

***ST PAUL LUTHERAN SCHOOL  
PARENT AND STUDENT HANDBOOK  
2017-2018***



**St. Paul Lutheran School  
2001 Old Frederick Road  
Catonsville, MD 21228  
Phone 410-747-1924 Fax 410-747-1452**

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## **ST. PAUL LUTHERAN CHURCH AND SCHOOL MISSION STATEMENT**

In educating the whole child, St. Paul Lutheran School/Early Childhood Center aims to develop and nurture each child in a Christ centered environment where they will meet Jesus and learn to understand and apply his teachings in their daily lives.

### **TO FULFILL OUR MISSION**

We believe that Christ's mission is for the whole world, so we seek to prepare children and their families for a life of ministry in that world. We do this by educating the whole child, equipping him/her intellectually, physically, socially, emotionally, and spiritually in a loving, Christ-centered environment. Being confident that God provides the opportunities to minister and gives us the gift of the Holy Spirit to accomplish our role, we commit ourselves to His mission.

### **ST. PAUL LUTHERAN SCHOOL PURPOSE**

The congregation at St. Paul established our school to aid and assists its families in raising their children in the knowledge, love, grace, and service of God. This is our first and most important purpose. When serving community families, we are in mission to witness to Christ as Savior and to nurture the spiritual needs of those families.

Our second purpose is to instruct the whole child: spiritually, mentally, socially, emotionally, and physically in all the academic subjects needed for successful participation within our society. Instruction is provided in a loving Christian environment by Christian teachers who strive towards excellence.

### **OBJECTIVES OF OUR SCHOOL**

**SPIRITUAL GROWTH** - Our primary objective is to direct children to their Savior as He is revealed in the Holy Scriptures. We endeavor to prepare a child for Christian living and eternal life. To this end, we provide formal and graded religious training. All subjects are taught from the Christian point of view. We expect the family to see that every student attends Church and Sunday School regularly. All students are required to take part in the religious program of the school.

**SOCIAL GROWTH** - It is also our objective to assist the child in the development of social competence. Proper social behavior is a vital part of living. We endeavor to train our students to live together as true children of God. We expect them to express their love for God by a life of respect and service for their neighbor.

**INTELLECTUAL GROWTH** - It is also our objective to challenge the child to reach their potential of learning. All students will be encouraged to a higher critical thinking capacity.

**EMOTIONAL GROWTH** - It is also our objective to ensure an atmosphere of acceptance as we help each child develop a positive self-image. We teach students to share the fruit of God's Spirit; Love, Joy, Peace, Forbearance, Kindness, Gentleness and self control.

**PHYSICAL GROWTH** - Our final objective is to foster the physical health and development of the child. Indoor and outdoor recreation is planned, using the available facilities of the school and the playground. Desirable health habits are taught.

### **HISTORY OF ST. PAUL**

St. Paul Lutheran School is part of the Lutheran Church-Missouri Synod school system, which is the second largest parochial school system in the nation. There are over 2,400 Lutheran schools educating 270,000 students. Lutheran schools employ approximately 18,000 teachers and administrators. Dedicated teachers are supplied to our schools by 8 universities, 2 colleges and 2 seminaries maintained by the Lutheran Church Missouri Synod. St. Paul is accredited by the State of Maryland. There are many Lutheran schools in the Baltimore area, including, Concordia Prep, a Lutheran Middle-Senior High School located in Towson.

Our own school was established as a morning Kindergarten in 1957 and the grades were added beginning in 1960. A Nursery school for four year olds was added in 1974. In 1978 our nursery program was expanded to include three year old children. In 2002 we began our Early Childhood Center for children ages 3 and 4, and a 2 year old program was added 2008. St. Paul School provides a structured learning experience in a Christ-centered environment.

## **THE INSTRUCTIONAL PROGRAM**

The St. Paul Lutheran School's program is approved by the Maryland State Department of Education. St. Paul offers instructional programs for children in Preschool (ages 2-4), Kindergarten, and Grade 1-5. St. Paul maintains high standards in teaching the Christian faith while being committed to academic excellence.

We provide thorough instruction in the Word of God, reading, phonics, language arts, social studies, math, science, computer, music, physical education, writing, art and Spanish. We maintain a fine selection of books in our school library, offer field trips, use audio-visual aids, sponsor educational fairs, and utilize computer assisted instruction. The instructional standards of St. Paul equal or exceed those prevailing in the community and are consistent with Lutheran schools across the country.

**EARLY CHILDHOOD** - Our program for 2, 3 and 4 year olds will help a child learn the security and regularity of a general daily routine. The children learn that within a routine of time they have freedom - freedom to be themselves, to be dramatic, to build, to concentrate, to joke, to mimic, to love, to pray, to laugh, and to feel joy in living. The child learns to approach others, to build friendships, to work out conflicts with others, and to socialize in many different situations. The child learns to listen and develop language through books, records, songs, and finger plays. The child learns to see himself/herself as a person separate from their home and family - a single child of God. The child learns about God, our personal loving Father. The child learns about the love and forgiveness shown by Christ and that we can reflect His love to others. The child learns respect for the Bible and memorizes selections from God's Word.

**KINDERGARTEN** - Our Kindergarten includes activities, which lead the child to trust and believe in Jesus Christ as Savior and provides the child with valuable experiences that will help prepare him/her for entrance into formal school life. A reading and math readiness program is provided. We help the child to work and play well with others, to follow directions, to listen when others speak, to work neatly, to share, and to become aware of the world around him/her. Many opportunities are given for creative expression. We endeavor to make the child's adjustment to school happy and wholesome.

**GRADE SCHOOL** - Our elementary program prepares the child for his/her middle school environment. We have a traditional academic program. The child will be expected to do homework. Parent and school communication is essential. Our religious program is interwoven in all that we do at St. Paul. Participation in PE, Art, Computer, Spanish, and Music classes is expected of all students who attend St. Paul Lutheran.

**TEACHER - STUDENT RATIOS** - The student to teacher ratio is 1:24 maximum, exclusive of aides or assistants. The Early Childhood program follows the State guidelines for their ratios.

## **ADMISSIONS**

St. Paul Lutheran School follows the *Age of Eligibility* as established by the Maryland State Department of Education guidelines for children entering school. For the academic school year a child entering: **Kindergarten must be five by 09/01 and a child entering First grade must be six by 09/01**

Applications for admission may be obtained by contacting the school office. Medical and immunization forms are required for all children entering the Early Childhood Program and all new students. Updated immunization forms are required for all returning students. These forms are reviewed by our school nurse (supplied by Baltimore County).

**Birth certificates are required of all children entering the Early Childhood Program and Kindergarten.**

All new children entering grades K-5 are interviewed and tested by the classroom teacher or administrator. Acceptance into the school is based on the interview and testing.

The child's *complete school records*, health and academic, must be on file in the school office before the child can attend school. Please phone our secretary to make an appointment. Class size is limited.

Policy for non-English speaking students: English is the language of instruction at St. Paul. Students must understand enough English, as determined in a pre-admission interview, to benefit from instruction, correction, and procedural explanations. St. Paul may limit the number of students in each classroom who do not speak English as their primary language.

When necessary we work in connection with the Public School System in evaluating student's needs. St. Paul is not legally bound by the special goals, restrictions, or accommodations established in an Individual Education Plan (IEP) written for a student under public law 504.

**EDUCATIONAL COSTS** - The operation of a Christian Day School is a bold, courageous venture for St. Paul Lutheran Church. The cost is borne by the congregation's contributions and by tuition. A discount is given to families with more than one child enrolled in our school. Parents are encouraged to speak to the administrator or School Board Chairman about any circumstance, which might hinder the enrollment of their child. Some tuition assistance is available to St. Paul members and members of our community. Members of St. Paul Lutheran Church in good standing may send their grandchildren to the Day School at the member tuition rate. However, the child must attend St. Paul or another Christian church and Sunday School on a regular basis.

**ENROLLMENT FEE** - St. Paul charges an enrollment fee, which is payable each year. Enrollment fees help pay for materials, equipment, children's texts, workbooks, testing materials, teaching aids, accelerated reader, and some supplies. New and re-enrollees are required to submit an application and enrollment fee. The enrollment fee must be paid before an application can be processed. Once a child is accepted, the enrollment fee is non-refundable. If a child is not accepted, the enrollment fee is refunded.

**TUITION** - An annual tuition is charged to each family in the school. The school provides two payment options for families.

**THE FIRST OPTION** allows families, who pay in full prior to July 10<sup>th</sup> to receive a 3% discount from the annual tuition. Families, who elect to pay-in-full, are not required to enroll in the SMART Tuition Management Program.

**THE SECOND OPTION** of payment is monthly payments. Families choosing to enroll in this payment plan must complete a SMART Tuition application online. Payments may be made by automatic withdrawal or payments may be mailed or completed online. A tuition contract must be signed to enroll in the monthly payment plan. Payments are due on the 2<sup>nd</sup> of each month beginning in August and will be assessed a forty dollar (\$40.00) late fee if the payment is not received by the 5<sup>th</sup> of the month. It is applied the 1<sup>st</sup> day they are late

A \$40.00 late fee will be assessed whenever payment is more than 5 days past due Applied on the first day late. Checks returned by the bank will be charged a \$25.00 fee. Please request and save receipts for payments made by cash. St. Paul requests that tuition/fees be paid in full by cash, money order, or certified check on accounts in arrears.

Non-payment and delinquent tuition payments could result in temporary removal of the student from school until all financial obligations are satisfied. When extenuating circumstances exist, it is the parent's responsibility to bring this information to the Principal. Report cards and other records of students, including Kindergarten, will be withheld until tuition payments and other fees are paid in full.

**TUITION REFUND POLICY** - Request for refund of prepaid tuition must be made in writing to St. Paul Lutheran School. A refund of the annual tuition will be distributed according to the following plan:

- If the child is withdrawn between the first day of school and the last day of school in October, the family must pay 40% of the annual tuition, and a refund will be granted of 60% of the annual tuition.
- If a child is withdrawn between November 1 and December 31, the family must pay 60% of the annual tuition, and 40% will be refunded.
- If a child is withdrawn between January 1 and February 28, the family must pay 80% of the annual tuition and 20% will be refunded.
- If a child withdraws after March 1, NO refund will be granted.

Please note that outstanding fees will be deducted from the amount of refund.

Families in financial crisis should contact the Principal of the school so that appropriate help within our ministry can be provided.

**IMMUNIZATIONS** - The Baltimore County Health Department states that no child can be admitted in any county school unless the child has furnished evidence of primary immunizations against chicken pox, hepatitis B, diphtheria, tetanus, pertussis, poliomyelitis, tuberculosis, measles (rubeola) and rubella (German measles).

## SCHOOL POLICIES

**HEALTH AND MEDICATIONS** - State law prohibits the giving and taking of medication at school. This includes vitamins, cough drops, and throat lozenges. Parents of children that have “special need medication” must be given the medication by the parent or guardian **BEFORE THE CHILD COMES TO SCHOOL OR AFTER THEY ARE HOME FROM SCHOOL**. If it is necessary for a medication to be administered during school hours, a parent or guardian for the child must come to school and administer the medication. School personnel may **NOT** administer medication at school.

If a child’s temperature reaches 100 degrees F; we are required to send him/her home.

**A child must be free of fever for a full 24 hours before he/she can return to school.**

A child who vomits will be sent home. **Children who are vomiting should not be brought to school.**

**All children who are well enough to come to school will go outside for recess, so please bring appropriate outerwear.**

**ACCIDENTS** - In case of serious accidents at school, we will attempt to contact the parents. If we are unable to do this, we will call the emergency numbers provided on the Emergency Contact Form. If we are unable to reach parents or designated individuals, we will have the child transported to the nearest emergency care facility and request private care until the parents can assume responsibility.

**SCHOOL ATTENDANCE** - In accordance with state laws, all students are held to regular and punctual attendance. All absences and tardies must be excused by a written parental note. The note must accompany the child the day following the absence or tardy. If a student accumulates more than 20 days of absences during the year, his/her promotion will depend upon the decision of the teacher, administrator, and review by the School Board. All time missed during the school day is counted as an absence in increments of 1/4 day absence.

Doctor or dental appointments should be scheduled during times that do not interfere with school hours. In rare cases when it becomes necessary to pick up a child during school hours, parents must send a note to school notifying the teacher of the absence in advance.

The responsibility for getting assignments and making up work missed during absences lies with the student and parents. Parents should wait until after school to get such assignments from the teacher to avoid interrupting the rest of the class activities during the day.

**TARDINESS** – Tardiness and leaving school early is discouraged as this interferes with the child’s learning and the conduct of class. Make every effort to avoid these situations. Five tardies equals one absence for attendance award policy.

**If you arrive late for school, you must bring your child to the office, sign him/her in, and obtain a late pass.** Only the red door on Lee Drive will be open after 8:30 AM. Teachers will notify parents by letter when the third tardy of a marking period is recorded for their child. When a child has five tardies, a conference will be scheduled with the school administrator.

If your child must depart school before 3:00 PM, you must enter the office and sign him/her out. **All children leaving early will be dismissed from the school office.**

**VISITORS** - During the school day, all doors are locked. Please enter and leave through the red door on Lee Drive when you visit school during the day. **All visitors and volunteers must report to the office and receive a visitor's pass. This pass MUST BE DISPLAYED at ALL TIMES while in the building.**

**PHONE USE** - Students may not use telephones without permission of a teacher or the Principal. Students may not use or turn on cell phones while on school property unless given permission by a member of the school staff. Phones used without permission will be confiscated and returned to the child’s parent at the school office. The school is not responsible for lost, damaged or stolen cell phones or other electronic devices brought to school.

**ELECTRONIC GAMES AND PERSONAL MUSIC PLAYERS** (I-pods, MP3 players, gameboys, etc.) or any other item, which could be disruptive or is not to be part of a classroom learning activity, are not to be brought to school. It is up to the teacher’s discretion to determine if an item is permitted. The school is not responsible for lost, damaged or stolen cell phones or other electronic devices or such items brought to school.

**LUNCH** - Children need to bring their own nutritional lunches daily. Lunches should be fully prepared at home and should include all necessary utensils. Additional cooking (microwave oven), silverware, etc., are not available to students. No carbonated drinks are permitted. Milk is not available for purchase in grades 1-5. Parents will not be called for students, who forget their lunch.

Hot Lunch is available for purchase on Wednesdays and Fridays. Orders are **DUE on Mondays**. Orders will NOT be accepted on Tuesday unless Monday is an observed holiday. **Children, who are absent when orders are taken, will have to bring a lunch from home on the serving day.**

Students in Kindergarten through grade 5 have daily snack time. Healthy snacks are brought from home in the manner specified by each classroom teacher at the beginning of the school year.

Children are not permitted to trade items in their lunch or snack items.

**INVITATIONS** - Party invitations are **NOT** to be distributed in school. However, the teacher must be made aware of special transportation arrangements on personal party days.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **WATCH FOR CHILDREN AT ALL TIMES ON SCHOOL GROUNDS**

### **SCHOOL HOURS**

Child Care    Early Childhood and the Day School Morning Enrichment begins at 7:00 AM.

School Hours: 8:10 AM    Grade School students may arrive on campus without incurring Enrichment Fee

8:15 AM    Opening will be held in the Fellowship Hall for all students. Parents are welcome to attend.

8:30 AM - 3:00 PM    Official school day for children in the grade school (k-5)  
7:00 AM – 6:00 PM    Enrichment and Early Childhood Center Hours (See ECC Handbook for information.)

School doors will open at 7:00 AM. Students arriving on campus before 8:10 AM must be enrolled in the Morning Care Program. Parents are required to walk their child in to the fellowship hall and sign them in to the Morning sign in sheet. A fee will be assessed for the time this program is utilized. (See Enrichment Program flyer)

All doors entering the school building are locked at 8:30 AM. Attendance is taken promptly at 8:30 AM. Elementary students should be seated and ready to begin school at that time. **Grade school students arriving after 8:30 AM should see the Tardiness Policy in the Parent Handbook.**

### **Morning Arrival Procedure**

- All students arriving on campus prior to 8:30 AM must enter the school building through the fellowship hall doors located off the parking lot. The double red doors located on Lee Drive will remain locked.
- Parents of children in the Early Childhood Program must use the **BLUE** lane and park in the upper parking lot. Parents are to escort their child by the hand through the parking lot to their classrooms where they will need to be signed in.
- Parents of children in the grade school (K-5) should use the **YELLOW** lane. The Principal or another school representative will be available to escort the child from the car into the building. If parents wish to walk their child into the school building, they will need to park in the upper parking lot and escort their child to the fellowship hall.

- **ALL DOORS WILL BE LOCKED AT 8:30 AM.** The metal gate protecting the back parking lot will also be closed at 8:30 AM. Parents arriving after 8:30 AM will need to enter the school building through the double red doors on Lee Drive and register in the office.

### **Afternoon Dismissal Procedures**

- Parents with children in the Early Childhood Half Day Program (11:30 Dismissal) must enter the school building through the Fellowship Hall, and proceed to the classroom to sign out your child.
- Parents with children in the Early Childhood School Day Program (3:00 Dismissal) will enter the parking lot and proceed up the left side to the upper parking lot. All parents must park, enter the school building, and sign their child out from the care of their teacher.
- Parents with children in the Early Childhood Full Day Program (3:15-4:30 Dismissal) Parents must park on Waveland and sign their child out from the care of their teacher.  
(4:30-6:00 Dismissal) should enter through the metal gate and park in the upper parking lot.  
Parents should enter through the Pre 3 door to sign out their child.
- The metal gate will be opened at 2:50 PM and is closed again at 3:15 PM. Parents arriving before 2:45 PM should park on Waveland until it is safe for them to enter the parking lot.
- ALL children in the grade school (k-5) will be dismissed from the parking lot.
- Parents of children in kindergarten or first grade should use the **YELLOW** lane. A safety patrol will escort your child to your car. Please remain in the car line until you are the front car or directed otherwise by The Principal.
- Parents of children in the upper grades (Grades 2-5) should use the **BLUE** lane. The Principal or another school representative will escort your child to your car. Please remain in the car line until you are the front car or directed otherwise by The Principal.
- Parents not wishing to enter the car line are asked to park on the south side of Waveland Road facing east and walk into the pick-up area for your child. The classroom teacher will dismiss your child to you. **DO NOT** call to your child to come to you.
- If you need to speak to a teacher please park and wait for dismissal to conclude.
- Children not picked up by 3:15 PM will be signed into Enrichment and parents will be assessed a fee for the amount of time this program is utilized.
- Please recognize the danger and keep your children tightly in hand. Students can only be released to their parents or a designated pick up person. **It is the parents' responsibility to notify the teacher in writing as soon as possible if there is a pick up change.**

## INCLEMENT WEATHER

**St. Paul Lutheran makes its own decisions regarding delayed openings, early dismissals, and closures of school due to inclement weather.** St. Paul will strive to remain open; however, conditions might exist that would force us to close our doors. Whenever weather predictions call for possible ice/snow conditions, we will notify WBAL TV channel 11 and WBAL Radio 1090 AM to alert the community of our closing or delayed opening.

**If the school day is delayed, ECC/Morning Enrichment will open at 8:30 A.M. If St Paul Lutheran finds it necessary to dismiss early, enrichment and ECC Afternoon Care will NOT be held.** Please listen to the radio 1090 AM or check the WBAL TV channel 11 for school closing updates. WBAL offers email or text alerts as a service to our community. Go online to sign up for this free service. The school office will alert parents of our decisions by email. Please make certain a current email address is on file in the school office for your family. It is important that parents arrive at the designated time so that the school can close and our teachers are able to arrive home safely.

## ADMINISTRATION

### FINAL AUTHORITY

The school is operated by St. Paul Lutheran Church of Catonsville. Ultimate authority for the schools operation rests with the voting members of the congregation.

The **congregation** elects members to serve on the **School Board**, which has the authority and responsibility to:

- enact school policies
- approve curriculum
- employ and supervise professional teaching staff, and support staff
- explore and evaluate new opportunities for our school program to grow

The **Principal** is responsible for the day to day operation of the school in accordance with the approved policies of the School Board.

### IF YOU HAVE A CONCERN

As a Christian church we are called to model the grace and forgiveness we have received from Christ in our actions and interactions with each other. This includes:

- Parent / Teacher
- Parent / Administrator
- Administrator /Teacher
- Teacher / Student
- Student / Student

Christ outlines what we should do when we have a grievance.

1. Bring your concern to the person with whom you have the disagreement. If the two of you cannot resolve it in Christian love then
2. Bring a third person (who has a mutual care for both parties) to the discussion. In the case of a parent and teacher this might be the Principal. If this is a parent and administrator, this might be another administrator or school board member.
3. If you cannot reconcile after Step two then you should address it with the next higher authority.

The goal of all these steps is to resolve issues and bring people together. We ask that all individuals to follow this procedure.

## **SCHOOL DISCIPLINE**

At St. Paul, discipline is not thought of as punishment, but rather as training in proper attitudes, self-control, orderliness, and respect for each other. Children should be taught that joyful living requires that they love and forgive one another, serve one another, and respect one another's rights and privileges. Students are expected to act in a Christian manner. Proverbs 3:5-6 tells us that God will help us to live the proper way if we ask for His wisdom and strength.

The home and school need to be dedicated to the training of children in a program of study, activity, and living that is Christ-centered. With God's guidance, we work together in teaching children to accept the God given responsibility to be imitators of Christ. (Ephesians 5:1).

Students will be made aware when they are in conflict with school policies, and the teacher will take appropriate disciplinary action. This may include loss of privileges or a visit to the school office. The teacher will make every attempt to inform parents of both the conflict and disciplinary action taken. The school will deal with the child's behavior in an atmosphere of Christian love and concern.

A student who persists in unacceptable behavior will be sent to the Principal. Contact will be made with the home if there is a second visit in a short time. Helping the student to change their behavior will be the focus of the dialogue. Evidence of sincere effort and progress on the part of the student will avoid suspension or subsequent expulsion. Extreme and dangerous behaviors may result in expulsion. Possession of any illegal substance or firearm will be referred to the Baltimore County Police. Cubbies and desks are property of the school and subject to search.

### **ASSERTIVE DISCIPLINE IN CLASSROOM**

In our elementary grades, a system of discipline known as Assertive Discipline, developed by Dr. Lee Canter, is used. This approach involves the issuance of checks with consequences as well as praise and rewards.

Here is a brief description of the plan:

Each teacher establishes 4-5 classroom rules. These rules are carefully explained and shared with parents.

If a child chooses to break a rule, he/she is given a warning but no consequence.

If a second rule is broken the child is given a check and a consequence is assigned - usually 10 minutes of recess is taken away.

A third violation results in a second check and the consequence is usually the loss of a full recess.

Three checks usually results in a half hour time out often in the Principal's office and a call home by the teacher.

A fourth check results in the parents being contacted by the Principal.

Each morning every child begins with a clean slate.

Incentives and rewards are also a part of the program. Praise, stickers, good notes and class rewards of many types are given to encourage better behaviors.

Severe behaviors such as profanity, taking the Lord's name in vain, fighting, insubordination, lack of respect to people in authority, cheating, destruction of property, threatening others, sexual harassment, bullying, or bringing guns, knives, or other weapons to school will be dealt with on a different level.

### **STUDENT IMPROVEMENT PLAN**

On rare occasions a student falls into a work or behavior pattern that is unacceptable to the school and detrimental to the student and others. Should this happens, a Student Improvement Plan is implemented. The purpose of the Student Improvement Plan is to affect an immediate, positive and permanent change in behavior. This is accomplished through a minimum of two required meetings with parent, student, and teachers. All involved will make the correction of the problem a top priority and will be held accountable for follow through.

## **CRITERIA FOR PROMOTION**

The following courses are defined as level one courses. A level one course is one that is defined as necessary in the building process of education. Skills acquired at this level are necessary for success in the years ahead.

*Reading - Math – English- Religion – Science – Social Studies - Spelling*

The following courses are defined as level two courses. A level two course is one that is defined as one that doesn't form strong prerequisites for future courses. A strong need exists; however, for the facts and concepts acquired in them.

*Computer – Art – Physical Education- Music – Choir – Spanish - Handwriting*

It should be noted that **PROMOTION of GRADES K-3** students is more subjective. Mastery of basic skills and social and emotional factors will be considered in promotion in grades K-3

All level one or two courses must be passed or made up. (Summer school, private tutoring, or a St. Paul created program designed to reach minimum skills level would be necessary to make up a course.)

A substantial fee will be required to set up and evaluate a makeup program for a level one or two course.

## **CRITERIA FOR AWARDS**

### **ATTENDANCE AWARDS GIVEN QUARTERLY AND AT THE END OF THE SCHOOL YEAR**

Perfect School Attendance – Zero days absent and fewer than 1 tardy

Perfect Church Attendance – Attended church every week

Perfect Sunday School Attendance – Attended Sunday School every week

### **AWARDS GIVEN ONLY AT THE END OF THE SCHOOL YEAR**

Exemplary School Attendance – A total of 2 days absent (a combination of days absent with times tardy: 5 times tardy equals one day absent)

Exemplary Church Attendance – Attended church 75% of the time during the school year.

Exemplary Sunday School Attendance – Attended Sunday school 75% of the time during the school year.

Cherub and Junior Choir – Award is given if you attend when the choir sings at Sunday services at St. Paul throughout the school year. One absence is allowed to account for sickness.

### **HONOR ROLL AND MERIT ROLL**

St. Paul maintains an Honor Roll and Merit Roll to give honor and recognition to students whose academic achievement has been exemplary. Honor Roll begins with fourth grade.

Minimum standards for Honor Roll status are:

1. A combined 93% average in the following subject areas: Reading, English, Math, Religion, Science and Social Studies
2. No report card grade may be below 85%.

Minimum standards for Merit Roll are:

1. A combined 85% average in the following subject areas: Reading, English, Math, Religion, Science and Social Studies
2. No report card grade may be below 75%.

## **PROGRESS REPORTING**

Parent conferences are scheduled by the school twice during the academic year. Additional conferences are available at the parents or teacher's request at a mutually agreeable time. Report cards are issued quarterly. The report card's purpose is to communicate the child's academic progress. Behaviors and attitudes are also evaluated. The report card is sent home with the child. The following grading scale is used:

<u>Letter</u>	<u>Explanation</u>	<u>Percent</u>
A	Exemplary	93-100%
B	Good	85-92%
C	Average	75-84%
D	Poor	65-74%
F	Failing	Below 65%

Kindergarten students are given a special report card at semester and the end of the year to show progress. Progress reports for Early Childhood children are done through daily contact and scheduled parent/teacher conferences.

## **CURRICULUM ENHANCEMENT PROGRAMS**

**LIBRARY** - Our library has a collection of fiction and non-fiction books, encyclopedias, and general reference books. Each year the Parent Teacher League acquires additional books for the library. (A fine is assessed at full replacement value of lost books.)

**ART** – All children in Kindergarten and Grades 1-5 will receive formal instruction in Art once a week. Art class will focus on a variety of different media and techniques. Art class will also develop an appreciation of famous artists and time periods through the ages.

**CHOIR** - All children in Pre 4, TK, Kindergarten, and Grades 1- 5 are involved in choir. Pre 4 and TK students comprise our Angel Choir, and Kindergarten and first grade students comprise our Cherub Choir, and students in second through fourth grade make up our Junior Choir. The children sing periodically throughout the year at school functions and church services. All students are expected to participate when their choir sings. **Mandatory singing dates are the Christmas/Epiphany Services, Spring Concert, and the Graduation Ceremony (Junior Choir).**

**MUSIC** – Music class is based on the recognition that all children are musical. All children can learn to sing in tune, keep a beat, and participate with confidence in the music of our culture, provided that their early learning environment supports such learning. Music class is offered to all children in Pre 2-4, TK, Kindergarten, and Grades 1-5.

**SPANISH** – St. Paul offers an introductory course to students in Pre 3, Pre 4, Tk, Kindergarten, and Grades 1-5. Students will have fun as they learn Spanish and explore different holidays and customs of this culture. Children will learn colors, days of the week, months, and much more.

**FIELD TRIPS** - To add to the experiences in the classroom, a number of field trips and excursions will be made during the year. Parents will be notified in advance, and all children are required to have **written permission turned in the day before the field trip to be able to participate**. All students, health permitting, are expected to accompany the class on the trip. Parents may be asked to serve as chaperones for these events. Eligible chaperones include parents, step-parents, legal guardians, able-bodied grandparents and persons employed by St. Paul. Any exceptions to this criterion must be approved by the Principal. Any parent who drives children on a field trip must provide the school with proof of current car insurance. Car or booster seats may be required. When bus transportation is provided for a trip, all participants must ride the bus. **Parents may not bring siblings or any other children that are not part of the class on field trips.** St. Paul emblem shirts or sweatshirts will be **REQUIRED** on most field trips.

## **SPIRITUAL GROWTH**

**CHAPEL** - All children attend chapel each week. Parents are always invited to attend. These services are an integral part of the school's religious instruction program. Chapels are not intended to replace family church worship. Chapel should complement family church worship. In the service, children worship God through song, prayer, hearing the Word, and by giving offerings. Money received through the offering is designated for charitable and religious institutions or organizations around the world. Offering envelopes are provided to the children weekly for your convenience. Each quarter we celebrate a “Baptismal Remembrance” as a part of our chapel program. Early Childhood children meet for age appropriate chapels.

**CHURCH ATTENDANCE** - Our school cannot hope to achieve its goal of strengthening the spiritual life of the student without the cooperation of the parents. Regular attendance in church is in keeping with the Lord's expectations. Weekly records of church and Sunday School attendance are taken by classroom teachers. Parents who do not take their family to church regularly are not cooperating with the school in Christian education. Lack of regular worship on the part of the parents will be brought to their attention. This is to remind families of the importance of regular feeding on the Word so that our faith in Jesus Christ can be nourished and grow.

If you do not have a church of your own, you are warmly invited to become part of St. Paul's family of believers. Church services are at 8:15 and 11:00 a.m. Sunday School and Adult Bible classes are from 9:40-10:40 a.m. Many adult Bible studies are offered throughout the year.

**ADULT INFORMATION CLASS** - Parents interested in increasing their knowledge of basic Christian teachings or in membership at St. Paul Lutheran Church are invited to join a series of instructional sessions conducted by our pastor. We feel that it would be helpful for parents to have an understanding of the religious truths being taught in the school. We extend a warm welcome to all adults. Classes are offered several times a year. For further information, call the church office at 410-747-1897.

### **ADDITIONAL INFORMATION**

**PARENT TEACHER LEAGUE (PTL)** - The PTL is an auxiliary organization whose main purpose is to support the school. All parents are encouraged to participate. Meetings are held regularly and relate directly to the needs of parents and children. (See PTL Brochure)

**VOLUNTEER PROGRAM** - Parents and friends of St. Paul are invited to serve as room mothers, chaperones, classroom aides, office assistants, library assistants, lunch helpers and in other capacities that aid the school. Volunteers must check in at the office. They will receive a plastic tag identifying them as a volunteer. They will return the tag to the office when leaving the building.

**LABELING PROPERTY - LOST AND FOUND** - The lost and found is located in the hallway by the kitchen. Your child's property should be labeled for easy identification by the child. It is surprising how easily coats, caps, gloves, books, boots, lunch containers, book bags, and similar materials can be confused with other people's property when children's names are not on them. Items unclaimed will be given to the Lutheran Mission Society.

**SUPPLIES AND EQUIPMENT** - St. Paul Lutheran School furnishes all basic texts. Books are not to be written in without specific permission from the teacher. All hard cover textbooks supplied by the school must be covered. Fines amounting to 100% of the replacement cost will be charged to families if any of these books are lost or damaged. Individual teachers will inform parents/students of other necessary school supplies.

**NEWSLETTERS** - SHARING is the school's weekly newsletter. It is emailed to the parents weekly. It contains notices and explanations unavailable elsewhere. All parents having children in our school also receive the St. Paul Church Newsletter monthly. This newsletter contains information and reports concerning our St. Paul Lutheran Church

**HOME - SCHOOL RELATIONSHIPS** - To realize the objectives of Christian Education, we depend upon a frank and mutually cooperative relationship between parents and teachers. Parents and teachers must communicate and support each other in our mutual task of nurturing our children. Parent-Teacher conferences by appointment are always welcomed and often very helpful in understanding the child. Parent involvement in the total school program is encouraged. Regular attendance at PTL events and willingness to help in many volunteer programs - such as hot lunch, library, teacher's helpers, room mothers, office help, and work days are ways to become involved.

## STUDENT NEATNESS CODE

**STUDENT APPEARANCE AND DRESS** - St. Paul School believes there is an important relationship between a student's appearance and his/her attitude toward school and schoolwork. A student's dress and appearance are expected to be neat, clean, and modest. In order to accomplish this requirement the following criteria should be followed when purchasing clothing to be worn to school.

Clothing shall meet the following general requirements:

1. Clothing must be appropriately sized for the individual including the correct size belt.
2. Clothing must be in good condition.
3. Clothing must be color coordinated
4. Socks must match in style and color
5. Shirts and blouses must be tucked in.
6. Skirts, shorts, skorts, or jumpers shall not be higher than 3 inches above the top of the knee.
7. Pants must be worn at the correct waist level and not be excessively long or short.
8. Belts are to be worn with all bottoms made for belts and are to be worn at the appropriate level.

Foot wear is to meet the following general requirements.

1. Shoes are to completely enclose the foot.
2. Shoes must have flat soles of non-skid or rubber type material. Tennis shoes are permitted. (High Heels or thick sole platform shoes are not permitted.)
3. Socks are required for all shoes and must be visible above the tops of the shoes. Girls may wear tights.
4. Shoes with laces must be tied.
5. Boots are permitted for snow or rain only and a change of shoes is required for indoors.

- ❖ Make-up is not permitted.
- ❖ Jewelry should not be excessive in appearance and/or quantity or otherwise distracting.
- ❖ Jewelry that is considered distracting will, upon request, be removed by the student and handed over to the teacher for return to the parent. Girls may wear one earring per ear. Boys may not wear earrings. No other visible body piercing jewelry will be permitted.
- ❖ Hair must be clean and neat. Boy's hair length shall not exceed the top of their collar. Girl's long hair must be kept neat, pulled back, or tied back. Dyed or unnaturally bleached hair colors will not be permitted.
- ❖ Permanent Visible tattoos or other markings will not be permitted.
- ❖ The use of perfume or other scented products will not be permitted.
- ❖ Hats, bandanas, sweat bands, or scarves may not be worn indoors.
- ❖ Other neatness issues deemed to cause distractions in the classroom or otherwise run counter to the intention of the Student Neatness Code will not be permitted.

## **STUDENT UNIFORM DRESS CODE (Kindergarten through Grade 5)**

The following is a descriptive list of the dress code requirements for students at school and at school related functions.

### Girls:

1. Shirts may be short or long sleeved polos, which have been purchased from St. Paul Lutheran and bear the school's logo.
2. Turtle necks may be worn under the polo shirts. They are to be white or navy blue.
3. Skirts, jumpers, and skorts must be khaki.
4. Pants are to be twill or cotton polyester and khaki in color. Cargo pants, painter pants, and zip off pants are not permitted.
5. Walking shorts must be twill or cotton polyester and khaki in color. They may not be cargo shorts.
6. Belts must be in solid colors of black or brown. Belts are required on all pants and shorts when belt loops are present.
7. Sweaters may be cardigans and navy blue in color. They must be worn over school polo shirt.
8. Socks, tights and leggings must be in solid colors of navy blue, black, khaki, or white.
9. Shoes must have backs and may be tennis shoes, dockside shoes, saddle shoes, oxfords, loafers, or Mary Janes. (Character or light-up shoes are NOT permitted)

### Boys:

1. Shirts may be short or long sleeved polos, which have been purchased from St. Paul Lutheran and bear the school's logo.
2. Turtle necks may be worn under the polo shirts provided they are white or navy blue.
3. Pants are to be twill or cotton polyester and khaki in color. Cargo pants, painter pants, and zip off pants are not permitted.
4. Walking shorts must be twill or cotton polyester and khaki in color. They may not be cargo shorts.
5. Belts must be in solid colors of black or brown. Belts are required on all pants and shorts when belt loops are present.
6. Sweaters may be cardigans and navy blue in color. They must be worn over school polo shirt.
7. Socks must be in solid colors of navy blue, black, khaki, or white.
8. Shoes must have backs and may be tennis shoes, dockside shoes, saddle shoes, oxfords, or loafers. (Character or light-up shoes are NOT permitted)

### General:

1. Scout uniforms may be worn on scout meeting days.
2. Relaxation of the Uniform Dress Code for special events will be at the express written direction of the school administrator.
3. ONLY OFFICIAL SCHOOL SWEATSHIRTS are allowed to be worn inside the building during cold weather. The sweat shirts may be ordered in the school office.
4. St. Paul emblem Polo shirts or sweatshirts are required on all field trips unless special permission has been granted by the school administrator.

The Day School Board reserves the right to make decisions regarding appropriate dress and hair styles. The Principal will determine if current fads are in keeping with the spirit of our dress code. Please check with the school Principal before purchasing clothing that may be questionable. On a few special occasions, the children are treated to a dress-down day. On these days, clean, neat, and modest clothes are still required.

## **BEFORE AND AFTER SCHOOL CARE**

Our before and after school care program is known as the "Enrichment Program". This program is open to any student enrolled in our school from Kindergarten through fifth grade. Staff is on hand from 7:00 AM to the start of school and from the close of school until 6:00 PM.

Before school the children are supervised as they play games, draw, and converse as they await the start of school. After school each child receives a snack and drink. They then play outdoors, spend time on homework, play games, and await their parents.

Enrollment in the Enrichment Program is normally done before school begins, but may occur at any time if the need arises. If you wish regular service you must fill in an enrollment form and an emergency information sheet. These forms are available upon request. "Drop-in" students (those who use the program on a once in a while basis) need only fill in the emergency information form. Parents are required to sign their children out as they leave for the day.

Assertive discipline is used during Enrichment hours. Any student who chooses to acquire four checks during an Enrichment session will be suspended from the following day's Enrichment.

The cost for the Enrichment Program is published on the enrichment registration and information forms. A separate fee will be charged for anyone arriving to pick up children after 6:00 PM. This fee will be assessed at \$1.00 per minute after 6:00 PM. If the same child is picked up after 6:00 PM three times in a 30 day period, he/she will be excluded from Enrichment.

**If a child has not been picked up by 6:00 PM and his/her parent has not notified the Enrichment staff of a delay, we will attempt to notify individuals identified on the Emergency Contact Form. If we are unable to contact anyone on the Emergency Contact Form, the child will be considered abandoned and protective services will be notified.**

Enrichment will not become involved in custody disputes. In order to deny a parent permission to pick up a child, we must be in possession of a court order.

**CONCERNING LATE STARTS AND HALF DAY** If the school day is delayed, Morning Care will open at 8:30 AM. If the school is forced to close early due to inclement weather, After School Care will not be provided. There is *no* enrichment program on half days of school.

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**LEGAL NOTICE/ASBESTOS**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school building and implement response actions in a timely manner. These regulations assign schools many new responsibilities. Our program is outlined in our asbestos management plan. This plan contains information on our inspections, activities, including periodic re-inspections and surveillance activities that are planned or are in progress. The management plan is available for review in the school's administrative office. The plan may be reviewed during normal school hours. There will be a reasonable charge should you require a copy of the plan.

**NON DISCRIMINATION POLICY**

St. Paul Lutheran School does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs, and guarantees to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. We also will not discriminate on the basis of color, race, sex, national or ethnic origin in the employment of administrative, teaching or support staff of the school.

**IF YOU NEED MORE INFORMATION OR CLARIFICATION ON THE INFORMATION IN THIS HANDBOOK, PLEASE CONTACT THE SCHOOL OFFICE AT 410-747-1924. THE PRINCIPAL HAS THE RIGHT TO AMEND OR SUSPEND THE HANDBOOK FOR REASONS OF SAFETY, EDUCATIONAL BENEFIT OR THE SMOOTH RUNNING OF THE SCHOOL.**