paul's, or who exhibit severe negative behavior, subject themselves to possible expulsion. This decision is made by the principal and the St. Paul's Board of Christian Education. Expulsion from St. Paul's Lutheran School will mean the removal of a pupil from the roll effective the date decided upon. Once the decision to expel has been reached, no reconsideration for readmission will be made. **TUITION WILL NOT BE REFUNDED IN CASES OF EXPULSION.**

CHEATING / PLAGIARISM: Cheating is defined by using, submitting, or attempting to obtain data or answers by deceit or dishonest means. Students who provide answers will be treated equally as those who utilize the answers. Students who cheat will lose full credit for their assignment or test as cheating does not allow the teacher to accurately assess a student's academic ability for the assignment or test. The teacher will notify the parents/guardians if their child is involved in cheating. The following are examples of cheating:

- Copying homework, classwork, test and/or quiz answers from others
- Using unauthorized notes or materials during quizzes and/or tests

- Allowing family members or friends to do homework or projects for you
- Passing answers to other students
- Plagiarism--the taking of ideas and passing them off as one's own
- Selling or providing old tests and projects to other students
- Forging parent's signature

RESTRICTED ITEMS: Items brought to school must meet the educational needs of the students. Chewing gum, non educational magazines, hand-held electronics and cell phones are not allowed to be used during the school day. Matches, knives, weapons and weapons' magazines are never allowed on school grounds under any circumstances. All restricted items seen on school grounds by any faculty members will be confiscated and could result in severe disciplinary action. The school will not be liable for any lost, damaged or stolen confiscated items.

BULLYING: St. Paul's Lutheran School is committed to providing a caring, responsive and safe school environment that is free of discrimination, violence, bullying and other forms of harrassment. Our school strives to ensure all students have the opportunity and support to reach their full potential and build healthy relationships within the community. While there will always be conflicts of one sort or another, we want to create a culture where care and concern for one another's well-being is a top priority.

Bullying is defined as unwanted, aggressive, repeated behavior that involves an imbalance of power. As a school, we pledge to:

- NOT bully others.
- HELP students who are bullied.
- INCLUDE students who are left out.
- REPORT bullying to an adult.

SPLS prohibits bullying. When bullying is reported; SPLS will address such incidents quickly, thoroughly and effectively.

MIDDLE SCHOOL DISCIPLINE CARDS (REFERRALS): Referrals are the basic form of discipline used to correct behavior. Notification to the parents of any formal action will be in the form of a "referral form" signed by the teacher and sent home with the student. The referral is to be signed and returned. Referrals reset every quarter. Referrals are explained in more detail at Middle School Orientation and on the referral sheet itself.

TECHNOLOGY: We believe in the importance of both home and school teaching and modeling appropriate technology use. St. Paul's Lutheran School teaches and practices age appropriate technology use by focusing on the following three areas:

- Productivity - Students learn how to use technology to complete work, contribute and share within a community.
- Information Literacy - Students begin to understand the perspectives they are presented with through technology.
- Digital Citizenship - Students begin to understand the rights and responsibilities that go with utilizing technology tools, both for themselves and for others.

Students in Grades 5-8 bring their own device to use as part of the curriculum. Students must abide by the terms of the St. Paul's technology contract. As with other personal property, it is the students responsibility to manage their device throughout the school day.

CELL PHONE POLICY: Cell phones must be kept turned off and in a bookbag. The phone may not be used before or after school hours on campus (8:15 a.m. - 3:30 p.m.). When students do not follow the cell phone policy, the following steps will be taken.

- ***First Offense:***
 - The cell phone will be confiscated by any teacher or staff person.
 - Phone must be picked up by a parent from a teacher.
- ***Second Offense:***
 - The cell phone will be confiscated by any teacher or staff person.
 - Phone must be picked up by a parent from a teacher.
 - The student will serve a detention. [Middle School only]
- ***Third Offense:***
 - The cell phone will be confiscated by any teacher or staff person.
 - Phone must be picked up by a parent from a teacher.
 - Students will serve an immediate suspension. [Middle School only]

HEALTH

ILLNESS: A child who is ill will not be able to perform to his/her highest potential during the school day. For your child to be in school, he/she:

- must be able to participate in all school activities.
- must not have vomited or have had diarrhea in the past 24 hours.
- must have been fever-free without taking a fever reducing medication for at least 24 hours.

CONTAGIOUS DISEASES: Contact the school office when your child has been diagnosed with a contagious illness. Some contagious diseases are listed below, but are not limited to this list. To alert other parents, a letter may be sent home.

- *Chicken Pox*--excluded until seven days after the first eruption. Scabs are not infectious.
- *Conjunctivitis/Pink Eye*--excluded until on antibiotics for 24 hours and there is no discharge from the eye(s). A doctor's note is mandatory before attending school.
- *Covid19*--excluded from 5 days of first symptom. Follow guidance from the doctor.
- *Head Lice*--excluded until treatment with a pediculicide has begun, and the child is free of lice and nits (the eggs laid by the lice on the hair follicles).
- *Strep Throat*--excluded until 24 hours of antibiotic treatment has elapsed.

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

- MUST have a doctor's note.
- MUST be brought to school by a parent.
- MUST be in the original bottle with the appropriate label.
- MUST be administered by an RN, medical technician, or parent/guardian.
- MUST be locked in the school office lock box.

Over the counter medications MUST have a doctor's note and be sent in a new, unopened bottle. This includes cough drops and medicated chapsticks. These items must be kept in the office.

Maryland law requires that medicines may not be stored at the school during the summer. Any

medications not taken by the parent/guardian will be destroyed at the end of the year.

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

ACCIDENT/EMERGENCY: An emergency card for each student listing contact people, doctors and dentists will be kept in the school office. In the case of an extreme emergency, St. Paul’s may call 911 or an available licensed physician. It is understood that the parent will pay any ambulance or physician fees.

VISION & HEARING SCREENING: The Maryland State Department of Education provides annual screenings for students in schools that have received state approval. The screening is for Pre-Kindergarten, Kindergarten, 1st Grade, 4th Grade, 8th Grade and all new students. Results are preliminary, and a referral for further testing does not imply significant problems with vision and/or hearing.

GENERAL POLICIES

RELIGIOUS / CHURCH EXEMPT SCHOOL STATUS: St. Paul’s follows local, state, and federal regulations, as applicable. As a recognized religiously-affiliated school, St. Paul’s Lutheran School is not required to adopt any rule, regulation, or policy that conflicts with the religious or moral teachings of the Lutheran Church Missouri Synod.

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

ADDITIONAL STATEMENT PER MARYLAND LAW FOR SCHOOLS THAT RECEIVE STATE FUNDS:

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion,

- sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
or
- iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

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

SEXUAL HARASSMENT POLICY: St. Paul’s Lutheran School is committed to maintaining a learning environment that is free from all forms of sexual harassment. St. Paul’s administration and Christian Board of Christian Education will act to investigate all complaints and will discipline any student or employee who is proven to have sexually harassed any member of the St. Paul’s community.

ASBESTOS NOTICE: St. Paul’s Lutheran School has been classified as asbestos free. While no asbestos remains on our campus, SPLS followed a strict process in its history when asbestos was encapsulated in limited areas. Our management plan and semi-annual inspection reports throughout the process along with our ACM Free Status remain in the office and are available for review upon request.

MISCELLANEOUS

LOST & FOUND: If personal items are lost, it is the student’s responsibility to check the Lost and Found box. Any unclaimed items will be given to the Lutheran Mission Society on a monthly basis.

ANIMALS: Dogs, cats or any other animal not in a cage or aquarium may not be taken out of a vehicle and brought into the parking area, courtyard or school building. A caged or aquarium animal may be brought to school if approved by the classroom teacher.