

## **School Mission Statement**

**St. Paul's, a Christ-centered school, inspires and challenges students to become effective 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.

## **CHRISTIAN BEHAVIOR**

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

### **Our Five Christian Character Traits**

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

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

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

**Parent Code of Ethics:** The parents of St. Paul's students are expected to:

- follow Matthew 18.
- respect the mission of St. Paul's School.
- be a positive Christian influence.
- approach faculty and staff with respect.
- take an active role in their child's learning.
- become involved in parent volunteer activities and programs.
- meet tuition and all other paperwork obligations promptly.

**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...."*

**Parent Concern Procedure:** When a question or concern arises, please practice the following:

- When in doubt, please ask. Misunderstandings are corrected more easily when discussed right away.
- Speak directly to the teacher involved first.
- Talk to the teacher privately and be solution-oriented.
- If the concern is not resolved after speaking to the teacher, the principal and/or pastor may be involved.

**Parent-Teacher Communication:** Teachers may be reached by means of a note sent in with a child, an email, or a call to the office during school hours. Teachers will respond in a timely manner.

## **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, 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.

**Eagles' Nest:** St. Paul's offers before/after school care in three sessions: 7:00-8:15 a.m., 11:30a.m.-3:15 p.m. and 3:15-6:00 p.m. In the event of a 2 hour delay opening, before care is available at 9:00 am.

**Visitors:** The doors are kept 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.

**Chapel:** Services are held on Wednesdays at 8:45 a.m. Parents and others are welcome and encouraged to attend. Offerings will be collected and designated to a specific mission.

**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.

**Snow Policy:** In the event of snowy weather, St. Paul's will follow Baltimore and/or Harford County.

- Closings, delays and early closures will be announced via Radio, T.V. and displayed on the school website.
- 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 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 a phone call.

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

**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.

**Library Policy:**

- Books may be checked out for one week, and may be renewed.
- There is a five cent fine for each day a book is overdue.
- Reminders will be sent home regarding overdue books.
- No final report cards will be issued until books are returned and fines are paid.

**DRESS CODE:** Compliance with the dress code is required during school hours.

**General Dress and Grooming:**

- Clothing needs to fit, being neither too small or too large.
- No frayed edges or holes in any clothing
- Shorts may be worn during the 1st and 4th quarters.
- Shorts or skorts must not be shorter than mid-thigh.
- No excessive jewelry
- Earrings for girls must be less than  $\frac{3}{4}$  inch in diameter or length.
- No earrings for boys
- No tattoos, whether temporary or permanent
- Clothing designed for the outdoors must not be worn during inside class time.
- Hoods may only be worn outside.
- Leggings, stretch pants, jeggings or yoga pants may not be worn as outerwear.
- Hair coloring must be of a natural shade.
- Boys' hair must not touch collars or be covering their eyebrows.
- Shoes must tie, buckle, or attach with a Velcro strap, with a flat rubber sole. (NO BOOTS)
- Socks must be worn.

**Uniform Policy**

- Uniform-style khaki, navy or black twill pants or skorts (no cargos, rivets, jumpers or dresses)
- Uniform-style khaki, navy or black twill shorts may be worn 1st and 4th quarters
- Black or brown belt (if loops are present)
- Red, black or white, long or short-sleeved polo-style shirts with school logo
- Shirts must be tucked in
- Solid, conservative-colored, matching socks
- **Girls:** white, navy or black tights may be worn under skorts
- Red, white, black or navy crew-neck cardigans, V-neck pullover sweaters or V-neck pullover sweater vests (no zippers or hoods)
- White or black, long-sleeved crew-neck t-shirts may be worn under polo-style shirt.

### **P.E. Uniform**

- Red logoed shirt and logoed shorts must be purchased from Lands End or PPM Embellishment
- Athletic shoes are required to participate in P.E.
- Black or grey sweatpants--no leggings or yoga pants

### **Dress-Down:**

- All “General and Grooming” standards apply.
- Jeans, sweatpants or shorts are acceptable
- Sports jerseys (basketball jerseys must be worn over a T-shirt)
- Crew-neck T-shirts (no bands, tobacco products, alcoholic products or messages that may be interpreted as disrespectful to God, others, or self) or other appropriate tops (no tank tops, spaghetti straps or halter tops)

### **Violations**

- A form will be sent home for parents to sign and return.
- *Elementary*--after 5 violations a parent conference with the principal will be scheduled
- *Middle*--after 3 violations a student detention will be scheduled

## **DISCIPLINE**

**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. The school will not be liable for any lost, damaged or stolen confiscated items.

**Cell Phone Policy:** Cell phones must be kept turned off and in a book bag. The phone may not be used before or after school hours on campus (8:15 a.m.-3:30 p.m.).

#### *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.
- Student will serve an immediate suspension. [Middle School only]

**Cheating:** Cheating is defined in the following ways:

- Copying homework, classwork, test and/or quiz answers from others
- Using unauthorized notes or materials during quizzes and/or tests
- Allowing family members or friends to do homework or projects for you
- Passing answers to other students
- 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

### **Referrals [Middle School only]**

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 principal and sent home with the student. The referral is to be signed and returned. Referrals reset every quarter. The referrals take two forms: Category A and Category B violations.

#### *Category A Violations:*

- four (4) times tardy to school or class
- classroom interruption/disruption
- restricted items (see Restricted Items)
- failure to comply with school procedures
- inappropriate physical behavior
- eating/drinking in class and hallway
- other inappropriate behaviors at teacher's discretion

#### *Category B Violations:* automatic detention

- misuse of God's name
- crude/obscene language
- cheating/academic dishonesty
- disrupting chapel
- disrespect for or conflict with a teacher or fellow student
- destruction of school property
- lying/forgery
- five (5) homework alerts (Lunch/Recess Detentions)
- three (3) dress code violations
- three (3) Category A violations
- three (3) Category A violations and every violation thereafter

**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.

**Suspension:** 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 until the following school year. **TUITION WILL NOT BE REFUNDED IN CASES OF EXPULSION.**

**ATTENDANCE:** 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 school hours if at all possible.

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

**Make-up Work:** Students who are absent from school due to illness or family emergency will make up the work within the amount of days missed.

**Vacation Make-Up Work:** Parents are strongly discouraged from planning family trips and activities that will cause their child(ren) to miss class. However, if parents must make such plans, parents are responsible for getting approval from the principal two-weeks prior. The assignments which are given in advance are at the teacher's discretion.

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

**Early Pickup:** Teachers and the office must be notified by the morning of when a student will be picked up early. The parent/guardian must first go to the school office and sign the student out. A call will then be made to the classroom. *No child will be allowed to meet anyone on the parking lot or exit through any other door.*

## 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. 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.
- *Head Lice*--excluded until treatment with a pediculicide has begun, and child is free of lice and nits (the eggs laid by the lice on the hair follicles).
- *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 appropriate label.
- MUST be in pill form, no liquids.
- 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 chap sticks. These items will 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.



**Immunization:** 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 and 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.

## **PROGRESS REPORTING**

**Gradelink:** 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.

**Report Cards:** Report cards are issued at 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 Tests:** National standardized test are administered to students in grades 2-8. The results are sent to the parents upon the school’s receipt of the scores.

## **GENERAL POLICIES**

**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 staffs necessary for the operation of the school.

**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 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:** Asbestos is located in limited areas of the school building. It is encapsulated according to MDE requirements, and does not pose a threat. The management plan and semi-annual inspection reports are in the office and are available for review upon request.

## MISCELLANEOUS

**Field Trips:** Attendance is required for any field trip occurring during a school day. Any student not participating is required to be in school or will be marked absent for the day. An assignment related to the trip may be assigned and graded. Parents will be notified in advance of all field trips. Written consent is needed for a child to attend a field trip. Siblings may not accompany a parent chaperone. Chaperones must be at least twenty-one years of age and are limited to parents unless previously approved by the classroom teacher.

**Lost and 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.

**School Photos:** Class and individual photos are taken every school year in the fall. The purchase of photos is optional.

**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.

## PAYMENT POLICIES

**Re-enrollment/Registration 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. Preference will be given to siblings and St. Paul's Church members. 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 pay or on an installment plan. All payment deadlines must be met.

*Refund Policy:* Tuition payments are nonrefundable. 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.
- 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.
- 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.

*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.

*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 must first speak to 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 church.