



Parent-Student Handbook

2024-2025

Updated February 2025

1125 Barr Street
Fort Wayne, IN 46802
Ph: (260) 424-0049
Website: www.stpaulsfw.org

School Year Theme:

“Endure”

School Year Theme Hymn:

LSB Hymnal 411
“I Want to Walk as a Child of the Light”

School Bible Verse

Hebrews 12: 1-3
“Let us run with endurance the race that is set before us, looking to Jesus.”

Our Mission

St. Paul’s Lutheran School exists to educate each child in a Christ-centered environment for a life of service to God and man.

WELCOME FROM THE PRINCIPAL

On behalf of our entire faculty and staff of St. Paul's Lutheran School, welcome to our *St. Paul's Family!* We invite you to be a part of the foundational educational experience offered at St. Paul's, which will have a lifelong impact on your child. As you read more details below about our school philosophy and guiding principles, keep in mind that all those details boil down to one important **focus** of our school... **We CARE about each child** that walks through our school doors for the 180 days of school, and consider it a privilege to serve our students and families in the light of Christ's Gospel.

Take a few moments to slow down and reflect on the points shared through our *Philosophy, Guiding Principles, and School Standards...* the details... *as you have agreed to them by enrolling your child in our school.* No place, nor person, is perfect, but we will consistently strive for an environment based on mutual **respect** ... in the classroom, in all parent-teacher communication, and in all our cooperative efforts to provide our children with a solid foundation for a future of Christian service to others.

It is important to review these important points because they form the foundation of *how* and *why* our teachers *shape* their classrooms (and expectations) the way they do. They may also help you understand our relentless commitment and follow-through on what some may say are "trivial" aspects of education, such as regular (*on time*) attendance, homework completion, respectful demeanor (*at all times*), and listening & following directions. We are confident of our "ingredients for success" at St. Paul's, and look forward to partnering with you and your child in preparation of limitless possibilities for the future.

In closing, we are thrilled to have the opportunity to serve you, offering your child more than just an "excellent education", or a "quality learning experience" Think of it more as equipping your child with a Christ-centered *toolbox for life!* Again, it is a privilege to serve you as you are an important part of our family at St. Paul's.... **Welcome!**

Welcome to St. Paul's

NONDISCRIMINATION POLICY

St. Paul's Lutheran School, a non-profit, 501(c)(3), independently owned and operated by St. Paul's Lutheran Church, admits students of any race, color, creed, religion, gender, national and ethnic origin, and does not discriminate in administration of its educational policies, admissions policies, financial aid or other school administered programs.

EDUCATIONAL PHILOSOPHY

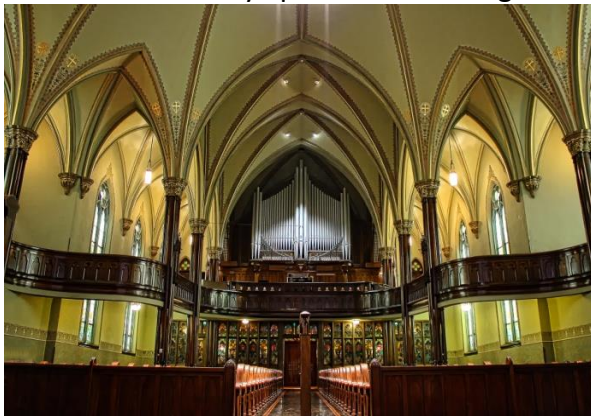
We believe that to receive the maximum benefit of St. Paul's educational program, it is imperative that students *engage in the learning* at school, follow through with classroom expectations at home, and carry out all school activities in a respectful manner.

We believe that children have different strengths and weaknesses and develop at different rates. We acknowledge that children have different learning styles and a variety of interests and backgrounds. As such, our teachers attempt to understand their students' diverse talents, providing them with a broad range of learning opportunities through which every child may achieve success and relative growth.

We believe that the parents' first responsibility is to provide their children with a fundamentally sound Christian education. St. Paul's Lutheran School is a valuable assistant to the parent in this vital work. Parents and school must be mutually supportive partners for the best educational results.

We believe that our teachers, who have worked diligently to attain their educational training/degrees/teaching licensure, and who have been called to their vocation in Lutheran education, are to be given the highest regard and respect for their dedication to fulfill our school's mission. Trusting those to whom we've entrusted our children's care is a vital component of a successful school experience.

We believe that all of us, endowed by our Creator with a body, mind, and soul, should live our lives in response to God's gifts of grace, forgiveness, and the promise of everlasting life with Him in heaven. Because we are sinful, we need God's grace which is given freely through faith in Jesus Christ, our Savior. We are assured of His grace and forgiveness as we come to Him, and one another, with a contrite heart. Our children, brought to faith by baptism and God's Word, will be nurtured as the Holy Spirit works through faithful, meaningful instruction in the Word.



St. Paul's Lutheran School...Is the Primary Mission of St. Paul's Lutheran Church – Member of The Lutheran Church-Missouri Synod

GUIDING PRINCIPLES OF OPERATION

- Christian education, in the context of Lutheran teaching and confession, is the objective of St. Paul's Lutheran School. This principle shapes and directs all subsequent principles.
- **St. Paul's Lutheran School stands for quality education which leads the student to assess his/her talent, develop his/her potential, and set goals of Christian vocation.**
- Teachers at St. Paul's Lutheran School will dedicate themselves to their vocation of *teaching children*, ensuring that each child is given the opportunity to grow academically in every aspect of our school curriculum...learning is not a student *option*, as engaging students in learning is not a teacher *option*.
- **All behaviors/ actions related to the work of *Christian education* at St. Paul's Lutheran School will reflect respect, courtesy, and care for all members of our community (parents, students, families, teachers, administrators, congregation members)**
- Problems that interfere with ministry will be confronted head on with the expectation of positive resolve.
- **Mutual accountability governs all relationships.**
- Long-range planning, reviewed annually by the Board, will guide the development of all phases of the school program.
- **The well-being of the staff will be of primary consideration in budget and long-range planning.**
- Goodwill /support of teachers and staff (by parents and other members of our community) will be expected and supported by school administration.
- **Volunteerism: St. Paul's Lutheran School will seek to involve the members of the congregation as well as parents, friends, and others in the community in the program of Christian ministry, and will help them identify with and support this program.**
- St. Paul's Lutheran School building and grounds will reflect pride of ownership.
- **Personnel policies and practices will be provided to all staff members so that expectations are clearly communicated, understood, and accepted by all.**
- All members of our St. Paul's Lutheran School community will be accountable to these established principles.

SCHOOL STANDARDS

- RESPECT the Ministry of our School
- RESPECT the Authority of the Teacher (and other Adults)
- RESPECT the Rights of Others
- RESPECT the Property of Others
- RESPECT the Teaching / Learning Process

ADMISSIONS POLICY

- Candidates for admission to St. Paul's Lutheran School must be in agreement with and committed to the mission of the school. (Our Mission: *St. Paul's Lutheran School exists to educate each child in a Christ-centered environment for a life of service to God and man.*)
- St. Paul's Lutheran School, a non-profit, 501(c)(3) independently owned and operated by St. Paul's Lutheran Church, admits students of any race, color, creed, religion, gender, national and ethnic origin, and does not discriminate in administration of its educational policies, admissions policies, financial aid, or other school-administered programs.
- St. Paul's Lutheran School admits full-time students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.
- Admission to St. Paul's is dependent upon St. Paul's having the appropriate academic program/educational plan that fits the student. St. Paul's Lutheran School may or may not be equipped to service the educational needs of students with disabilities. Students with Individualized Education Plans, Individual Service Plans, or Individual Learning Plans require individualized review and approval for admission.
- Students must be in good standing with their previous school.
- Transfer students must have a C or better average at their previous school.
- St. Paul's reserves the right to admit students on probation or conditional status.
- Students from alternative or non-accredited schools or who have been on probation and/or suspended from another school require individualized review and approval for admission.
- Students expelled from another school will not be considered for admission until the expulsion period from the previous school has expired.
- Students may be admitted to St. Paul's Lutheran School at any point during the academic year if approved.

ENROLLMENT PROCEDURE

Children are admitted to St. Paul's Lutheran School only after the satisfactory completion of the following:

- a. **Parent(s) and prospective student(s) meet with our school's Admissions Counselor**; take tour of school (*purpose: for families to become acquainted with St. Paul's program and gain an understanding of our school's expectations for educational success*).
- b. **An application is completed for each child** using our Online Application system (found at the "Admissions" tab on our website). This is for NEW STUDENTS to the school only (*purpose: to indicate sincerity of intent to enroll; and to initiate the next step, which if accepted to St. Paul's, is completing the Online Enrollment process*).
- c. **School Records** (including complete academic/achievement test history, behavior/office referral records, any special education/IEP/ISP references, and/or all health records) **must be received by our office** prior to enrollment being finalized (*purpose: Administrative review of a student's previous school record is an important element of determining if the student meets our admissions requirements, and opens dialogue with parents if any clarification is needed*).
- d. **Meet the Principal**; formal or informal, depending on the need. (*purpose: Parents and/or Principal may desire a "formal" meeting to further discuss the school's program, discuss financial considerations, or review/clarify questions in regard to student records; whether formal or informal, this time serves as an opportunity to welcome families to St. Paul's*).
- e. **Meet with the Admissions/Financial Counselor**: St. Paul's has a dedicated staff member committed to understanding a family's financial situation and help identify financial resources through scholarships, grants, and/or other financial assistance for which a child may be eligible. (*purpose: To support a Parent's desire to have their child receive the Christian education offered at St. Paul's*).
- f. **A "placement exam" in Reading and/or Math is taken** before enrollment is finalized. This option is initiated by the administrator if a student's core subject grade average from the previous school is lower than a "C". This evaluation may also be initiated at the Principal's discretion upon acceptance to the school in order to provide an academic "baseline" for proper course and/or grade level placement. (*purpose: to get a more accurate academic representation of a student's ability/level if any clarification is needed based on student records*).
- g. **Kindergarten and New 1st Grade students are "screened"** before enrollment is finalized. The screening (baseline "skills"/maturity assessment) is arranged with, and conducted by, our Kindergarten teacher. (*purpose: to ensure that children are developmentally ready to begin a full-day Kindergarten program*) Note: St. Paul's follows the state's legal age cut-off for students enrolling in Kindergarten. Students must be five years of age either on or before the first of August. Those entering the first grade must have reached the age of six by the same date.
- h. **The application is prayerfully and objectively considered by the Principal**. Considerations include the priority of enrollment. First priority is to members of St. Paul's Lutheran Church. Second priority is to students who already have siblings in attendance. Final priority is to non-members of the church. Teachers may be involved in the decision.

- i. **Parents are notified** by the Principal or the Admissions Counselor of acceptance or denial, with accompanying explanations as needed.
- j. **A non-refundable enrollment fee is submitted as part of the Online Enrollment Process** to officially “hold” a spot for your child. (*purpose: This fee is the official indication of your intent to enroll, and your agreement to our mission, philosophy, and guiding principles of operation.*)

ORGANIZATION OF THE SCHOOL

St. Paul's Lutheran School is incorporated in the state of Indiana, and operates under the blessing of the Lutheran Church-Missouri Synod in the Indiana District. It is owned and operated by St. Paul's Evangelical Lutheran Church, 1126 South Barr Street, Fort Wayne, Indiana, and has been in operation since 1837. The controlling body of our school is the church's Voters Assembly which holds "open" quarterly meetings for all St. Paul's members. The Voters Assembly makes broader decisions in support of the operations of the school (i.e. the Calling of a teacher, the expansion of the school's program, and capital projects). The Principal is responsible for carrying out the daily operations of the school, implementing the school policies adopted by the Board of Education. The Principal reports to the Board of Education (School Board). The Board is responsible for reviewing / adopting school policy; evaluating the performance of the Principal, Teachers, and School Staff; and making school-related recommendations to the Church Council. The Board of Education reports to the Church Council. The Church Council, comprised of the chairmen/chairpersons of every active Board or Committee of the church, is responsible for the overall operations of the church and school. The Church Council reports to St. Paul's Voters Assembly.

ACCREDITATION

St. Paul's maintains accreditation through two agencies: The National Lutheran School Accreditation (NLSA) Association, and the State of Indiana.

ACHIEVEMENT TESTING

Students in grades K-3 participate in Dibels testing at the beginning of the school year to identify early reading trends (student strengths/weaknesses), with follow-up testing done throughout the year with students on an individual / as-needed basis. We also offer early literacy assessments for students using the STAR Literacy online assessment tool.

Students in grades 1-8 participate in the STAR Enterprise Reading and STAR Enterprise Math online assessments (Fall and Spring).

Students in grades 3-8 participate in the Indiana I-Learn test. All 3rd through 8th graders are evaluated in Math and English/Language (Reading), with 4th through 7th graders also evaluated in Social Studies or Science, depending on grade level. All 3rd graders participate in the I-READ test as required by the state.

AFFILIATIONS

St. Paul's is associated with The Lutheran Schools Partnership (TLSP) which is comprised of several Fort Wayne area Lutheran elementary schools and Concordia Lutheran High School. We are also a member of the Indiana Non-Public Education Association (INPEA).

CURRICULUM SUMMARY

Textbooks used: **Religion / Memory** – ESV Bible, Luther’s Small Catechism, and Lutheran Service Book (commensurate with the grade level and consistent with the doctrine of the Lutheran Church – Missouri Synod); **Reading** – Reading Street, Open Court, Prentice Hall, Balanced Literacy Approach; **English** – Fountas and Pinnell (K-5) College Prep Eng/Writing (7-8); **Math** – Saxon and Houghton Mifflin (K-5), (6-8) and/or Common Core curriculum resources utilizing I-PAD technology; **Science** – Abeka (K-5); **Social Studies** – Scott Foresman.

Other curricular resources include **Junior Achievement**; **Outdoor Education** (gr. 5-6 and 7-8), **YMCA Swimming** (1 swimming lesson per week over a 6 week period for grades 1-8); **Downtown Library** (5-8 plan regular visits for reading/research); **Performing Arts Center** (downtown); **Fort Wayne History Museum** (downtown); **Embassy Theater** (downtown); **African American History Museum** (downtown); **The Ballpark** (Tincaps downtown); **Convention Center** (downtown); **Allen County Courthouse** (downtown); a **variety of other downtown businesses** / centers with whom we have a *partnership*; and **out-of-town field trips**, including Washington D.C., Indianapolis, Cincinnati (OH), Toledo (OH), Chicago (IL), other (depending on grade level and teacher planning).

Regardless of the “mode” of learning, our school’s specific curriculum is developed through constant review and revision of the learning goals for our students alongside current academic standards. Our curriculum is shaped by the professional development experiences of our teachers, as they share current methodologies of instruction with the rest of the faculty.

A Note on Technology and the Curriculum: While St. Paul’s actively seeks understanding of current technological trends, and embraces the use of technology by teachers and students to deepen the learning experience, we view “technology” as a means to an end as opposed to an actual curricular goal. Upon graduation, our students will be proficient in using Microsoft applications as well as various online presentation and research tools. Our emphasis is on teaching students to use the technology for **deeper reading** / research, taking a position and **writing** arguments on the research, then **orally presenting** their findings to peers / audience.

WORSHIP/RELIGION: A PART OF WHO WE ARE

All children are expected to take part in the religious instruction and devotions of the school, which are rooted in Lutheran doctrine and practice. Students are expected to participate in weekly worship opportunities, either at St. Paul's, or at their home congregation. Church and/or Sunday School attendance will be recorded. We believe that *attending church* offers many gifts to those who participate in worship (i.e. grace, forgiveness, peace, ...). We also believe there is a strong connection between being actively involved the church (Spirit-led involvement as opposed to "out of obligation"), and having a strong, beneficial academic experience in the school. Students are required to attend church (at their home congregation or at St. Paul's or a combination of the two) at least four times per quarter. Attending weekly would be much better, but four is the minimum requirement to be a student at St. Paul's and to receive the benefits of what we offer here.

MUSIC EMPHASIS AT ST. PAUL'S

The Lutheran Church has a long history of glorifying God through music in worship. We continue this tradition by offering vocal and instrumental music experiences for all students. Examples of these experiences include music theory, folk dancing, music history, recorders, and Orff instruments. Three special music opportunities are described below:

Choir- The choirs include the Early Music Program (Grades EC-2), the Choristers (Grades 3-4), and the Youth Choir (Grades 5-8). The Choristers include all students in grades 3 and 4. The Choristers practice twice a week during the school day. The Choristers typically sing once a month during the Sunday church service. The Youth Choir consists of interested students in grades 5-8, and is a voluntary commitment. It is expected that the parents support their child's commitment to the choir throughout the school year. The Youth Choir practices once a week and typically sings once a month at during the Sunday church service. Choir members are expected to be present for these worship services as well as concerts and other performances throughout the year.

Band- St. Paul's offers band instruction for students in grades 5-8; two days of lessons (by grade) each week. There is a fee for this program. Please contact the school office for the annual fee. Band performances may include a Christmas Eve Service, Spring Concert and individual/ensemble participation in the Lutheran schools Fine Arts Festival held at Concordia Lutheran High School. There may be other performance opportunities throughout the year. Band members are expected to be present for all scheduled concerts/performances.

ATHLETICS

St. Paul's is one of several Lutheran elementary schools in the Fort Wayne area that participates in the Lutheran School Athletic Association (LSAA). The athletic program of St. Paul's Lutheran School exists to give children another opportunity to honor their Lord as they learn important

values of life such as cooperation, discipline, fairness, and hard work. Another purpose of the program is to develop children's athleticism as they learn the basic fundamentals of their given sports. At St. Paul's, *academics come first*, followed by other "extracurricular" experiences, including athletics.

Girls' sports may include include volleyball, basketball, cheerleading, track and soccer. Boys' sports may include soccer, basketball and track*. 5th/6th grade students may participate in JV sports. 7th/8th grade students may participate in Varsity sports. Exceptions to these grade level designations are made at the discretion of the Athletic Director based on the number of participants and/or other relevant factors. More detailed information about philosophy, sportsmanship, eligibility, and sports options is available on our school website under *Athletics*, or in the separate Athletic Handbook.

*Students may also participate in LutherRun Cross Country offered by our Lutheran League as one team hosted by ESM and in Lutheran Football hosted by Holy Cross and CLHS.

**TUITION AND FEES POLICY
AND DESCRIPTIONS/ FINANCIAL STEWARDSHIP SUMMARY**

St. Paul’s Lutheran Church/Congregation significantly subsidizes (financially) the mission and ministry of the school, for St. Paul’s member families and non-member families. St. Paul’s continues to demonstrate its commitment to the nature and quality of Christian education happening in the school as it has historically done since the inception of the school in 1837. The agreed upon family financial obligation for each child is expected to be fulfilled in order to sustain the level/quality of education being offered at St. Paul’s. Our families sacrifice and commitment is not taken for granted. Thank you for supporting what we believe to be the most outstanding/unique Christian education opportunity in the Fort Wayne area.

EXPLANATION OF FEES

Re-Enrollment / Enrollment Fee (\$75.00 per student): This fee must be paid in order to “hold” a seat for your child in his/her class for the upcoming school year. Current school families have a *secured* re-enrollment period in the Spring , after which there is *open enrollment*. The (re)enrollment fee / child is received as part of the Online Enrollment process in order to guarantee your child’s seat is *reserved* for the next school year. *This is a non-refundable fee.* (See the “Enrollment Procedure” for details on how the Enrollment Fee applies to new/prospective families ... timing and purpose).

FEE STRUCTURE FOR THE 2024-2025 SCHOOL YEAR (per child)

Tuition and Fees applicable to all students in grades K-8

Enrollment Fee and Re-enrollment (per child)	75.00
Tuition (Grades K-8)	9000.00

Participation Fees for Band

Band	Grades 5-8	See School Office
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Replacement Supply Fees

Lutheran Service Book	Grades 1 to 8	30.00
English Standard Version Bible	Grades 2 to 8	20.00
Recorder	Grades 3 to 8	10.00
Assignment Book	Grades 3 to 8	10.00
Catechism	Grades 4 to 8	20.00
PE Shorts	Grades 5 to 8	12.00
PE Shirt	Grades 5 to 8	12.00

Sports Participation Fees

Track	Grades 4 to 8	60.00
Volleyball, Soccer and Basketball	Grades 5 to 8	60.00

Lunch Fees (Enrollment Fee Paid for at Registration or prior to student receiving hot lunch.)

Enrollment Fee (for each child receiving hot lunch; goes toward hot lunch cost)	25.00
Regular Lunch (daily cost per child)	3.20
Extra Entrée (cost for each child to receive one extra helping of the <i>main menu item</i>)	1.50
Extra Milk (One milk comes with the purchase of a regular hot lunch; this is the cost of one additional milk; milk choices are 1% or 2% Chocolate)	0.35

Bear Tracks Extended Care

Family deposit- Paid at Registration or prior to first day of school	75.00 per family
Hourly cost \$5.00 for 1 child per hour and \$10 for 2 or more children per hour	
Overtime charge (charged @ 5:30 pm and then every 15 minutes after)	15.00

FEE PAYMENT OPTIONS

Paid-in-Full: All fees may be paid-in-full online through the FACTS Management.

Automatic Monthly Payment Plan: If fees are not paid in full, there is a 10 and 12 month auto payment plan available, through FACTS Management.

Communicating with St. Paul's Admissions Office: St. Paul's Admissions Office may help a family as needed.

In the Event of an Outstanding Balance Carryover: As indicated in the "Cost of Education / Financial Stewardship Summary" section, our goal and yours, is to meet all financial obligations in *good faith* and per the agreed upon terms. Financial statements/updates are sent to you via email to help you assess your progress toward reaching that goal by June 30. If, due to extraordinary circumstances *which you have communicated with the school*, you have unmet obligations for services rendered, an "active plan" of payment must be agreed upon in order for your child(ren) to continue receiving educational services provided by St. Paul's. An "active plan" is a payment plan agreed to by the parent and the school, with a designated portion applied to current year fees, and a designated portion applied to outstanding fees. The "active plan" must also show the "timeline for completion" of the plan (the date on which a "zero balance" will be reached for current and outstanding balances, based on the terms of the plan).

If there is a determination that a family is no longer meeting their financial obligation "in good faith", the School Board reserves the right to retrieve money owed for services rendered in an

appropriate manner deemed necessary by the Board. The school, in an attempt to work in good faith with each family, will offer several opportunities to establish an “active plan” prior to the Board taking any additional action. These contact attempts will be in the form of a phone call, an email, and/or a letter mailed to the parent/guardian’s address of record.

If a balance remains unpaid and the Board and/or St. Paul’s has to initiate collection proceedings, the parent(s), legal guardian(s), or sponsor(s) responsible for the student(s) understand and agree to pay all costs incurred, including attorneys’ fees associated with the enforcement of this agreement and the collection of balances due.

Good communication and follow-through with financial commitments “in good faith,” are necessary to maintain a positive relationship with the school and continue receiving the benefits of education at St. Paul’s. Your cooperation and support is greatly appreciated.

Payment of Incidental Fees: All fees are expected to be paid by preset due dates communicated to parents via letters and e-mails. All families are required to use our FACTS system to make payments for services that have been signed up for including lunch, before and after school care in our Bear Tracks program, and athletic team participation. In order to use the FACTS system, parents need to have a credit card or bank account securely on file with FACTS. Only charges of services being provided will be assessed using this financial information.

PARENT EXPECTATIONS

School Policies and Parent Support: Parents are expected to help their children follow all school policies. This includes helping your student to have good attendance and to arrive on time, to follow the church attendance policy, to help students turn homework in on time (by ensuring/helping/checking that it gets done at home and comes back to school), to follow the discipline policy, and to follow the school electronic and cell phone policy. Parents and teachers are partners in education at St. Paul’s and are expected to support each other and follow the policies as described in this parent handbook.

Church Attendance: St. Paul’s Lutheran School is operated as a mission of St. Paul’s Lutheran Church and because of the generous gifts of the congregation. Because of this, and as St. Paul’s Lutheran School exists to educate each child in a Christ-centered environment for a life of service to God and man, our number one priority is the spiritual growth and faith-life of each of our students. As this is our top priority, our students are expected to attend a minimum of four church services per quarter, or about half of the Sundays in each quarter. This attendance can be at your home congregation or with us at St. Paul’s, or a combination of the two. All of our families and students are welcome at St. Paul’s Lutheran Church every week. Teachers will take church attendance every Monday and record it in our FACTS system. Students in grades 5-8 will take Sermon Notes on a Sermon Note Sheet that is found on our website. The students will have the notes signed by the Pastor (whether at St. Paul’s or another church) and turn those

notes into their religion teacher/Pastor at St. Paul's on the next school day. Parents are expected to help get students to church weekly, but at least following the minimal church attendance requirements as set in this handbook.

Parent Volunteer Hours: In order to plan and carry out all of the services and activities we strive to provide at St. Paul's, it takes our parents and staff working together to manage these events. While some volunteers are able to give hundreds of hours, we know that families are very busy and cannot always give large amounts of time. However, we ask each family to donate a minimal amount of 20 hours of time throughout the year. These hours can be donated from any approved adult family member: a parent, grandparent, aunt, or uncle.

Many opportunities to volunteer will be offered and posted throughout the year such as working at sporting events, driving and chaperoning for field trips, grading papers, serving as a room parent, serving on a board or committee, or volunteering time in the office. When volunteering and working directly with the students, all adult volunteers will submit their name ahead of time for a background check.

If a family is unable to donate any time, they may donate and bring in items to go toward volunteer hours. These items will be used to go toward certain school activities and fundraising events such as water bottles and snacks for I-Learn testing, specific items for the athletic events concession stand, or items for a fundraiser such as the school auction. Please stop in the office if you need a list of items to donate in place of volunteering or to be put on a list to be contacted when items are needed. You also may give a \$200 donation (\$10 per hour) in place of your 20 hours.

CODE OF CONDUCT - DISCIPLINE POLICY

Discipline in the Lutheran School is considered an essential aspect of Christian development and moral guidance. The purpose of discipline at St. Paul's is:

- To offer a balanced Law/Gospel example for students and parents in recognition of our sinful nature and in celebration of Christ's redeeming grace and love;
- To provide school and classroom settings conducive to learning;
- To help students become self-disciplined; and
- To build a sense of Christian community.

We strive to make St. Paul's a positive place where students and staff members treat one another with respect and dignity. By registering children here, parents and students indicate their intention to accept and observe the school's STANDARDS, procedures, and expectations.

As we are reminded daily of our human nature (sin), consistent daily Christian guidance is prayerfully administered at St. Paul's. St. Paul's concept of discipline is designed to teach (discipline), not to classify or condemn (punishment). In an atmosphere of acceptance, forgiveness, joy, and hope, there is an affirmation of the new nature in Christ that is present in teachers and students alike. Our purpose is to share the Gospel of Christ, which can only be experienced when confronted with our sin through God's Law. Our challenge and responsibility at St. Paul's is to lovingly share God's Law accompanied by His saving grace/Gospel. In this light, the faculty/staff at St. Paul's will implement all disciplinary actions in accordance with Scripture and with the child's best spiritual and emotional interest in mind.

Communication of St. Paul's Discipline Policy

At the beginning of each school year and periodically throughout the year, the teachers will review the STANDARDS of the school with their students, as well as explain the classroom procedures and expectations of the students. This Parent Handbook is made available to every parent/guardian of children planning to attend St. Paul's. Every parent/guardian is strongly encouraged to annually review St. Paul's expectations of our students' attitudes and behavior. St. Paul's disciplinary and grievance procedures is to secure, at the lowest possible level, equitable solutions to the problems which may arise from time to time affecting the welfare of students and teachers. Clarification on specific issues will be provided through the school newsletter (Bear Facts), parent-teacher phone conferences, and personal parent-teacher (principal) conferences. We invite your support in assisting us to direct your child(ren) toward consistently correct decision-making and we pledge our support to your efforts for follow-up at home.

Parent and Student Expectations of St. Paul's Faculty/Staff

Any disciplinary action taken by a teacher on behalf of a student will be done so with the student's actions being measured alongside the school's STANDARDS. All disciplinary actions implemented by a teacher will be done with the child's best interest in mind.

School Standards

- Respect the ministry of our school
- Respect the authority of the teacher (and other adults)
- Respect the rights of others
- Respect the property of others
- Respect the teaching / learning process

Due to the broad nature of our STANDARDS, and realizing how critically important it is to teach our children the tools to facilitate the expected behaviors of respect and Christian attitude and living, each class will have established rules, procedures, and routines to assist students in following the STANDARDS. These STANDARDS are, in essence, our "school rules", under which the teacher must make Christian (Scriptural) disciplinary judgments to address specific attitudes and actions of each student. All expressions of disrespect and negative behaviors can (and will) be measured alongside the above-mentioned school STANDARDS. Positive behavior is nurtured and practiced; inappropriate behavior will be addressed as indicated in the *Discipline Procedure* section of this handbook.

Discipline Procedure

(Summative explanation of disciplinary action implemented by St. Paul's Faculty / Staff)

During the course of a day, a teacher may exercise numerous disciplinary actions which are administered individually as needed and appropriate. Although every disciplinary action will be accompanied by a consequence, not all consequences are "penalties". Teachers will first use discrete, unobtrusive "non-active" consequences, such as making eye contact with the student, reminding the child of the correct procedure, moving closer to the student, using a clue, or a general hint to the class that "everyone should be working".

If the non-active consequence does not stop the misbehavior (i.e. the child ignores the cues/reminders), the teacher will use verbal "limit-setting", which will direct the child to choose to comply with the expectations the teacher has for all the students, or to receive an active consequence. To list every active consequence would be exhaustive, as each individual case requires individualized attention and a consequence which is appropriate for a given misbehavior (i.e. talking during class may eventually warrant moving a child's desk to another part of the room...the active consequence after the non-active consequence has been exhausted / ignored).

In most cases, non-active consequences and active consequences will provide the necessary guidance for the student to positively respond to the class activity. In cases where the student persists in challenging the authority of the teacher (and violating other school standards), the teacher will provide a more serious active consequence, which may include removal from the classroom (sent to the principal's office) or an after school detention.

After School Detention

Under no circumstances will a situation be allowed to continue in which a student disrespectfully "challenges" a teacher. If the student persists in a threatening or disrespectful manner, he or she will be immediately sent to the principal's office, at which time the parent will be contacted to arrange an after school detention and discuss further courses of action as needed/appropriate. The detention time will be used as an opportunity to teach (discipline) the student, and offer possibilities of improvement and reconciliation; it is not merely a punishment.

When disciplinary detention is assigned, the student must serve the detention on the day it is assigned. If, due to unusual or extenuating circumstances, the student is not able to serve the detention on that day, the principal and the parents/guardians will set an appropriate detention date. A student who is assigned a detention after 2:00 PM, or whose parents cannot be contacted, will serve the detention the following day. Students who are dismissed from the detention room (during a detention period) due to inappropriate or unacceptable behavior will be required to serve a one day suspension the following school day.

The after school detention begins at 3:25 PM and ends at 3:55 PM. The principal or assistant principal will supervise detentions. Detentions will be served in the school office or with a classroom teacher at the discretion of the principal.

After that time, all students serving detention are to be picked up at the front door entrance to the school (Barr Street). During the detention, students in **grades 3 through 8** will be required to reflect on their inappropriate behavior leading to the detention by completing a detention essay. In this essay, the student will need to:

1. Identify the school STANDARD(s) for which the misbehavior was applicable;
2. Describe the circumstances and action/behavior related to receiving the detention.
3. Develop and express a plan of improvement which indicates a real intent for change.

The essay needs to be written in complete sentences, with the final approval for completion being given by the supervising teacher.

The completed essay must be signed by the *supervising teacher, the student, and the parent(s)*, dated, and returned to the teacher. If essays are not signed and returned the day following the detention, parents will be contacted to clarify the reason. For legitimate reasons, the student will be given an extra day to return the essay.

Detention for children in **grades K through 2** will consist more of a teaching/learning environment in which the emphasis will be on helping the student understand why the behavior is inappropriate / unacceptable, comparing and contrasting the behavior alongside our school standards, and sharing options for improvement with the student. The child may participate in creative drawing and/or writing (expressing “feeling” words) in connection with the behavior being addressed. A climate of Christian care and concern will be fostered throughout the process.

For every instance in which a child receives a detention, the assigning or homeroom teacher will contact the parent to offer clarification of the circumstances surrounding the detention. These contacts will help parents and teachers share mutual expectations and support to best serve the child’s needs for improvement.

Suspension and/or Expulsion

Suspension or expulsion can be issued for the following reasons:

- * For continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, threatening the safety of, fighting with or causing physical or emotional harm to another person, or any threat of force or violence directed toward school personnel, at any time or place
- * For willfully cutting, defacing, or otherwise injuring in any way property (vandalism), real or personal, belonging to St. Paul’s (the student and/or student’s parents will be liable for all damages so caused by the minor)
- * For stealing school property, student property, or staff property
- * For possession or use of any items normally considered as weapons
- * 5 detentions in one quarter
- * 2 suspensions in a quarter may result in expulsion

The final decision to suspend and/or expel a student rests with the principal and with the knowledge and consent of the Senior Pastor and/or School Board Chairman. Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

Expulsion will occur only after all reasonable attempts to help the student reach an acceptable level of behavior as measured by the school standards have been exhausted. NOTE: Immediate expulsion may occur due to serious misconduct leading to physical harm or the threat of physical harm to another student, a teacher, or other person. A student’s implication of such a threatening nature will be reported to the local authorities for further investigation.

Due process

There may be times when parents have questions or concerns about classroom assignments, discipline issues, and/or school policy. Generally, the faculty or staff member that is most closely associated with the matter should be contacted first. For example, if a problem should arise in the classroom, the teacher and parents should meet to discuss and resolve the problem; either party may initiate the meeting. If the teacher and parents are unable resolve the problem, they should contact the principal. The principal will meet with the teacher and parents involved and consult with anyone else (school board member, pastor, counselor) he deems necessary for solving the problem.

Problems concerning school personnel are to be handled in the same manner: parents should first get the facts from the teacher or staff member involved, and try to resolve the problem. The principal, although possibly aware of the situation, would become involved if, and only if, no solution is reached in the meeting(s) between the parents and the teacher. If the principal does become involved, but is unable to resolve the issue, a Board of Education member, typically the Board Chairman if available, will be asked to hear the situation and report his/her findings and recommendation to the Board of Education. The Board of Education will make a recommendation to the teacher and parents involved.

For a clearer understanding of which person to contact first in any given situation, a list of personnel and their areas of primary responsibility are shown below:

- **Principal:** The Principal is responsible for all-school teaching related areas such as faculty concerns, curriculum, students, and daily schedules; as well as non-teaching related concerns such as finance, school calendar, and school policy related issues.
- **Teacher:** Contact the teacher when a concern related to classroom procedure, discipline, assignments, homework, curriculum, and special events in the classroom.
- **Athletic Director:** The A.D. oversees all items that relate to school athletic programs including schedules, transportation, and athletic fundraising events.
- **Cafeteria Manager:** Questions about the hot lunch program, or concerning payments for hot lunch, may be directed to the Cafeteria Manager.
- **Board of Education:** The Board oversees all areas concerning the school. While all of the Board members make themselves available for hearing concerns, each member has a specific area of responsibility. As such, someone bringing an issue or concern to a Board member may be redirected to the Board member who covers that area (i.e. personnel issue). It is also possible that a Board member would redirect certain questions to the Principal or Faculty member.
- **Pastors:** The pastors are responsible for all areas concerning the church and its school, both serving on the Board of Education as advisory members. While available for private, confidential consult, pastors will leave most school matters to the discretion of the Principal and/or School Board.

Due Process in Cases of Suspension / Expulsion

Parents may address the Board of Education prior to the starting date of a student's suspension or expulsion. The serving of suspensions or expulsions will not be delayed by more than one day, unless a longer delay is deemed necessary by the Board chairman. Therefore, parents who decide to address the Board of Education concerning a suspension or an expulsion should plan to meet on short notice.

Personal Electronic Devices

The use of personal electronics such as cell phones, iPods, MP3, DS systems, smart watches or similar devices used for music, games, or communication is prohibited on campus during school hours, from drop off until pick-up. Parents who wish to contact their child for any reason during the school day must do so by calling the school office.

Students shall be personally and solely responsible for the security of any electronic device brought onto campus. Staff will not be held responsible for any device that is lost, damaged, or stolen. The use of personal electronics is a major disruption to learning and will result in confiscation. The device will be returned only to the parent.

Cell phones must be powered off during school hours – 8:25 AM to 3:15 PM – and should be off whenever in the school building without a parent/guardian present (including at before-school and after-school events until/unless the parent is present and directly supervising the student). Upon arrival to school all electronic devices should be securely put away in the student's backpack. This electronic policy also applies to field trips with the exception of expressed usage by the teacher as an integral part of the field trip experience. Having the phone powered on during school hours will result in confiscation. Silent mode, vibrate mode, or text messaging is prohibited during school hours.

Cell Phone Expectations

Student Cell Phone use is not permitted in school. St. Paul's encourages parents to have student cell phones be kept at home. In cases where this is not possible, parents are to ensure that student cell phones are to be turned off and stowed in the student back pack before entering the building and to be stored in the locker. Cell phones are to remain off and in the backpack until getting picked up after school or any after-school events (or until the parent is present and supervising the student at a school event).

If a student is found to have his/her cell phone on or outside the backpack/locker, it will be taken and locked safely in the office until a parent can come to pick it up.

ATTENDANCE

St. Paul's Philosophy of Attendance

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. We believe that, in order for our children to receive the full benefits of St. Paul's program, our children need to be present on each scheduled school day. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Learning not only includes factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight earned during class discussion, explanation, or supervised activities. Every absence interrupts a student's understanding of the material being presented and weakens his/her interest in the continuing program. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. Chronic absenteeism negatively affects several important elements of a child's growth and development in addition to academic considerations. Those elements, which are inherent in St. Paul's mission and philosophy of Christian education, include:

- Recognition that the student is an important factor in the total class environment, not just for self, but for *others*.
- Social interaction and relationship building occurs by being present ... consistently.
- School spirit is supported and enhanced by the community of students, each student's presence *daily* being significant to our school climate.
- Success is not based on a student's academic ability (i.e. to make up work), or to sustain high academic standings with a significant history of absenteeism; it is defined through each student's *daily* interaction within the community of St. Paul's, fostering trust, interdependence, and positive relationships.
- Nurturing the faith in our children requires constant care. We believe our pastors and synodically trained teachers are equipped to provide the needed *daily* role modeling and instruction to accomplish these goals.

Attendance Policy Definitions & Procedures

Absences from School

Absences from school shall fall into one of the four following categories:

- Absences which are counted as present.
- Excused Absences.
- Unexcused Absences.
- Truancy.

Absences which are counted as present:

- Serving as a page in the Indiana General Assembly (gr. 7&8)
- Serving at the polls on election day with prior approval of the principal (gr. 7&8)

- Placement in a short-term inpatient treatment program which provides an instructional program.
- Homebound Instruction.

Excused Absences:

- Parent / Guardian may excuse up to ten (10) absences per school year (i.e. illness*, extended medical and legal appointment, family vacation). *These illnesses include those for which a child should stay at home (i.e. fever, flu, or other illnesses or infections which do not require a doctor's appointment).

NOTE: In order for the above ten (10) day parent/guardian days to be considered *excused*, there must be a contact made with the school either prior to, or on the day of, the absence.

- All voice messages and/or notes to school must be made to the attention of the school office. **All official record-keeping will be done through the school office.**
- Illnesses that are excused by a written note from a physician will not be counted as part of the ten (10) parent/guardian excused absences. Absences beyond the ten (10) parent/guardian excused absences in a school year *that are not accompanied by a written note from a physician* will be considered truanancies. A note must be provided to the school upon the student's return to school.
- Exceptions to the ten (10) parent/guardian excused absences will be made only in the following situations:
 - *Death in the immediate family.
 - *Death of a person outside the immediate family with parental permission.
 - *The principal may excuse an absence in an emergency situation.

NOTE: Assignments and/or Tests may be made up for excused absences. If possible, prior arrangements should be made with your child's teacher(s).

Unexcused Absences:

- Occurs when no parent or guardian contacts the school, giving an explanation for the absence, *on the day of the absence or prior to the absence.*

NOTE: For each occurrence of an unexcused absence, it will be considered one of the ten (10) parent/guardian days provided for the school year. Please note that while all missed work is still expected to be completed, NO ASSIGNMENT or TEST scores will be factored into your child's grade for unexcused absences. *Parent support and follow-through is critical as we intend to teach responsibility and consequences for actions, as opposed to mere punitive measures.*

Truancy:

- A student is truant when he/she is absent from school or class without the permission and/or knowledge of his/her parent or guardian.

NOTE: A parent/guardian's permission to be absent from school or class is not necessarily an automatic exclusion from truancy and/or unexcused absence if the actions of the parent/guardian are in opposition of our mission and philosophy of education at St. Paul's.

- An absence due to truancy is automatically considered an unexcused absence.
- Students who go beyond the ten (10) parent/guardian excused absences in a school year, or do not have a written note from a physician, or do not have written documentation from a parent/guardian related to the attendance of a funeral, or do not have approval of the principal for extenuating emergency situations, will be considered truanancies. Such absences are subject to the Truancy Procedure as described below:

Truancy Procedure

Step 1: On the first truancy, a conference will be held with the student, parents/guardians, and the Principal. This conference must occur within one week of the assigned truancy and a *plan for improvement* mutually agreed upon by all involved in the process.

Step 2: On the second truancy, another conference will be held with the student, parents/guardians, and the Principal. This conference must occur within one week of the assigned truancy. The *plan for improvement* will be reviewed and reinforced. An Attendance Contract must be agreed upon and signed by the student, parents/guardians, and Principal which specifies that additional truancy will result in due process with the recommendation for expulsion and/or referral to juvenile court system for truancy (SOCAP).

Step 3: On the third truancy, due process with recommendation for expulsion and/or referral to juvenile court system for truancy will occur.

School Contact Procedure for Absences

If you have prior knowledge of an upcoming absence (i.e. due to an appointment or other planned absence), please follow these steps:

1. Write a note to your child's homeroom teacher(s) sharing the date(s) that will be missed, and requesting any assignments, study guides for tests, or testing information which may be occurring during your child's absence. Make arrangements with the teacher to complete the necessary work.
2. Contact the school office via phone call (424-0049) or written message, to the attention of the School Secretary. Make sure to include your child's name & grade, the name of the parent/guardian making the contact, and the reason for the absence.

NOTE: This will be considered one of the ten (10) parent/guardian excused absences.

If your child is ill (possibly contagious), but does not require a doctor's visit, please follow these steps:

1. Contact the school office via phone call (424-0049), leaving a message to the attention of the Secretary *on the day* of the illness. Make sure to include the

child's name & grade, the name of the parent/guardian making the contact, and the reason for the absence.

2. For any subsequent "non-physician" sick days, please follow the above contact procedure for each day of absence.
3. Prepare a written note for your child's homeroom teacher(s) to be given to the teacher(s) the day your child returns to school.
4. Request any make-up work and/or arrange a time to make up any missed tests during the absence.

NOTE: This will be considered one of the ten (10) parent/guardian excused absences.

If your child is ill and requires a visit to the doctor, please follow these steps:

1. Contact the school office via phone call (424-0049), leaving a message to the attention of the Secretary *on the day* of the illness. Make sure to include the child's name & grade, the name of the parent/guardian making the contact, and the reason for the absence.
2. Ask your doctor to sign a note which can be given to the school upon your child's return.
3. If the illness requires several (+) days of recovery, ask your doctor to write a note which indicates the estimated time of recovery.
4. For any subsequent "physician excused" sick days, please follow the above contact procedure for each day of absence.
5. Prepare a written note for your child's homeroom teacher(s) to be given to the teacher(s) the day your child returns to school.
6. Request any make-up work and/or arrange a time to make up any missed tests during the absence.

NOTE: This will *not* be considered one of the ten (10) parent/guardian excused absences.

Absences for reasons other than stated above, in which the school is not contacted, please see the sections for unexcused absences and truancies. The school will make contact with our school families as needed, following the appropriate steps as indicated above.

Tardiness

Every student is to be in the classroom, ready to begin the day, no later than the 8:25 a.m. bell. ***A child is tardy if he/she is not in the appropriate classroom and ready to start the school day at 8:25am, unless they have an excuse that falls under the normal excused absences.*** Tardies may be excused (known appointment, e.g.) or unexcused (running late, arriving unprepared, e.g.)

Simply being in the building or being in the classroom does not constitute being on time. Students must be seated and ready to begin class at the 8:25 a.m. bell. In order for students to have enough time to be prepared and be seated for the 8:25 a.m. bell, parents should plan to drop off students ***no later than*** 8:20 a.m.

The procedure for tardiness is outlined below:

- Communication is vital to the success of your student at St. Paul's as well as our positive and fruitful relationship with each other. Please contact the school office (424-0049) by 8:25 a.m. clearly indicating the reason your child is late. While the reason may not dismiss the tardy from your child's quarterly tardy status (i.e. oversleeping, just running late, bad traffic, etc.), prompt communication is necessary for us to understand your situation and properly address it according to our tardy policy. This also enables teachers to be prepared and for lunch orders to be processed.
- Along with the phone call, an appropriate signed note will be required within five days of the unexcused tardy in order to excuse it.
 - Note from parent stating injury or sickness and status of the student.
 - A signed note from a doctor or dentist.
 - A signed note from a counselor or therapist.
 - A note stating the nature and necessity of any other appointment or obligation.

Stages for Multiple Unexcused Tardies during a school year:

- Five (5) unexcused tardies - email notification
- Nine (9) unexcused tardies - email notification and meeting/phone call held with the parent(s), administrator, and any involved school personnel/teachers to address the chronic tardiness
- Ten (10) unexcused tardies - student's family account assessed \$25 tardy fee
- Fifteen (15) unexcused tardies - student's family account assessed \$50 tardy fee
- Eighteen (18) unexcused tardies - student will be placed on tardy probation. In order to enroll for the following school year, a meeting will first need to be scheduled with an administrator and all tardy fees must be paid in full.
- If a student reaches the 18 unexcused tardies during the year, at the required meeting the administrator and parent/guardian will discuss the student's continued status at St. Paul's and discuss how to best move forward in order for the student to be successful under St. Paul's standards and expectations for students and their families.

Attendance Policy Important Points

- All absences require a contact with the school. Whether excused or unexcused will be determined at that time. Please note that the timing of the call (either the day of, or prior to the absence) has a bearing on whether the absence is considered excused or unexcused.
- Students who are absent in excess of 20 days of the school year (more than 1/10 of the year) may be subject to additional disciplinary action, up to and including discharge from our school program. Each situation will be handled appropriately in cooperation with the principal, teacher, and school board. If it is determined that there is an ongoing lack of support of our school mission and philosophy, strong consideration will be given to excuse a child/family from our school.

- SOCAP (Status Offender Court Alternative Program) will be contacted in situations where truancy and attendance issues are not resolved. SOCAP intervenes in the lives of youth at an early stage by addressing common behaviors such as missing too much school, running away from home, violating curfew or negative behaviors.
- If a pattern of chronic absenteeism is observed, the school will contact you to determine if any extenuating circumstances exist which require special assistance or support.

Attendance Policy Summary

The attendance policy has been written and adopted with the assumption that all St. Paul families have chosen this school to provide quality, Christian education for their children, and that all families agree with and are supportive of St. Paul's mission statement and philosophy of education.

DRESS CODE
MANDATORY UNIFORM DRESS POLICY
for Kindergarten through Grade 8

Our uniform dress policy is designed to support the standards of our school, fostering respect for self, respect toward others, and respect for the teaching-learning process. Recognizing the intent and spirit of this policy, parents and students committed to Christian Education here at St. Paul's gladly recognize the spirit of this policy and support it.

In order to accommodate a variety of clothing budgets, you may purchase your child's uniform clothing from any vendor, **provided that the clothing conforms to the policy detailed in this handbook**. The school has a program set up with Lands End, noting that not all Land End items are a part of St. Paul's dress code. PLEASE read our Dress Code for understanding BEFORE you purchase! Suggestions of clothing stores to shop and compare include: J.C. Penny, Old Navy, Aeropostale, Target, Walmart, Lands End, Meijer and Kohl's. Please shop for dress code articles of clothing that have no label or logo that is visible.

Uniform Resale

Many of our families donate clothes to the school as part of our uniform resale program. Guaranteed to follow uniform dress standards, these items are available at "bargain sale prices" at registration and also throughout the year. Check in the school office to view the available clothing.

Required Uniforms

Field Trip Dress: A maroon polo shirt with khaki bottom (pants, skirt, or skort). **Every student is required to have one maroon shirt which is embroidered with the St. Paul's emblem.** This is the required field trip uniform shirt and is available to purchase through the vendor listed on the school website. Another option to purchase is through **Landsend.com**. The shirt is a statement of pride and commitment to our school.



Docker Style
pockets



NOT allowed



No Cargo Pants type

Pants/Shorts: Are to be the plain “Docker” style pants/short. Corduroy is not permitted. Pants must be of proper size and worn at the waist. **Pants/shorts for students in grades 3-8 are required to have belt loops.** All pants must be hemmed and off the floor. No cargo pants or “cargo style” shorts. No patch pockets. Pants/shorts should be plain (uniform style) with no special stitching or other patterns, studs, or designs. Colors include navy, black and khaki. Khaki should be of a medium or light shade of beige. No greens or grays. There should be no logos or labels. **Shorts may be worn from August through October, and April through June.**



Example Skirt

Skirts/Skort/Jumpers/Dresses: These items must be worn with shirts tucked in. Skirts/skort/jumpers/dresses should be at least finger-tip length (Measure with child standing straight with arms relaxed at sides) but no longer than above the knee. Finger tips should not go past the hem of the pants. Colors include navy, black and khaki. Khaki should be of a medium or light shade of beige. No greens or grays. There should be no logos or labels.



Sample Plaid

Plaid skirts and jumpers (maroon and gray only) are to be purchased from the Schoolbelles Company, or Lands End (“burgundy/gray plaid”) or French Toast (“burgundy plaid”) which provide all of St. Paul’s official plaid uniform clothing. Plaids may be purchased online at the above retailers.

Shirts: All shirts are to be tucked in, showing the pant’s waistband. Proper sizing is required. No oversized shirts are permitted. **NOTE:** All shirts are to be either navy blue, pale pastel yellow, maroon/burgundy, heather gray or white. (examples are below)



Button Polo (shirt): White, Pale Pastel Yellow, Navy Blue, Maroon/Burgundy or Heather Gray. Long/short banded sleeves. No labels or logos. Solid color. May be worn by themselves, or under a sweater/sweatshirt with collar showing. **A white “T” shirt** may be worn, but sleeves must be short and not visible.

Oxford (shirt): White, Pale Pastel Yellow, Navy Blue or Maroon/Burgundy. Button down or Peter Pan collar. Long/short sleeves. Solid color. No labels or logos. No casual style oxfords. Shirts may be worn by themselves, or under a sweater/sweatshirt with collar showing.

Turtleneck (shirt): White, Pale Pastel Yellow, Navy Blue, Maroon/Burgundy or Heather Gray. No labels or logos. Solid Color. Plain shirt with no patterns or “fad” styles (on sleeves or neck). Regular or mock turtleneck styles acceptable (no short or “T-shirt” like collars). Turtlenecks may be worn by themselves, or under a sweater/sweatshirt only. They may not be worn under a short sleeve Polo or Oxford.

Sweaters/Sweatshirts (Half or full Zip): Previous “Bear Wear” sweatshirts may be worn in the designated colors (white, pale pastel yellow, navy blue, maroon/burgundy, or heather gray). **However, hooded sweatshirts are meant for outdoor use only.** You may also wear any pullover sweatshirt that is the same color as the Polos/Oxfords/Turtleneck (white, pale pastel yellow, navy blue or maroon/burgundy or heather gray). No labels, logos, zippers and hoods. Solid color. **NOTE:** A polo, oxford, or turtleneck must be underneath, collar showing. **SWEATSHIRTS WILL BE WORN AS A SHIRT (NOT AROUND THE WAIST).** Sweatshirts issued as part of a team uniform are not to be used in daily dress.

Accessories

Belts: **Belts are required to be worn with all attire having belt loops** (And all shorts and pants for students grades 3-8 are required to have belt loops and those students need to wear belts). Belts are to be **Black or brown**. **Kindergarten through 2nd grade students are exempt from this.**

Socks/Tights/Leggings: No holes in socks or tights. Girls tights are to be white or other solid uniform color such as black, navy blue, pale yellow, khaki, maroon or heather gray. Plain black, white, pale yellow, khaki, maroon, or heather gray leggings may only be worn under skirts or jumpers. Socks may be worn in any color.

Shoes: Comfortable shoes appropriate for outdoor physical activity are required (for example, tennis shoes). **A separate pair of indoor gym shoes is needed for PE class K-8.** Any shoes with laces must be tied with laces exposed. No CROCS, “hey dudes/slip on” shoes, sandals or clogs. No wheels in the shoes. **No boots (including winter boots and fashion boots) are to be worn inside the building.**

Ties: Special dress up days only

Earrings: For safety reasons, stud earrings (no hoops or dangling earrings) are highly recommended.

Hats: Caps, bandanas or any head covering are not permitted in the building.

Other clothing: Clothing and jewelry that negatively affects the teaching/learning process is not permitted.

If you have any particular clothing style questions, you are welcome to bring the article of clothing to the principal just to “double check” the appropriateness in conjunction with a dress code policy (suggestion: keep the receipt and tags on clothing for return purposes if necessary).

Free Dress Day Guidelines

Various free dress days (Often called Bear Wear Days) will present themselves throughout the year. As always, dress choices will support the standards of our school. No clothing is to be worn with any kind of emblem, picture, or writing which is incompatible with Christianity. Jeans and other pants can be worn on free dress days. However, no sagging, no holes, no cut-offs, no frays will be permitted. Tank tops and bare midriffs are not permitted. Jumpers, bib overalls and suspenders require the straps to be worn over the shoulders. Socks and shoes need to comply with uniform dress days.

SCHOOL HOURS

ARRIVAL, DISMISSAL, TRANSPORTATION, DELAYS & CLOSINGS

Regular school hours are from 8:25 AM to 3:15 PM. You may leave a message for us no matter what hour of the day or night you call. Arrivals before 8:10 AM need to enroll in the Bear Tracks program.

Bear Tracks Program (morning and afternoon extended care services) Hours are: **7:00 to 8:10** a.m., and **3:20 to 5:30** p.m. If school is cancelled due to poor weather conditions/other, the Bear Tracks Program is CLOSED. If school has a 2-hour/other delay, the Bear Tracks Program is CLOSED.

Arrival Procedures

Prior to 8:10, all students will arrive through the Barr Street entrance and check into Bear Tracks. Students may not wait in the hallway before the 8:10 bell. Students will be allowed to go to their classrooms at the 8:10 bell. Students arriving after 8:10 will also enter the school building through the Barr Street entrance.

Dismissal Procedures

Students will exit through the **front** door exit on Barr Street. Car riders will wait in their classrooms until family carline numbers are announced via the intercom. Parents should wait on Madison Street until dismissal begins. More detailed dismissal information can be received through the school office. If students have not been picked up by their parents by 3:25 p.m., students will be escorted to Bear Tracks. After 3:25 pm, parents may pick up their children from Bear Tracks.

Indiana Child Passenger Law

As of July 1, 2005, all children are required to ride properly restrained in a child restraint, which can include a belt-positioning booster seat, until they reach their 8th birthday. All families are asked to abide by this new law. The school recognizes that we have no liability for children once they are in the parents care. However, we respectfully ask that families carefully obey this law which is designed for the safety of your child(ren).

Emergency Closings

Every attempt is made to keep school in operation despite bad weather. Announcements of closing will be made on local television stations under the name **ST. PAUL'S LUTHERAN SCHOOL**. *When school is delayed 2 hours, Bear Tracks will also delay 2 hours and open at 9:00 a.m.*

HOMEWORK

According to a study by the United States Department of Education:

“Student achievement rises significantly when teachers regularly assign homework and students conscientiously do it.”

Extra studying helps children at all levels of ability. Homework boosts achievement because the total time spent studying influences the amount of learning. Effective homework assignments do not just supplement the classroom, they also teach a student to be an independent learner. Homework benefits a student in the following ways:

- * Gives students experience in following directions;
- * Helps in making judgments and comparisons;
- * Serves to raise additional questions for study; and
- * Develops responsibility and self-discipline.

The average amount of homework expected should be about ten minutes per grade level (A first grader would have around 10 minutes, a third grader would have around 30 minutes). In the upper grades, efforts are made to encourage students in projects that require independent study. At St. Paul’s Lutheran School, we believe that memory work in Religion is an important homework activity that parents and children can share.

Incomplete work will incur a penalty according to classroom policy. Also, late work will incur a 10% deduction in its score after one day late, a 50% deduction for 2 days late and more than 2 days late will not receive credit. Reoccurring incomplete assignments may require other consequences. All completed and incomplete work will be noted on the gradebook viewable on FACTS

Grading Periods / Report Cards

There are four grading periods in the school year. Note the school calendar for division of the school year and the dates for issuing report cards and progress reports. After the first quarter, every parent is scheduled for a Parent / Teacher Conference. Following the second quarter (first semester), an optional conference may be initiated by either the parent or the teacher. Conferences may be held whenever a parent has a concern or a question about his / her child’s progress.

Awards / Recognition

Students spend much time and energy to achieve specific goals in academics, sports and music. Certificates, trophies, pins and/or ribbons are given to students who have shown outstanding spirit and proficiency.

An Honor Roll and Honorable Mention are published quarterly to recognize outstanding academic achievement. Honor Roll and Honorable Mention are earned based on grades in the following subjects- Grade 4- Religion/Memory, Reading, Spelling/Vocab, English, Math, Science, and Social Studies. For grades 5-8, the recognitions are based on the following subjects- Religion/Memory, Literature (includes spelling and vocabulary), English (includes writing), Math, Science, and Social Studies. Students in grades 4 - 8 earning a quarterly average of 91-100% with no grade below 80% in non-core classes will be placed on the Honor Roll. Those students earning a quarterly average of 85-90% with no grade below 80% in non-core classes will be placed on the Honorable Mention.

Grading Scale

Letter Grades Percentage Scale			
A	100%	A 93-100%	A- 90-92%
B+	87-89%	B 83-86%	B- 80-82%
C+	77-79%	C 73-76%	C- 70-72%
D+	67-69%	D 63-66%	D- 60-62%
		F 0-59%	

A VALEDICTORIAN and SALUTATORIAN are recognized in the eighth grade year. These two awards are given to individuals with the highest total Honor Roll percentage during grades 5 – 8.

HANDBOOK AGREEMENT FOR PARENTS AND STUDENT

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I, _____ (printed name), acknowledge and affirm that I have read the Parent Handbook and discussed its policies with my student.

I certify that I understand and will abide by the policies and procedures of St. Paul's Lutheran School as provided in this handbook. As a partner of St. Paul's and the teachers and staff who lead there, I will work with my child(ren) to follow and uphold the Mission Statement, Educational Philosophy, Guiding Principles of Operation, School Standards, Volunteer Hours, Church Attendance Policy, Discipline Policy, Attendance Policy, Cell Phone Policy, and Dress Code.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate the provided services at any time. I understand that this Handbook does not contractually bind St. Paul's Lutheran School and is subject to change without notice by decision of St. Paul's Lutheran School's Board of Education. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission in future school years.

Signature of Mother/Guardian

Date

Signature of Father/Guardian

Date

Printed Name of Student(s)

Grade(s)

Students in 6th-8th Grade: Please read the following statement carefully and sign below to indicate your agreement.

I, _____ (printed name), hereby acknowledge and affirm that I have read the Parent/Student Handbook. I certify that I consent to and will abide by all governing policies of the school. I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in loss of that privilege.

Signature of Student

Date