

PARENT-STUDENT HANDBOOK
St. Paul's Lutheran Christian Day School
2011-2012

This handbook, prepared by St. Paul's Board of Christian Education (BOCE) 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

INTRODUCTION	Page 3
<i>Affiliation</i>	
<i>Foundation, Purpose, Mission Statement</i>	
<i>Vision Statement, Goals</i>	
<i>Statement on Family Values</i>	
<i>Faculty</i>	
<i>Board of Christian Education</i>	
<i>Curriculum</i>	
 ENROLLMENT POLICY & PROCEDURES	 Page 5
<i>General Policy</i>	
<i>Nondiscriminatory Policy as to Students</i>	
<i>Enrollment Procedures for New Families</i>	
<i>Enrollment Procedures for Returning Families</i>	
<i>Release Agreement</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>Retention of Students</i>	
 CLASSROOM POLICY & PROCEDURES	 Page 8
<i>General Timetable, Calendar & Supervision</i>	
<i>Absences & Tardiness</i>	
<i>Report Cards</i>	
<i>Books & Supplies</i>	
<i>Field Trips & Extracurricular Activities</i>	
<i>Dress Code</i>	
<i>Discipline</i>	
<i>Responsibilities for Damages</i>	
<i>Prohibited Articles</i>	
<i>Tobacco, Alcohol, and Drugs</i>	

Suspension Policy

ADDITIONAL PARENT RESPONSIBILITIES

Page 13

Child's Homework

Forms

Parental Involvement

Parent-Teacher Consultation

Church & Sunday School Attendance

Singing for Services

Transportation

Lunches and Snacks

ADDITIONAL COORDINATION BETWEEN SCHOOL & HOME

Page 15

Emergency School Closings

Impairment or Restriction of Students

Insurance & Health Services

Medications

Complaints & Grievances

Weekly Newsletter

Home and School Cooperation

Chapel Service and Mission Offerings

Communicable Diseases

APPENDIX

Page 19

Appendix C

Procedure Regarding Collection of Tuition

TADS is managing all tuition payments. Registration forms for TADS will be sent out in May 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 received by the 15th of each month, TADS will assess a late fee to your account.

If payment has not been received by TADS by the 15th of the next month, your child's enrollment will be reviewed at the next BOCE meeting, and your child's enrollment could be discontinued if payment remains outstanding.

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

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. Click on the *Faith* link on the left side, then *Beliefs*, and finally *This We Believe*.

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.

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.

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

Faculty

Mr. Kyle Bender, Principal and Teacher Grades 5-8

Mr. Zachary Biebert, Teacher and Athletic Director Grades 3-4

Miss Bridget Kamps, Teacher 1-2

Miss. Amy Mottl, Teacher Kindergarten

Mrs. Kay-Lynn Johnston, Preschool Director and Teacher

Mrs. Sharon Welfel, Preschool Teacher

Appendix B

Dress Code

“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.

Appearance: Students should appear clean and modestly dressed 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.

Pants or Trousers: Trousers and blue jeans are permitted, but they may not have holes, patches, or frayed ends. All pants must be a regular fit – no form fitting or baggies.

Shorts: Blue jeans or khaki shorts of conservative length using the finger tip length-hem guideline are allowed. All shorts must be hemmed with no frayed edges.

Shirts: Polo style or button down dress shirts with collars, long enough to show no bare midriff. Patterns, designs and shirt emblems allowed. All shirts must have sleeves with no advertising, logos, and commercial interests. St. Paul's/Precious Lambs T-shirts are the only T-shirts allowed. Sweaters and sweatshirts can be worn on cool days. They may have designs, patterns, and emblems.

Skirts and Dresses: Skirts and dresses (with sleeves) of conservative length, using the finger tip length-hem guideline, are allowed. Skirts and dresses should have no slits or open back. Girls must wear shorts under their dresses and skirts.

Shoes: Shoes need to cover the entire foot – like tennis shoes or loafers. Socks must be worn with shoes. Shoes should not leave black markings on the gym floor.

Physical Education: Students may wish to bring a change of clothing consisting of T-shirts and shorts for physical education if they are not already wearing shorts. Previous policies on T-shirts and shorts apply.

Appendix A

TUITION

Please call to inquire: 352-489-3027

Scholarship are available to qualifying families.

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 Board of Christian Education (BOCE) 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 student application form and return the form to the school office together with a \$100.00 application fee.

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 / nonmembership 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 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 11 or 12 installments with the first payment due on June 15 or July 15. Each payment is expected on the 15th of each month beginning with July. For our procedure for collecting the tuition and the fee please see Appendix C. Unless a subsequent payment plan has been approved by the Board of Christian Education, 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.

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 for Kindergarten and will be given to the Board of Christian Education for final approval into our Kindergarten program.

St. Paul's Lutheran School Appendix

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

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.

Weekly Newsletter

A weekly newsletter will be sent home on Thursday of each school week. Parents have the choice to receive a paper copy, electronic copy, or both. You may indicate your preference on the registration forms.

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.

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 Board of Christian Education 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. 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 Board of Christian Education (BOCE) 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 BOCE.

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 BOCE. Based upon this information, the BOCE 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 is determined later that the student has a learning disability that was not previ-

ously 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.

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.

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 3:00 pm. Students should not arrive more than 15 minutes prior to the start of the school day and should be picked up not more than 15 minutes after the end of the school day. Exceptions to this rule are those families who are making use of our "Extended After-School Care".

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.

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

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 BOCE chairman.

All requests to audience with the Board of Christian Education to express a complaint or grievance must be submitted in writing to the BOCE Chairman at least one week prior to the next scheduled meeting of the Board. . 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.

Chapel Service & Mission Offerings

Parents and friends are always welcome to attend our weekly chapel service on Fridays at 8:40 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.

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.

Insurance

Basic school accident insurance is provided all students while on school property. Twenty-four hour accident insurance can be obtained by parents at an additional cost.

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.

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.

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.

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. Also, 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 5 days of unexcused absences within 85 days (two quarters of the year), a meeting between the parent and the teacher must be scheduled to identify potential remedies.

Excessive absences may lead to a student repeating the same year of education 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). Strong consideration for retention will be considered by the Board should excused and unexcused absences exceed 25 days during the school year.

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. 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. Three unexcused tardies within a nine-week grading period are equivalent to one unexcused absence. Three excused tardies within a nine-week grading period are equivalent to one excused 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 that we start our day with God's Word and that is the foundation of your child's education.

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:

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 Thursdays (6:30 p.m.) and Sundays (8 & 10:30 a.m.).

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

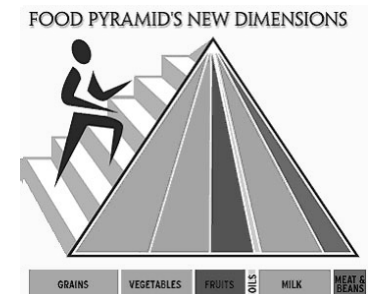
The school choirs will sing periodically in our church services. All children are expected to be present when their class is scheduled to sing. A singing schedule will be provided.

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. Prepaid lunch cards will be made available for the scheduled hot lunches. 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



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 Board of Christian Education (BOCE). The parents shall be required to be at this review or the student will automatically be expelled from the rolls of the school.

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 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 BOCE.

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 will be mailed out well before home visits so that families may submit all forms to the visiting teacher.

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

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
I		INCOMPLETE

The following grading system is used for Memory Work, Handwriting and Art.

E	Excellent
S+	Very Good
S	Average
S-	Poor
N	Needs Improvement

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.

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. Each teacher furnishes a list of required supplies before the start of the school year.

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 during the school year prior to the day of the field trip through a special note and/or the weekly newsletter.

The school may offer extracurricular activities under the direction of our teachers, which provides teamwork and cooperation, and to learn loyalty and Christian responsibility.

Dress Code

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.

It is impossible to list all the variation of attire which is proper for your child. It is your responsibility as parents to supervise what your child wears so that his or her attire is in good taste as well as being neat and clean. Common sense and inspection in the morning will prevent most problems. The principal or teacher will notify you if your child's attire is considered inappropriate. In the case of repeated or extreme violations of the dress code the principal may ask you to bring a change of clothing for your child. **Appendix B defines dress guidelines.**

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 fire-works of any kind are forbidden and will be confiscated. Field trips are 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;

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

- 1.Notification of the parents by the principal.
- 2.A one day suspension with notification of the parents.