

St. Paul's Lutheran School

Parent-Student Handbook 2018-2019



Education for This Life and Eternity

We Walk By Faith And Not By Sight

For we live by faith, not by sight.
2 Corinthians 5:7

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PARENT-STUDENT HANDBOOK
St. Paul's Lutheran Christian Day School
2018-2019

This handbook, prepared by St. Paul's Council of Ministry for the information of our members and the parents of our students, presents some basic information about the policies and operation of our Lutheran Christian Day School (K-8).

TABLE OF CONTENTS

<i>INTRODUCTION AND STATEMENT OF FAITH</i>	<i>Page 4</i>
<i>Affiliation</i>	
<i>Foundation, Purpose, Mission Statement</i>	
<i>Statement on Family Values</i>	
<i>Vision Statement, Goals</i>	
<i>Faculty</i>	
<i>Council of Ministry</i>	
<i>Curriculum</i>	
<i>ENROLLMENT POLICY & PROCEDURES</i>	<i>Page 6</i>
<i>General Policy</i>	
<i>Nondiscriminatory Policy as to Students</i>	
<i>Enrollment Procedures for New Families</i>	
<i>Financial Policy</i>	
<i>Health Records, Proof of Age and Immunizations</i>	
<i>Kindergarten Readiness</i>	
<i>Grade Placement</i>	
<i>Exceptional Students</i>	
<i>Title 1</i>	
<i>Retention of Students</i>	
<i>CLASSROOM POLICY & PROCEDURES</i>	<i>Page 9</i>
<i>General Timetable, Calendar & Supervision</i>	
<i>Absences & Tardiness</i>	
<i>Early Pick-Up</i>	
<i>Report Cards</i>	
<i>Homework Policy</i>	
<i>Books & Supplies</i>	
<i>Field Trips & Extracurricular Activities</i>	
<i>Uniform Policy</i>	
<i>Code of Conduct</i>	
<i>Discipline</i>	
<i>Responsibilities for Damages</i>	
<i>Prohibited Articles</i>	
<i>Tobacco, Alcohol, and Drugs</i>	
<i>Suspension Policy</i>	
<i>ADDITIONAL PARENT RESPONSIBILITIES</i>	<i>Page 16</i>
<i>Forms</i>	

Appendix C

Procedure Regarding Collection of Tuition

TADS is managing all tuition payments. Registration forms for TADS will be sent out in the spring electronically. All families are expected to register with TADS. There are no enrollment fees for those making a one time or two time payment to pay their full tuition. All tuition payments will be paid through TADS.

If tuition payment is not made according to the plan chosen by you, TADS will assess a late fee to your account. You are responsible for all late fees.

If payment is not been received by TADS and you fall behind two consecutive months, your child's enrollment could be discontinued.

*Home School Connection
Parent-Teacher Consultation
Church & Sunday School Attendance
Singing for Services
Transportation
Lunches and Snacks*

ADDITIONAL COORDINATION BETWEEN SCHOOL & HOME *Page 17*

*Emergency School Closings
Impairment or Restriction of Students
Insurance & Health Services
Medications
Communicable Diseases
Complaints & Grievances
Chapel Service and Mission Offerings
Weekly Newsletter
Home and School Cooperation*

APPENDIX

Page 20

INTRODUCTION

Affiliation

St. Paul's Lutheran School and Precious Lambs preschool is operated by St. Paul's Lutheran Church, Beverly Hills, Florida, with supervision and direction provided by the Church's Board of Christian Education.

We are a member of a larger church body called the Wisconsin Evangelical Lutheran Synod. For over 150 years our church body has been providing quality Christian education. We are one of the Largest Private / Christian School Systems in the United States (National Center for Educational Statistics). We have:

- 400 Early Childhood Ministries
- 345 Lutheran Elementary Schools
- 26 Lutheran High Schools
- 2 Colleges
- 1 Seminary

STATEMENTS OF FAITH

Our Foundation

Our Lutheran School stands upon the foundation of God's inspired and inerrant Word as revealed in the Holy Bible. The foundation of our faith is Jesus Christ. We believe that all people are sinners and deserve eternal death. (Romans 3:23, Romans 6:23). But, God in His love sent His son Jesus Christ to save us from our sins. John 3:16, "For God so loved the world that he gave his one and only son that whoever believes in him shall not perish but have eternal life."

St. Paul's Lutheran School subscribes to the beliefs detailed in the publication "This We Believe" compiled by the Wisconsin Evangelical Lutheran Synod, which can be found on the website www.wels.net. Our mission is to prepare children for this life and eternity by offering a superior academic and spiritual education rooted in the truths of God's inspired and inerrant Word as revealed in the Holy Scriptures; we do so by teaching all subjects in the light of God's Word and equipping students for a life of service to their Savior.

Purpose

The purpose of our school is to offer a superior spiritual and academic education, preparing children for this life here on earth and for the life to come in eternity. We prepare children for life on earth by challenging them to do the best with their God-given abilities that our loving God has given them. Our academic courses are challenging but encouraging as children and parents see the steady progress of their children's academic abilities. We also strive to prepare children for eternity by teaching God's Word, not only in our religion classes, but also as it permeates throughout our entire educational curriculum.

Mission Statement

Preparing children for this life and eternity by offering a superior academic and spiritual education rooted in the truths of God's Word.

Statement on Family Values

The faculty and staff of St. Paul's Lutheran School agree with and model to students and other staff Christian principles of morality and family life as stated in

Appendix B

School Uniform Policy

"Do you know that your body is a temple of the Holy Spirit who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body."
I Corinthians 6:19-20.

Shirts and Dresses: Students must wear school issued polo shirts or dresses for all school days except for Fridays (see below). Shirts are to be tucked in at all times.

Pants, Shorts, Skirts, and Skorts: Students' pants, shorts, skirts, or skorts may be either khaki or navy blue khaki (no cargo shorts/pants and no jean material). They must be hemmed with no frayed edges or holes in the material. Uniform shorts, skirts, and skorts should be of conservative length using the finger tip length-hem guideline. Girls must wear shorts under their uniform dresses and skirts.

Belts: Plain colored brown, black, or navy belts must be worn at all times with uniforms (except uniform dresses) for all students in grades 3-8.

Shoes: Shoes need to cover the entire foot (sneakers, tennis shoes, etc.)

Casual Fridays: On all Fridays, students can relax a bit by wearing their St. Paul's t-shirts. They need not tuck them in and no belts are required on this day. Pants, shorts, and shoe requirements remain the same for Casual Fridays.

Appearance: Students should appear clean at all times. Light makeup is appropriate for 7th – 8th grade students. Hats, sweatbands and sunglasses are not to be worn inside the school or church. Streaked hair color and mohawks are not permissible.

Physical Education: Students may, but are not required, to bring a change of clothing consisting of T-shirts and shorts for physical education. T-shirts should have no advertisements on them, but they may have a small company logo on them. School uniform shorts or athletic shorts are permissible for physical education classes. Please no leggings or tank tops or any type of sleeveless tops.

Note: On Picture Day (see calendar) students may dress up and choose not to wear their school uniforms for their pictures.

Chapel Service & Mission Offerings

Parents and friends are always welcome to attend our weekly chapel service on Fridays at 8:35 a.m. A weekly offering envelope will be sent home with the children for those who could cheerfully enjoy taking part in the offering to spread God's Word.

Weekly Newsletter

A weekly newsletter will be sent home Friday of each school week.

Home and School Cooperation

Before the school year begins, teachers will be scheduling a home visit in August to familiarize you with their classroom management, discipline procedures, and classroom routines, along with any other school related news. Special concerns or needs should be discussed at that time with the teacher.

St. Paul's Lutheran School Appendix

APPENDIX A:	Tuition Schedule
APPENDIX B:	Dress Code
APPENDIX C:	Procedure Regarding Collection of Tuition

the Holy Scriptures. Among these are the beliefs that marriage is a divine institution between one man and one woman.

Vision Statement

St. Paul's Lutheran School is known for its superior spiritual and academic education whose students:

- know and appreciate Christ's love for them and so desire to be faithful disciples for Christ;
- exemplify that God's Word is the foundation and guide for all life choices and decisions;
- find their self-worth in Christ and what he has done and continues to do for them;
- recognize their God-given talents and desire to use them to God's glory;
- are well-prepared for high school and desire to be life-long learners;
- have compassion and respect for their fellow man;
- are respected leaders among their peers; and
- have an appreciation for God's gift of good health and make God-pleasing decisions that promote a healthy lifestyle.

Goals

We strive to give our students a high quality education with strong Christian values. The goals of our school are to educate students:

- Spiritually by using God's Word in its truth and purity in teaching, correcting, rebuking, and training.
- Academically by providing solid academic courses that encourage children to strive to do the best with their God-given talents and abilities.
- Emotionally through God's Word by developing Christ-esteem based on what God has done for them.
- Socially by instructing students with rich insights into Christian love, charity, and respect toward their fellow man.
- Physically by providing a physical education class that teaches children good sportsmanship, skill development, leadership, and health.

Faculty

Mr. Kyle Bender, Principal
Mr. Aaron Markgraf, Teacher Grades 7-8
Mrs. Beth Rathje, Part-Time Teacher Grade 6
Mrs. Kathy Rundgren, Part-Time Teacher Grade 6
Mr. Dale Rundgren, Teacher Grade 5
Mr. Luke Dorn, Teacher Grade 4 and Athletic Director
Mr. Justin Siegler, Teacher Grade 3
Miss Kristine Krug, Teacher Grade 2
Mrs. Hannah Markgraf, Teacher Grade 1
Miss. Aimee Clower, Teacher Kindergarten
Mrs. Kay-Lynn Johnston, Preschool Director and Teacher
Mrs. Sharon Welfel, Preschool Teacher

Council of Ministry

Phil Geistfeld, Chairman of the Council of Ministry (352)-613-4529

Curriculum

Our school program is Bible-based and Christ-centered. The curriculum, therefore, includes daily devotions, weekly chapel services, and religious instruction (Bible study, catechism, and hymnology.) Confirmation instruction is included in the upper grade curriculum. Our entire course of religion instruction is designed to prepare the students for a life of faithful service to our God and our fellow man.

Our school offers a full preschool, elementary, and middle school academic program including the language arts, social studies, science, mathematics, the fine arts, and physical education.

ENROLLMENT POLICY & PROCEDURES

General Policy

The Council of Ministry reviews all applications for enrollment into our school and has final responsibility for all decisions regarding admission of students.

Non-Discriminatory Policy as to Students

Our God wants all people to be saved and to come to the knowledge of the truth (1 Timothy 2:4). Therefore, St. Paul's Lutheran School of Beverly Hills, Florida admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of St. Paul's Lutheran School. We do not discriminate on the basis of race, color, national, and ethnic origin in administration of our educational policies, admissions policies, scholarship, and loan programs and athletic and other school administered programs.

Enrollment Procedures for New Families

1. Contact the school office for an application form and Parent-Student handbook. At this time a tour will be scheduled. In an effort to keep our classrooms as free from distractions as possible, prospective students and their families may visit classrooms by appointment only.

2. After reviewing the handbook, please complete and sign the Intent to Enroll form. This form gives consent to send by email our online registration for you to complete. The online registration is done through TADS and does require a \$125.00 non-refundable application fee.

65C-22.004 Health Related Requirements.

(1) Communicable Disease Control.

(a) Children in care shall be observed on a daily basis for signs of communicable disease. Any child, child care personnel or other person in the child care facility suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. With a child, the condition shall be reported to the custodial parent or legal guardian. Signs and symptoms of a suspected communicable disease include the following:

1. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
2. Difficult or rapid breathing;
3. Stiff neck;
4. Diarrhea (more than one abnormally loose stool within a 24 hour period);
5. Temperature of 101 degrees Fahrenheit or higher when in conjunction with any other signs of illness;
6. Pink Eye;
7. Exposed, open skin lesions;
8. Unusually dark urine and/or gray or white stool;
9. Yellowish skin or eyes; or
10. Any other unusual sign or symptom of illness.

(b) A child identified as having head lice shall not be permitted to return until treatment has occurred. Verification of treatment may include a product box, box top, empty

Complaints and Grievance

At times parents may have concerns or complaints. God's Word gives us guidance in how to handle these situations (Matthew 18 and I Corinthians 13).

Speak to the teacher first with whom you have a concern or complaint before speaking with anyone else

If an issue has not been resolved, speak with the principal.

If you still feel that your issue is not resolved then speak with the Council of Ministry chairman.

All requests to audience with the Council of Ministry to express a complaint or grievance must be submitted in writing to the Council of Ministry Chairman at least one week prior to the next scheduled meeting of the council. The written request should include the nature of the complaint or grievance along with specific times and dates when the previous steps were taken with the individuals who could not adequately resolve the problem.

Insurance

If an accident should happen, the families insurance will be the primary insurance covering the accident. Parents are responsible for making that claim on their insurance. St. Paul's Lutheran School does have school accident insurance which is available for students as a secondary insurance. If secondary insurance is needed, parents are responsible for contacting us for that need.

Health Services

Our school participates in a health screening once a year. The screenings include vision, hearing, and scoliosis.

A child who becomes ill or receives a minor injury while at school receives first aid. If the child requires additional medical services, parents or guardians are notified immediately. If they cannot be reached, the child is taken to a suitable medical facility.

Medications

Only when truly necessary, doctor prescribed medication will be administered by the staff with the written consent of the parent or legal guardian. The parent must fill out the Medication Permission Form detailing the purpose for the medication and proper dosage. The Medication Permission Form and the medicine must be brought in the original container and given to the teacher upon arrival. The first dosage of any medication should be administered at home (before coming to school) to be sure there is no allergic reaction. Where there are multiple dosages, the staff shall assume the proper dosage has been administered by the parent prior to and after school. By requesting the school to administer the medication of a child, the parent is waving liability for reaction/condition due to the application of the prescription unless there is intentional negligence on the part of the school or its agent. Students who have a need for asthmatic inhalers in grade 3-8 may carry them provided the parents have returned the "As Needed" Medication Permission Form.

Communicable Diseases

The protocol used by St. Paul's Lutheran School to provide a safe and healthy environment for the students and staff is the section including signs and symptoms of suspected communicable diseases as defined in the Florida Administrative Code Child Care Standards 65C-22.004. (See Below) Should we encounter any of the symptoms in the protocol, the parents will be notified immediately to pick up their child. The parents should then be aware of a potential illness his or her child may be fighting and keep the child at home so as not to infect their classmates. Please understand this procedure is not enforced to inconvenience you, but rather has been put in place for the welfare of the students and staff.

Financial Policy

The application fee / registration fee (see Enrollment Procedures) is required at the time the application is filed. Tuition is charged to all students. All families receive church assistance to some degree based upon church membership / non-membership status. If a parent is confirmed or transferred into our church membership after the start of the school year, tuition assistance will be applied on a prorated basis the month after they transfer or are confirmed. For new confirmed members a full tuition payment will be required through the month in which they are confirmed. Any family may apply for an approved outside scholarship such as Step Up For Students and McKay for financial assistance. There are certain restrictions that apply for these scholarships.

Our church members support our school just as they support the other programs of the congregation, namely through their weekly offerings. Therefore, a larger tuition assistance from the congregation is given to those school children whose parent(s) or legal guardian(s), as of the date of enrollment, are members of the congregation. The exception to the rule is our Precious Lambs Preschool where tuition is expected of members and non-members alike.

The tuition may be broken into 1, 2, 11, or 12 installments with the first payment due in June or July depending on the payment plan chosen with TADS. For our procedure for collecting the tuition and the fee please see Appendix C. Unless a subsequent payment plan has been approved by the Council of Ministry, if the payment is not made by the end of the month in which it is due, the student will not be allowed to attend further classes until the account is made current.

Health Records, Proof of Age and Immunizations

Students entering St. Paul's Lutheran School for the first time also must provide the school with a copy of a current School Entry Health Exam form- DH 3040 (yellow form), signed by a licensed medical professional, the child's birth certificate, and a Department of Health Immunization Form— DH 680 (blue form) showing that all required immunizations have been obtained. Students entering the 7th grade must provide a Department of Health Immunization Form— DH 680, showing that their immunizations have been updated in accordance with Florida state law. **All students entering into Kindergarten, Grade 1, Grade 3, and Grade 6 need a new health examination form (Form DH 3040) submitted to the school before the start of the new school year. These forms must contain check ups on vision (grades K,1,3, and 6) and hearing (grades K,1, and 6) and scoliosis (grade 6).**

Kindergarten Readiness

A Kindergarten readiness profile will be gathered on all Kindergarten – aged students before they enter into our Kindergarten program. Results of the data collected will be discussed with the parents. This process is used to assess students' needs and our abilities to address those needs in our Kindergarten program. All applications are subject to approval by the School Committee and the Council of Ministry.

It is expected that all children in our programs be toilet-trained and self-sufficient in the bathroom.

Grade Placement

Grade placement of any student enrolled in the school is at the discretion of the School Committee and the Council of Ministry in consultation with the principal and faculty. The following is the basis for making the determination:

1. Most recent achievement test scores.
2. Previous Report Cards
3. Attitude toward school work.
4. Previous school recommendation
5. The student's age as of September 1 of that school year being appropriate for the grade the child is entering.

Placement into any grade is on a six-week trial basis. If it becomes apparent the child is placed above his or her ability to achieve, the parents will be called for a consultation. No child will be placed into a different grade without a conference with the parents. Tutorial assistance may be available on a limited basis. If it is determined a child is too far behind his grade placement, an adjustment may be required.

Exceptional Students

With regard to academic considerations, if a child has exceptional abilities/inabilities, the principal along with the teacher and Council of Ministry will determine if placement at our school is appropriate. Each situation will be examined thoroughly. If testing is necessary for the Admissions Committee to make a fully informed decision, parents will be required to procure appropriate testing before a decision can be reached. Exceptions to this policy can only be made by the Council of Ministry.

Students entering St. Paul's Lutheran Christian Day School who have been identified as having a learning disability must bring a description of what has been done to modify the student's work. This may include any individualized educational plan that has been devised. If the diagnosis of the learning disability is incomplete, it must be completed as soon as possible and the results submitted to the principal. Based upon this information, the principal along with the Council of Ministry will decide as to whether the current academic resources at our school will provide adequate education for the student.

Because instruction expertise cannot always be obtained through volunteers, payment of an additional fee for the supplementary support services that are provided may be required.

If a student has been accepted to St. Paul's Lutheran Christian Day School and it

For those parents who are members we strongly encourage you to be active in your faith life by demonstrating to your children the importance of hearing and studying God's Word on a regular basis. Jesus says, "Blessed...are those who hear the word of God and obey it" (Luke 11:28). We firmly believe that being actively involved with church and Sunday school strengthens the Christian education that you want your child to receive here at St. Paul's.

Singing for Services

The school choirs will sing periodically in our church services. All children are expected to be present when their class is scheduled to sing. A singing schedule will be provided.

Transportation

Our school does not provide transportation to or from school. Car pools may be set up by individual groups of parents. If you are in need of transportation for your child, please call the school office and we will attempt to help you coordinate suitable transportation.

Lunches and Snacks

The school does strive to provide a hot lunch program once a week for the students. Scheduled hot lunches will be printed in our weekly newsletter. All incidental billing, such as hot lunch, aftercare, and field trips are done through TADS. You are responsible for timely payments so as not to incur a late fee. Parents are strongly encouraged to provide a nutritious lunch for their child. Soft drinks and candy are not allowed except for special events or parties, with prior permission. Food brought from home will be stored appropriately until consumed and refrigerated if necessary. Parents providing meals or snacks are encouraged to include different food groups for their child. Microwaves are available, but be conscious that lunch time is limited so send only lunches that need to be reheated.

ADDITIONAL COORDINATION BETWEEN SCHOOL & HOME

Emergency School Closings

The school may close due to bad weather; parents will be notified when our school will resume. In any other situation deemed an emergency by the principal, the school will be closed and the parents will be notified. Stay tuned to local television and radio stations for information. Parents should call their child's teacher if they desire more information.

Impairment or Restriction of Students

If your child has any educational, medical, or psychological impairment or restriction, parents are required to submit a letter from a 3rd party source (doctor or educational specialist) verifying the impairment and limitations. The BOCE will then determine if our school can best serve the needs of your child.

directly lead to expulsion. All cases that are following this policy are considered on behavioral probation and may be terminated as seen fit according to the policy laid down here by the Council of Ministry.

ADDITIONAL PARENT RESPONSIBILITIES

A certain amount of homework is necessary and is assigned by each teacher. Naturally, there is a greater amount of homework as a child's responsibilities increase in the upper grades. Please notify your teacher if your child has too little or seems to be over whelmed by homework. As a good rule of thumb, ten minutes of homework per grade level is about average excluding memory work.

Forms

Parents are required to fill out all applicable forms before the school year begins. All forms are online through TADS and will need to be filled out when the parents enroll their child(ren).

Parental Involvement

St. Paul's Lutheran School encourages parental involvement to ensure that the partnership between home and school is maintained. Parents are encouraged to visit, observe and volunteer in the classrooms. Please contact your child's teacher to schedule an opportunity to participate.

Home School Connection

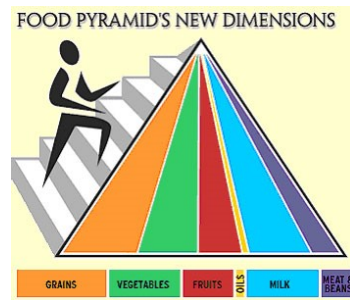
Proverbs 22: 6, "Train a child in the way he should go, and when he is old he will not turn from it." The school is here to assist you in educating your child. The most important training that can happen is spiritual training. It is the parents' primary responsibility to train their child with God's Word (Deut. 6:4), and for us as a school to assist you in training your child with that Word. Along with the assisted spiritual training comes the physical, emotional, social, and academic training. All of these are important, and a vital part of this training is communication. Teachers will keep lines of communication open to assist you with training your child. We ask you to do the same. Please feel free to contact your child's teacher for a consultation at anytime during the year.

Parent - Teacher Consultations

Parent - Teacher consultations are scheduled by the teacher shortly after the first and third quarters of the school year to discuss the child's progress. Additional conferences may also be scheduled by agreement of parents and teachers.

Church and Sunday School Attendance

For those parents who are not members of St. Paul's Lutheran Church, we are always glad to have you come and attend our worship services. Our worship services during the school year are held on Sundays (8 & 10:30 a.m.).



has determined later that the student has a learning disability that was not previously diagnosed, it is in the best interest of the child that the parents cooperate so that testing can be secured and a proper diagnosis made of the student. This way a proper individualized educational plan can be developed for the student and academic resources can be secured.

St. Paul's Lutheran Christian Day School reserves the right to remove a student from its rolls if a student's disabilities prove to be beyond its capabilities.

Title 1

Our school is a Title 1 school meaning that students who may have exceptional needs can receive additional help at St. Paul's Lutheran School during the school day through the county public schools. Through required forms from the district, our teachers will assess students based upon need to determine individualized help through Title 1.

Retention of Students

If during the course of the year, a student is identified as having difficulty keeping up with the school work, parents will be consulted and a plan developed to help the student overcome the difficulty. Testing may be necessary to help accommodate a student's needs and to develop a plan to remedy the student's educational deficiencies. By the third quarter, discussion among the parents, teacher and principal will have taken place in regards to retaining the student for the following academic year. By the end of fourth quarter, a decision will be made by the parents, teacher, and principal in doing what is educationally and socially best for the student.

Also, keep in mind that if a student fails 1/4 of their total grades for the year, they will not be promoted to the next grade level. Most times this is a result of failing to complete their work (see *Homework*).

Transferred students with academic difficulties will be screened before the school year begins for proper grade placement. All records from the previous school will be requested and evaluated to assist us in proper grade placement. Experience has shown that those critical early steps in reading are met with a wide variance of expectations among school systems. In all cases, retention is not a tool of discipline, but rather a tool to assist students in the process of academic growth.

CLASSROOM POLICY AND PROCEDURES

General Timetable, Calendar, and Supervision

The school day begins at 8:00 am and ends at 3:10 pm. Classroom doors open up at 7:45 am; please help your child start off each day successfully by having them at school well before 8 am. All students must be picked up by 3:20 pm or else they will be entered into the AfterCare Program—of which there is a fee.

On arrival to school students are to go immediately to their classroom to prepare for the school day by reciting memory work, reviewing homework, or as otherwise directed by the teacher. Students are not to play on the play ground either before school or after school without adult supervision. In addition, students may not leave the school grounds during school hours without written permission from parents. The specific school calendar for school days, special events, and holidays should be obtained from the school office.

Excused Absences

Children must attend school regularly. The parents or guardians are responsible for their child(ren)'s attendance as Florida Statutes 1003.21 and 1003.24 clearly define. In case of absence, parents will notify the school by phone by 8:30 a.m. This is extremely helpful for the teachers so that they may be completely prepared for the day. If notification is not given the day of, then a written statement must accompany the child the day (s)he returns to school. Please include in the written statement the date, the reason for absence, and your signature as a parent/guardian of your child. Absences for reasons other than illness must be excused in advance through the student's teacher. Excused absences would include the following:

- Illness of the student
- Major illness in the family of the student
- Medical appointments of the student
- Death in the family of the student
- Subpoena or forced absence by any law enforcement agency
- Major disaster
- Head lice, a maximum of two days for each occurrence
- Planned absences approved in advance by the classroom teacher / principal

Excusing an absence with a phone call by 8:30 is done out of common courtesy and consideration for the teachers. In case of a serious illness that requires medical attention please obtain an excuse from the attending physician. If a child contracts a communicable disease, a physician's note stating the child is able to attend school again must be accompanied with the child when returning to school. If a child is sick for three days or more, please secure a doctor's note upon the child's return.

Parents are strongly urged to plan vacation trips during scheduled time off. If time must be taken off, parents are asked to contact the teacher well in advance. Arrangements then can be made for making up work. All homework should be done upon returning to school.

Parents are strongly urged to schedule appointments with doctors and dentists during the after-school hours or on school holidays, if possible. This is especially important during the first hour and a half of the school day because it is during that time that our students receive the most important part of their religious instruction.

considered school days, so these items will not be brought on any field trip days. Other items that are listed on individual teacher's supply lists as to what not to bring need to be followed as well. Students will not be permitted to chew gum in the school facilities. Any other articles that are misused so as to cause property damage or bodily harm will also be confiscated. The possession of weapons may result in expulsion.

Tobacco, Alcohol, and Drugs

God's Word teaches us that our bodies are the temple of the Holy Spirit. As believers in the Lord Jesus Christ, we have the responsibility to care for our bodies physically as well as spiritually. Therefore, students will not be permitted to use or possess tobacco in any form while on school grounds or while in attendance at any school-related event. The use or possession of tobacco, alcohol, or other illegal or illicit drugs may result in expulsion.

Suspension Policy

Students who in the professional opinion of their teacher and the principal exhibit behavior which:

1. Causes or may cause willful injury to themselves or others;
2. Causes willful or malicious physical damage to the school or school property;
3. Causes intentional or unreasonably disruptive or unruly behavior within the classroom or on the school grounds or while representing our Christian Day School at any school function, exhibits disrespect to their teacher, the principal, or any other person placed in authority over them;
4. Uses profanity or obscene gestures in any way;
5. Breaks the alcohol, tobacco, or illegal or illicit drug policy mentioned in the discipline section in any form;
6. Sexually harasses or makes sexual advances on another student, or brings sexually explicit material to school;
7. Steals from school or another student;
8. Willfully cheats on a continual basis;
9. Continues to defy our *Code of Conduct*

may be subject to, but in extreme cases not limited to:

1. Notification of the parents by the teacher and/or principal.
2. A one day suspension with notification of the parents.
3. A three day suspension **and** a mandatory conference with the parents if the problem continues.
4. A two week suspension **or** expulsion from school if the problem continues. This will be per review of the case by the Council of Ministry. Parents may request to be present at this review.

This policy has been adopted to maintain a healthy Christian atmosphere at St. Paul's Evangelical Lutheran Christian Day School. It also aims to promote the best possible atmosphere for learning and teaching. Any severe case may

CODE OF CONDUCT

As a Christian school and non-profit institution, St. Paul's Lutheran School reserves the right to refuse enrollment or to disenroll students whose personal or family's moral beliefs and practices conflict with St. Paul's understanding of the Word of God. St. Paul's is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS). The WELS website, www.wels.net, is a helpful resource to more fully understand our Scriptural beliefs. Located on that website under "About WELS" is a web page entitled "What We Believe." Doctrinal statements about social issues and worship practices are located on that website. "This We Believe" is another resource located on that website that summarizes well the beliefs of the WELS and of St. Paul's Lutheran School.

No student shall at any time contest or undermine the stated purpose of the school or doctrines of the WELS as revealed in Scripture, in or outside the classroom. Any student actively promoting or living a lifestyle contrary to scripture may result in disenrollment.

Discipline

Proper discipline in any situation uses God's Law and His Gospel properly. The Law makes the student realize that he or she has violated God's Holy will. When the student realizes his or her sin, the teachers will use the Gospel to assure the student that his or her sins are forgiven by God. This Gospel message also provides the right motivation for students as they strive to refrain from what is wrong and to do what is God-pleasing.

As representatives of God, the Pastor, principal, teachers, other school and church personnel, and volunteers are to be respected and obeyed. Our Lord and the congregation have given them the responsibility and authority to correct and admonish students whenever necessary. All discipline will be under the supervision of the Board of Christian Education (BOCE).

Responsibility for Damages

St. Paul's Lutheran Christian Day School has been blessed with well-equipped facilities. Desks, chairs, tables, and other equipment has been provided. It is the responsibility of each student to care for our facilities by exercising good stewardship. Students are held responsible for any damages they cause to school property through careless, negligent, or malicious behavior.

Parents are assessed the cost of repair or replacement of the damaged items. If the item can be repaired or cleaned by the labor of the student, we would ask that the student clean or repair such damaged items.

Prohibited Articles

As a general rule, students should bring to school only those things they will need to use in the classroom, such as books, pencils, homework, etc., and their lunch. Radios, cell phones, cd players, iPods, video games, weapons, and fireworks of any kind are forbidden and will be confiscated. Field trips are

Parents are to keep a sick child at home. Flu, sore throats, fevers, etc. spread quickly among the students and staff. Children may not return to school until 12 hours after the child has last been ill with vomiting and diarrhea. If a child is to be kept in during a recess or is not to participate in a physical education class, a written note signed by the parent is required.

Absences will be documented in the following way: Any students arriving after 8 a.m. will be marked tardy and any students arriving after 9 a.m. will be marked a ½ day absent.

Unexcused Absences

Any absences that do not fit the criteria for excused absences will be recorded as an unexcused absence. If notification is not given to the school in regards to your child's absence whether by phone the day of or by note when the child returns, this also will be recorded as an unexcused absence. All unexcused absences will be recorded on the report card and placed in your child's student record.

After 12 days of absences within 85 days (two quarters of the year), a meeting between the parent, the teacher, and the principal/assistance principal, must be scheduled to identify potential remedies. Please keep in mind that five tardies equals a full day absent.

Excessive absences may lead to a student repeating the same year of education, a form of summer school plan to be completed before the next year, or removal from the rolls of St. Paul's Lutheran Christian Day School. "Excessive absences" is defined as 15 absences in a 90 day period. This is defined by Florida State Compulsory Attendance Statute (Florida Statute 232). Retention, a summer educational plan, or removal from the rolls will be considered by the Council of Ministry should excused and unexcused absences exceed 20 days during the school year. All excessive absences for those families who are making use of Step Up for Students Scholarships (SUFS), are reported to the SUFS organization through quarterly verification reports.

Tardiness

In consideration for the teachers and fellow students, we expect students to be in their seats and ready to work at the start of the school day (8:00AM). Any students arriving after 8 a.m. will be marked tardy and parents must stop in the office to sign in your child. Please excuse all tardies with a written document stating the reason for your child's tardiness. Reasons for excused tardies are the same as for excused absences. Reasons for tardies that do not fit that criteria are considered unexcused tardies, and any tardies not excused will be considered unexcused tardies. Five tardies is equivalent to a full days absence.

Excessive tardiness will be dealt with in an evangelical manner and could possibly lead to removal of the student from our rolls. We understand that an occasional tardy may happen as the result of a family emergency, but please keep in mind the importance of teaching promptness to your child. All early departures from school, within the last hour, will count as a tardy.

Early Pick-Up

In consideration of the teachers and fellow students, we will dismiss all students at 3:10. Please try to schedule all doctors and dentist's appointments to avoid early pick-ups. If you must pick-up early because of such an appointment, please let the teacher know in advance and remember that your child must be signed out at the school office before your child will be dismissed.

Report Cards & Midterm Progress Reports

The school submits to parents quarterly reports and midterm progress reports of each student's spiritual, academic, and social progress. The following report card grading system is used.

A	100-96	EXCELLENT
A-	95-93	
B+	92-91	
B	90-87	GOOD
B-	86-85	
C+	84-83	
C	82-79	AVERAGE
C-	78-77	
D+	76-75	
D	74-72	POOR
D-	71-70	
F	69-0	FAILURE

The following grading system is used for Memory Work, Handwriting and Art.	
E	Excellent
S+	Very Good
S	Average
S-	Poor
N	Needs Improvement
I	Incomplete

Please keep in mind that a report card or progress report is an individual report. The Lord has blessed all students in individual ways. He does not expect them all to be "A" students. He does, however, expect them all to use their God-given abilities faithfully. Honor roll certificates will be given to 5th-8th grade students who excel in their academic studies. In order to achieve honors a student must achieve a 3.00 – 3.49 GPA; a student averaging a GPA of 3.50-4.00 will receive high honors. We ask parents to evaluate each report card carefully to discuss it with their child for the purpose of encouraging faithfulness in school work.

Homework

We strongly feel it is vital and important for our students to grow in being independent and responsible in their own education. Therefore, we will enforce the following policy to help students grow in being self-disciplined and responsible. All student homework is to be done on time. Teachers will make contact with you if your child has missing / late homework. The percentage grade for all late homework will be reduced for each day it is late. A meeting will be scheduled between the teacher and parents for excessive late homework; the goal would be to come up with a plan to correct the problem.

For grades 3-8, all students will be given a certain number of "Freebee" passes for each quarter. The number will be dependent upon their grade level. This pass allows the students to accidentally miss some assignments per quarter without any ramifications. Once the students have used up their passes, each student will automatically have to spend time in detention after school until 4:00 p.m. Each subsequent day of late work in that quarter will result in an afterschool detention. All late work will be reduced by 20% for each day it is late. All students without

late work during the quarter will be able to use their freebee passes for extra credit. Please keep in mind that if a student fails 1/4 of all total grades for the year, the student will not be recommended for grade promotion but will instead need to repeat that current grade (see *Retention of Students*).

If your child is ill and misses school, your child will have one day for every sick day absent to make up the missing work. Please inform the teacher ahead of time for any planned absences. The teacher will then get the assignments to your child ahead of time. All homework is due the day the child returns to school.

Books & Supplies

We supply the students with books and supplies according to the following arrangement:

1. Students are provided with textbooks for certain subjects. If a book is lost or excessively damaged, the cost of replacement will be assessed to the parent. Parents are requested to encourage the proper care of school property by their child(ren).
2. Purchase of certain religious books as determined by school policy shall be required. This is laid out in the individual teacher's supply list handed out before the start of the school year
3. All necessary personal supplies must be purchased. A supply list is sent out in your summer mailing packet.

Field trips & Extracurricular Activities

Teachers take students on field trips to points of interest connected with their school work. Parents are asked to complete a written consent form for all field trips prior to the beginning of their child's enrollment to our school. Information regarding field trips will be sent out approximately 3-4 weeks in advance of the field trip through field trip permission slip form that must be returned at least a week before the field trip takes place. The school may offer extracurricular activities under the direction of our teachers, which provides teamwork and cooperation, and to learn loyalty and Christian responsibility.

Uniform Policy

In accordance with Christian values, students should dress cleanly and modestly and in a way that reflects respect for Christian education. Student's study habits and the scholastic well-being of the school requires appropriate dress. To help accomplish this, St. Paul's has adopted a school uniform policy. **Please see appendix B for a description of the uniform policy.** It is your responsibility as parents to enforce the school uniform policy with your children since you are the last ones to see your children walk out of your house. Your child's classroom teacher will notify you if your child's attire is not consistent with our uniform policy. In the case of repeated or extreme violations of the uniform code the teacher will contact you to bring a change of clothing that fits the uniform policy for your child. Streaked hair color and mohawks are not permissible. **Appendix B defines dress guidelines.**