



**St. Paul's Lutheran School  
PARENT/STUDENT HANDBOOK  
2024-2025**

# **TABLE OF CONTENTS**

Mission and Philosophy and Beliefs of St. Paul's Lutheran School	2-4
School History	5
Academics	6-8
Administration	9
Admissions	10
Arrival and Departure from School	11-12
Attendance	13-14
Communication	15
Discipline Policy	16-19
Dress Code	20-21
Health and Wellness Guidelines	22-23
COVID Policy	24-25
Life Together	26-27
Lunch	28
Electronic Device Classroom Policy	29
Parties and Celebrations	30
Sexual Harassment	31
Tuition & Fees	32-33
Family Partnership Program	34

Revised July 2024

# **MISSION OF ST. PAUL'S LUTHERAN CHURCH AND SCHOOL**

**#ChangingLives**

**Changing lives through Worship, Compassion, and Christian Education**

## **ST. PAUL'S LUTHERAN SCHOOL MISSION STATEMENT**

St. Paul's Lutheran School, in partnership with the home, strives to shape minds and mold hearts to apply the Christian faith in all aspects of life and learning.

### **PHILOSOPHY**

We believe a school's ultimate purpose should be to equip children to understand the truth about life, the world, and their place in it. At St. Paul's, by using God's Word as our standard of truth, our goal is to teach students to recognize the Lordship of Christ in all areas of learning. We strive to challenge students to allow God, through the working of His Holy Spirit, to mold their hearts in submission to Him, and, in so doing, equip them to put the love of Jesus into practice in their lives.

The Christian education difference at St. Paul's Lutheran School is found in the focus and goals of our teaching. Our education functions as an extension of what parents are seeking to accomplish in the lives of their children. It is important that our children not only see God being acknowledged and honored at home, but also in school. In our school setting, parents can be assured that every teacher will not only challenge each student with rigorous academics but will also frame the whole of the curricula through the lens of Scripture and openly model the love of Jesus through their actions and words. On a daily basis, our teachers integrate distinct Biblical perspective into their teaching at all grade levels. Each teacher, unique in personality and teaching expertise, is a Christian committed to the goals of Christian education.

Our school is not perfect. The power of sin has its effects within our walls as well. The value of a Christian education at St. Paul's lies not in the perfection of our student body or staff, but in our educational focus of training our children to recognize God's central place in their lives. We truly are a Christian-school community, rooted in the knowledge that Christ is continually transforming us with His undeserved grace and amazing love. In response to this grace, St. Paul's students are learning to share Christ's love with others in our school, our community, and our world by participating in a variety of ministry opportunities throughout the year.

## **STATEMENT OF BELIEF**

St. Paul's Lutheran Church and School is part of The Lutheran Church–Missouri Synod. The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son and Holy Spirit, a faith built on the foundation of “the apostles and prophets, Christ Jesus himself being the cornerstone.” (Ephesians 2:20). With the universal Christian church, The Lutheran Church–Missouri Synod teaches and responds to the love of the Triune God who created all that exists, became man to suffer, died and rose again for the world's redemption, and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity–Father, Son, and Holy Spirit– are coequal and coeternal, one God.

LCMS congregations, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and New Testaments are the written Word of God and the only rule and norm of faith and of practice. In addition, St. Paul's accepts without reservation the Lutheran Confessions as contained in The Book of Concord. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of Biblical doctrine, our congregation agrees to conform to all the teaching and practices of the Scriptures and the Confessions. Beliefs and policies regarding various issues in our current culture are based upon this stance.

A full description of this relationship between St. Paul's Lutheran Church and School and the Lutheran Church Missouri Synod has been adopted and is available for view upon request from the principal.

## **POSITIONAL STATEMENT**

### **Statement on Creation, the Fall, and Redemption**

St. Paul's Lutheran School believes, teaches, and confesses that we are all creations of a loving God. As stated in the book of Genesis, God created all that was made in seven days through the power of His Word. When God created the universe, He did so in a way that all was good and holy. When man sinned, all of creation was affected by this action.

We also believe that God did not leave us in our sin but sent His Son Jesus Christ to redeem the world through the power of His death on the cross and His resurrection from the dead. When He returns at the end of time, all of creation will be restored.

In line with this foundational belief, the following are statements of belief which impact various practices and policies of St. Paul's Lutheran School.

## **Statement on Human Life**

St. Paul's Lutheran Church and School believe, teach, and confess that all life is sacred and created by God in His image. Human life is of inestimable worth in all of its dimensions, including pre-born babies, the aged, physically or mentally challenged, and every other state or condition from conception through natural death. We are therefore called to defend and value all human life. (Psalm 139). All called and contracted workers are expected to teach and adhere to this belief in their daily lives.

## **Statement on Human Relationships**

We believe, teach, and confess that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.

We believe, teach, and confess that the term marriage has one meaning: the uniting of one man and one woman in a single exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, incest, and use of pornography) is sinful and offensive to God. (Matthew 1:18-29; I Corinthians 6:9-10).

## **Statement of Expectations**

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10: 9-10; I Corinthians 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-3; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of St. Paul's Lutheran Church and School.

Any family or student who openly refuses to adhere or abide by any of the policies of St. Paul's Lutheran Church and School may be asked to withdraw from school.

## SCHOOL HISTORY

The beginnings of St. Paul's Lutheran School extend deep into the early life of Kankakee County. A small group of German Lutheran immigrants had organized St. Paul's Lutheran Church by 1859. Five years later, in the fall of 1864, they organized a day school with an enrollment of 25 students.

St. Paul's Lutheran School was conducted in the basement of the church on the corner of East Avenue and Chestnut Street until a destructive fire. A church was constructed on the corner of Merchant Street and Dearborn Avenue and occupied in 1866. By 1917, a schoolhouse was built. St. Paul's began a kindergarten program in 1946, before it was required for local public schools. An addition was completed to the schoolhouse in 1958. When building expansion was needed for the school, a decision was made by the congregation in 1976 to build an Upper Grade Center, known as the Westwood site. The school operated on two campuses. Preschool programs and extended day care began in the 1970's as the school continued to meet the educational and ministry needs of its families. Construction in 1990 included remodeling and building additional classrooms at the Westwood site to enable the entire school program and the administrative offices of the church and school to move to one location. A new era began in 2009 for St. Paul's with its new school campus in Bourbonnais to meet the growing needs of the community as the population shifted north.



## ACADEMICS

### **Accreditation & Recognition**

St. Paul's Lutheran School is accredited by the National Lutheran Schools Association, an agency of the Lutheran Church-Missouri Synod. This is a nationally respected agency and meets the expectations of states for the purpose of recognition and approval of the school's program.

The school has also received recognition by the State of Illinois. State recognition is the highest possible ranking for nonpublic schools in Illinois. Accreditation and recognition guarantee that St. Paul's program has been organized according to ISBE standards, and that students may transfer their academic credits to any elementary school or high school.

### **Academic Expectations**

Academic achievement of our students is of primary importance. The faculty of St. Paul's Lutheran School believes that each student should be given the opportunity to achieve up to and exceed his/her ability level. Students who apply themselves to fulfilling their daily responsibilities should be able to achieve a desirable academic level.

Academic expectations are monitored throughout the year. Parents have access to their student's grades throughout the school year by using Fast Direct. Teachers have regular contact with parents and are willing to discuss student progress.

**Promotion:** To be promoted requires the satisfactory completion of class assignments, including projects and reports, assigned in every class, and must be completed prior to the final week of school. Promotion in K-2 is determined by the child's readiness for success at the next level, demonstrated by consistently meeting classroom expectations at his/her current grade level. For promotion in grades 3-8, the student's cumulative grade point average must be 1.7 or above (on a 4-point scale) in the following subjects: reading, grammar/spelling, mathematics, science, religion/confirmation, and social studies. Eighth graders who do not meet these requirements will not graduate or receive a diploma. All students in grades 3-8, who do not meet promotion requirements, will be considered for retention at the current grade level.

**Retention:** The decision to retain a child in the current grade level is normally made cooperatively between the teacher, resource teacher, parents/legal caregivers, and principal. The following steps are utilized:

1. The teacher and parents will regularly discuss the student's progress throughout the year.
2. If concerns persist, the teacher will notify the principal during the early part of the second semester regarding success at the next grade level.
3. The teacher will then contact the parents to discuss with and advise as to what is best for the student.
4. If a parent wishes, they may ask for a conference with the teacher, resource teacher, and the principal to discuss their child's progress.
5. If after these meetings, there is not an agreed upon plan for retention or promotion, the principal may inform the parents that in order for the child to remain at St. Paul's, their child will be retained in the current grade.

The school reserves the right to make a final determination on retention if agreement with the parent/legal caregiver is not possible, especially when the advancement of the child would have a significant negative impact on the dynamics of the rest of the class.

**Eligibility:** Eligibility determines participation in extra-curricular activities such as athletics, interscholastic events, and drama productions, but does not include choir, band, academic fairs, all-school musicals, talent festivals, or similar activities. Students must meet teacher expectations regarding behavior and general conduct to remain eligible to represent St. Paul's at activities during non-school hours.

A student will be declared ineligible when their grade point average drops below 1.7 on a 4.0 grading scale or if they receive an F at the end of the quarter. A student may also be declared ineligible by the principal if they are failing to complete assignments on a regular basis or if they show no effort to maintain proper academic achievement in the classroom for a prolonged period of time. To regain eligibility standing, they must show improving effort and appropriate grade point achievement. This decision rests solely with the principal.

While a student is declared ineligible, he/she may not attend practices or participate in games. The student may attend extracurricular events but may not accompany the team or group to away games or events under the auspices of the school's responsibility for supervision and participation. It is the intent of the eligibility policy to teach students responsibility for putting academics in proper perspective in relationship to all other school activities and events.



## **ACADEMIC AWARDS**

*HIGH HONORS:* An average of 3.75 on a 4.0 grading scale in major subject areas with no Cs on the report card.

*HONORS:* An average of 3.25 on a 4.0 grading scale in major subject areas with one C per quarter allowed on the report card.

*HONORABLE MENTION:* An average of 2.75 on a 4.0 grading scale in major subject areas with no Ds on the report card.

## **GRADING SCALE**

Percentage	Letter Grade	Grade Points
100-91	A	4
90-81	B	3
80-71	C	2
70-61	D	1
≤ 60	F	0

## **CURRICULUM**

St. Paul's curriculum meets or exceeds the standards set by the State of Illinois and our students are accepted in all other educational institutions. In addition to the regular academic curriculum, religion is a part of the regular course of instruction for all grade levels. Teachers are given the freedom to use a variety of teaching styles and plans to meet these standards.

All curriculum, instructional materials, or presentations to students by staff member, outside organization, or presenter must conform to the teachings of the St. Paul's Lutheran Church as found in Scripture and the Lutheran Confessions.

## **STUDENT RECORDS**

Viewing Student Records: Under state law, student academic records are maintained securely by the school for a period of 60 years. Any parent wishing to view their student's records should give 72-hour notice as to the time they would like to view them. The parents may view them within the office.

Transfer of records: When a student transfers to another school, they must fill out a request for records at their new school which will then contact St. Paul's and ask for an official copy. St. Paul's will then send an official copy to the new school. No records will be transferred directly through the parents.

## **ADMINISTRATION**

### **PRINCIPAL**

The primary responsibility for the daily administration of St. Paul's Lutheran School is given to the principal. He is responsible for providing supervision for all activities and functions of the school both within the school day and during extra-curricular activities outside of normal school hours. He reports to the Day School Board of St. Paul's Lutheran Church.

### **DAY SCHOOL BOARD OF EDUCATION**

The Day School Board is responsible for setting the policies for St. Paul's Lutheran School and ensuring that all policies are carried out.

Board meetings are open and may be attended by any member of St. Paul's or parent except when the Board votes to go into executive session. Observers should notify the principal or Board Director prior to the meeting, to ensure that the time and location of the meeting have not changed. Individuals wishing to address the Board are asked to contact the principal or Board Director prior to the meeting and state the reason for their desire to address the Board. A time for comments will be provided. It is not appropriate to share comments or concerns about students or staff at the Board meeting unless the person attending has followed the dispute resolution policy of the school. If the Board needs to go into Executive Session, all non-Board members will be asked to leave. Only Board members, the Principal, Senior Pastor, and Executive Director may attend Executive Sessions. Items discussed in Executive Session are confidential and pertain to personnel or students. The Board will determine what is to be recorded in the minutes in order to protect confidentiality and privacy of personnel or students.

### **DISPUTE RESOLUTION POLICY**

Our school will not be conflict free. As we live in Christian community, parents, students, teachers, and staff should remember that if problems develop, we should attempt to solve the conflict using the principles in Matthew 18:

1. Resolve the conflict with the parties involved, i.e., teacher, coach, staff, etc.
2. If there is still a problem, speak to the principal and he/she will set up a time for you and the teacher or staff member to meet and discuss the concern together.
3. If after serious efforts have been made, the problem has yet to be resolved, the parent may request to speak with the Day School Board and the principal at its next regular meeting.

## ADMISSIONS

### STATEMENT OF NON-DISCRIMINATION

St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all the rights, programs, privileges, and activities generally accorded or available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### ENROLLMENT

Early enrollment begins the **1<sup>st</sup> day of school in January**. **Returning students have first priority**. **The following Monday** siblings of current students may begin enrolling, as well as church member's students not currently enrolled. Early enrollment only lasts the 1<sup>st</sup> two weeks of January. Once early enrollment is completed, students will be accepted in the order in which registration forms and fees are received.

New students will be interviewed by the principal and appropriate teacher to ensure we can provide for the student's needs. We reserve the right to review previous school records for academic and behavior issues before formal enrollment is completed.

This enrollment policy is affected by class size limits and available space at all grade levels. All families must commit to re-enrollment by filing an application according to the specified deadlines each school year and paying the annual, non-refundable registration fee. Classes will be limited to 16 students in three-year-old preschool sessions, 18 students in four-year-old sessions. Kindergarten through eighth grade classrooms sizes will be determined based on student needs within the individual classrooms.

### REQUIREMENTS FOR ENROLLMENT

All students entering preschool or kindergarten must meet the following requirements:

**3-year-old preschool**—Must be 3 years old by September 1<sup>st</sup> of the year entering the program and must be toilet trained.

**4-year-old preschool**—Must be 4 years old by September 1<sup>st</sup> of the year entering the program.

**Kindergarten**—Must be 5 years old by September 1<sup>st</sup> of the year entering the program.

### NEW STUDENT PROBATIONARY PERIOD

All newly enrolled students at St. Paul's Lutheran School will be placed on a probationary period of eight weeks. During the probationary period, the student must demonstrate appropriate behavior and age-appropriate academic achievement. The principal shall have the right to make the final determination in these matters.

## **ARRIVAL AND DEPARTURE FROM SCHOOL**

Students may not leave school grounds during the school day or during extra-curricular activities unless they have received permission from their teacher or the adult supervisor of the activity. Parents or authorized persons may sign out the student, when necessary, i.e., doctor appointment, etc.

### **BUS TRANSPORTATION**

Students may receive transportation to school through the Bourbonnais School District if they live in the city of Bourbonnais. Students taking the bus to school and arriving prior to 8:00 a.m. will need to report to Extended Care and will be charged accordingly. Bus transportation is not available at the end of the day. Students are to observe the Bourbonnais bus rules posted in each school bus and give their complete cooperation to school bus drivers. Violations of school bus policies will be handled in accordance with the school disciplinary policy. Parents are required to write permission slips if students will be using the buses in any irregular pattern during the school week. Students who board or disembark from buses at places other than their regular stops must have a note from parents that has been signed by the principal.

### **DOORS OPEN**

The main school doors open at 8:00 a.m. each morning. Students who arrive prior to this time must go to the Extended Care Room through the South entrance. No student is to remain unattended outside of the building prior to this time.

## **BEFORE SCHOOL DROP-OFF PROCEDURES**

### **Preschool-Kindergarten:**

Parents are welcome to walk their children into the classroom.  
Please exit the building by 8:15 a.m.

### **1<sup>st</sup> Grade-8<sup>th</sup> Grade:**

Parents are encouraged to drop their children off at the front door and allow them to walk to their classrooms independently.

*This past year our school (and other Lutheran schools) saw great success in our buildings with this new procedure.*

*Students were more independent.*

*There were fewer parent/student attachment issues.*

*Teachers were able to begin their days solely focused on their students, which created a calm, structured environment for everyone.*

**If** parents are wishing to walk their students into the building, you **must** park in the parking spaces in front of the building before proceeding into the building. The driving circle is a fire lane, so **no** car can be left unattended in this area. Due to security concerns, all students arriving after 8 a.m. **must** enter through the main entrance on the west side of the building. Back door drop-off can be arranged, when necessary.

## **AFTER SCHOOL PICK-UP PROCEDURES**

On normal school days, school dismisses at 11:00 a.m. for half day preschool, 2:45 p.m. for full day preschool and 3 p.m. for students in K-8.

### **Preschool:**

In order to provide a safe procedure for dismissal, parents or those authorized to pick up students are to wait in the foyer for their child's class to meet them.

### **Kindergarten-8<sup>th</sup> Grade:**

Weather permitting, we will meet outside for dismissal.

During inclement weather, we will meet in the gym for dismissal.

**No student will be allowed to walk unattended out to a car in the parking lot.**

Those students who have not been picked up by 3:00 p.m. for preschool, and 3:15 p.m. for grades K-8, will be sent to Extended Care. In cases where there is a hardship, parents should speak with the teacher about special arrangements. If a parent wishes back door pickup, a phone call to the school office should be made no later than 2 p.m.

Any parent who desires their student to walk home, must submit a note to the student's teacher who then puts it on file in the office.

## **EXTENDED CARE**

Extended Care is available from 6:00 a.m. to 8:00 a.m. and from 2:45 p.m. to 6 p.m. for any student who attends the school. The cost of this service is \$1.25/child for each 15 minutes. Since the program closes at 6 p.m., any family that does not pick up their child prior to that time will be charged \$5/child for each 10 minutes beyond 6:00 p.m. After-school care is not provided on school days prior to a long break (i.e., the Friday before Christmas break and so on). Such dates, when Extended Care is not available before a holiday weekend, will be posted in Tiger Tracks 2 weeks prior to the date. In addition, Extended Care sign-up dates, with the need to bring a lunch, will be posted 2 weeks beforehand.

## **EMERGENCY CLOSINGS**

Although we generally follow Bourbonnais schools in regard to declaring weather related closings, we may not follow their lead at all times. Parents should listen for St. Paul's Lutheran School in announcements for early or full day closings on radio stations WKAN (AM 1320), WVLI (92.7 FM), and WIVR (101.7 FM). In addition, School Messenger and our automated calling system will be used to notify parents of emergency closings, as will FastDirect messages. Closings will also be posted at [www.EmergencyClosings.com](http://www.EmergencyClosings.com). If the school closes early, after-school care will remain open until parents can reach the school or make other arrangements for supervision for their children.

## **ATTENDANCE**

### **IMPORTANCE OF REGULAR SCHOOL ATTENDANCE**

Students are expected to be present on all school days except for absences defined by Illinois School code such as illness, observance of a religious holiday, death in the immediate family, or family emergency. Family vacations during the school year are discouraged and considered unexcused. Education is the cumulative result of many experiences on a regular basis. Interruption of these planned experiences generally has a detrimental effect on the quality of a student's education. Parents are urged to avoid removing their children from school classes unless absolutely necessary. Regular daily attendance by students is necessary for the welfare of the academic development of those who are enrolled in our program of Christian education. Daily attendance is emphasized because:

1. It is essential to succeed in school.
2. It is required by the laws of the State of Illinois.
3. God has asked us to use our talents and abilities for our own welfare and to His glory.

### **ATTENDANCE EXPECTATION**

All students must attend school daily in order to maintain good academic achievement. Once a student has accumulated 9 absences, parents will be asked to have a meeting with the principal, or in extreme cases, withdraw their student from school. If a student misses school because of a known long-term illness, surgeries, or other known medical conditions, the teacher and school will work with the parents to provide necessary educational opportunities for the student.

### **REPORTING ABSENCES**

All preschool and kindergarten through eighth grade parents are required to call the school office (815-932-0312) between 8:00 a.m. and 9:30 a.m. when students will be absent from school. If a call has not been received by 10:30 a.m., the school secretary will contact parents at home or work to verify the reason for the absence and to ensure the school and home of the safe arrival of all students. Prolonged absences must be called in to the school on a daily basis, unless a specified number of days can be identified for the absence. Assignments will not be available prior to the absence or the day of the absence. Students will be given one day for each day missed to complete work for full credit.

### **VACATIONS AND PLANNED ABSENCES**

Since education is more than doing worksheets and working through textbooks, it is strongly advised that students not be taken out of school during the school year. If, however, a parent chooses to take their student on a scheduled business trip, vacation, or other personal matter, the teacher should be notified in advance. Assignments will not be available prior to leaving. Students will be given one day for each day missed to complete work for full credit.

Excessive absences either excused or unexcused can be referred to the Truancy Division at the Iroquois/Kankakee Regional Office of Education at any time. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor.

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

A student who misses a full day of school will not be allowed to participate in or attend an extracurricular activity on the same day or evening that he/she was absent. As a general rule, a student must attend at least one-half of the school day preceding an activity in order to participate. Exceptions may be made at the discretion of the principal.

## **TARDINESS**

A student in grades K-8 must be in his/her seat ready for the school day at 8:15 a.m. Should a child come into the school building after 8:15 a.m., he or she must stop in the school office, report his or her attendance, and receive a Tardy Slip before entering the classroom.

On the 5<sup>th</sup> tardy in a semester and for every subsequent tardy, the parent or guardian has an option to either have the student serve a detention or pay a \$5.00 tardy fee (per student). The fee must be paid within two school days from the date of the tardy, or the student will serve a detention on the third day.

A student will not be counted as an unexcused tardy if the parent has called in a dentist, doctor, or orthodontist appointment (although the school encourages appointments during non-school hours), or if the bus is late in transporting the student to school.

## **PERFECT ATTENDANCE AWARDS**

To receive a Perfect Attendance Award, a student may not be absent or tardy for any reason during the entire school year.

## **LEAVING DURING THE SCHOOL DAY**

If your child must arrive or leave during the day for a scheduled appointment you must:

1. Notify the office and teacher prior to the appointment.
2. Sign in at the school office to notify the office when you pick up your child and when you return your child to school.
3. Return your child to the school as soon as possible.

## **COMMUNICATION**

Communication with the home is an important part of the regular school week.

**Tiger Tracks:** Announcements of activities and programs will be made each Friday in the school newsletter called *Tiger Tracks*, except when the week is shortened by days off of school. The preferred form of delivery is through your FastDirect account. Families may request a paper copy to be sent home with their youngest enrolled child. The newsletter will also be posted on the website each Friday at [www.stpaulslutheran.net](http://www.stpaulslutheran.net).

**Fast Direct:** All enrolled families will be issued a FastDirect Account. Parents are encouraged to regularly log into their FastDirect account to check school emails, the current status of Extended Care and lunch balances, progress on Partnership hours, and to follow their child(ren)'s academic progress through its on-line grade book. Teachers regularly update gradebooks and assignment calendars using FastDirect. FastDirect can also be used to communicate with the teachers or office staff and is accessible from a link on our web page.

**Teacher Communication:** Teachers regularly communicate with parents through newsletters and FastDirect messages. They may also send paper notes home with the students. Please check your accounts and student's book bag to regularly keep informed as to what is taking place in the classroom.

**One Call Now:** One Call Now is an automated phone calling system used to keep parents informed of important announcements or school cancelations. You may choose a certain phone number for this contact. Contact the school office to make a number designation change.

**Parent/Teacher Conferences:** Mandatory Parent/Teacher conferences are held after the first quarter. As part of our parent/school partnership, it is expected that all parents attend. Additional conferences can be arranged at any time.



## **DISCIPLINE POLICY**

The Discipline Policy of St. Paul's is based on God's commands and is founded on Christian care and love for our students. Through consistent application of the rules and regulations that follow, we strive to teach our students to deal with each other in a Christ-pleasing manner. It is understood that all St. Paul's parents should work together with the school in the discipline of their children. Christian discipline is the application of self-control and orderliness as motivated by Christian attitudes. Therefore, it is essential that teachers and parents nurture and supervise children in accordance with the teachings and philosophy of Christ.

As a Lutheran school, we believe in the appropriate use of Law and Gospel. As such, our goal in discipline is to correct poor or sinful behavior and, once repentance takes place, assure the student of the forgiveness that we have through Jesus Christ.

Depending on the nature of the incident and the age of the child, violations of expectations or rules may result in the following: detention or detentions, required conference with parents, suspension from school, and expulsion from school.

Establishing and maintaining a disciplined environment at St. Paul's is the shared responsibility of the teachers/staff, parents, and principal/Day School Board. In the following sections we describe these expectations and define the process of communication when behavioral problems persist.

### **Responsibilities:**

***Student Responsibility:*** Students are expected to respect all people with whom they come into contact in the school, in the church, and on the playground. This includes other students, teachers/staff, principal, pastors, secretaries, custodians, volunteers, bus drivers, parents, and visitors. Bullying of any kind, whether in person or over technology, will **not** be tolerated. Depending on the incident and the age of the students involved, students may be subject to various forms of discipline outlined later in this policy. Students are to show respect for school/church property, and responsibility for the care of their own possessions, as well as the possessions of others.

***Teacher/Staff Responsibility:*** All teachers/staff are responsible for the discipline of all students in the school. Teachers/staff members shall establish good relations with students by reinforcing positive behavior that encourages, rather than discourages, the child. A variety of learning experiences must be provided to stimulate student interest and motivation. Teachers/staff members must understand the uniqueness of all students, accept them as persons of value and help them to grow in their creativity, individuality, and problem-solving ability. It is important that teachers are caring and understanding of the student's needs. Teachers must also be aware of their own values and establish trust with student's needs.

The teacher must create a disciplined environment by setting reasonable limitations that are fair and consistent. Teacher supervision in the classroom, hallways, playground, and church shall maintain the desired learning environment.

There are a variety of teaching styles that can effectively fulfill these responsibilities. We respect the teachers'/staff's right to use procedures for maintaining discipline that are most effective for them as long as the procedures are consistent with the expectations described above.

***Parent Responsibility:*** The responsibility of educating a child is twofold, belonging both to the school and to the home. Teaching responsibility and respect begins in the home. When a child enters school, this process becomes a shared responsibility that reinforces Christian values in the home and school. The parent is expected to be supportive of the policies of St. Paul's Lutheran School and to foster respect in the child for the rules of the school. Since the parents are those entrusted by God with the responsibility of raising their children, the teacher should actively communicate with parents regarding student behavior in school. If a teacher, in consultation with the principal, deems it necessary, they may require parents to attend a meeting to discuss behavior.

***Principal Responsibility:*** The Principal is responsible for establishing and maintaining a disciplined environment in the school. This responsibility includes supervision of school-wide activities, movement of groups, busing, emergencies, safety drills, school pictures, performance practices, etc.

### **Middle School Discipline Policy**

In Middle School the students are expected to act in a mature, Christian-like way. We want our classrooms to be engaging and fun, while maintaining a Christ-centered, safe, nurturing, and learning atmosphere. When students do not act appropriately, it takes away from other students' experiences and academic success. Students who do not follow the signed Covenant will be disciplined accordingly.

***All discipline infractions must be documented by staff.***

#### **LEVEL ONE INFRACTIONS**

Handled By:

- The classroom teacher and their classroom disciplinary guidelines.

Possible Consequences:

- Verbal Warnings
- Sentences
- Written Responses
- Detention

Possible Examples:

- Inappropriate Christian behavior
- Inappropriate hallway behavior
- Talking out of turn
- Disrespecting teacher or other students
- Unauthorized use of electronics
- Unprepared for class
- Tardiness
- Inappropriate use of/possession of toys, personal belongings, or school supplies
- Name calling/teasing

## LEVEL TWO INFRACTIONS

Handled By:

- The Principal

Consequences:

- Will result in a detention and possible suspension.

Possible Examples:

- Chronic Level 1 Behavior
- Non-compliance
- Cheating of any kind
- Public Display of Affection
- Inappropriate physical contact
- Racial/sexual/excessive name calling
- Vandalism, writing or defacing school property, signs, bulletin boards, bathrooms, etc.
- Theft of any kind
- Excessive tardiness
- Lying
- Disrespecting the teacher or the teacher's personal space/belongings
- Bullying

## LEVEL THREE INFRACTIONS

Handled By:

- The Principal and School Board

Consequences:

- Will result in out-of-school suspension
- Could lead to possible expulsion

Possible Examples:

- Chronic Level Two Behavior
- Fighting
- Physical aggression
- Matches/lighter
- Weapons
  - Weapons may not be brought to school. Students found in possession of weapons **will be expelled. Illinois Law requires expulsion** of students possessing weapons and/or using dangerous objects in a threatening manner. In addition, **we are required to contact local law enforcement officials.**
- Defiance
- Leaving school/campus w/o permission
- Destruction of property
  - Any student who willfully damages school property will be assessed the value of the replacement or repair, or be required to satisfactorily repair the damage, if such a task

is reasonable. As a result of the willful damage, the student may be suspended or expelled at the discretion of the principal.

- Skipping school
- Serious threat/intimidation of others
- Inappropriate internet sites and/or print material
- Smoking, drugs, or alcohol use
- Sexual behavior/harassment
- Not representing our school in athletics, field trips, performances, etc. in a Christian, appropriate way

Our teachers, Principal, and School Board will do our best to handle any disciplinary infractions in a Christian and fair way. Our goal is to be able to work side by side with our parents to provide a safe, educational, Christian environment.

### **Possible Disciplinary Actions:**

**Suspension:** is defined as the temporary removal from the school environment due to a serious infraction of school rules. The principal, having conferred with the teacher/staff involved, shall have sole authority to suspend a student from school and may determine the length of suspension depending on the severity of the infraction. Any student who has received a suspension will be excluded from class trips and in-school and after-school activities at the discretion of the teacher/staff member and the principal. Any suspension will be reported to the Day School Board in its next regularly scheduled meeting after going into executive session. If a parent chooses to appeal the suspension, they may do so in writing to the Day School Board. The findings of the Day School Board will be final.

**Expulsion** is defined as the permanent removal from the school. The authority to expel a student belongs to the principal and School Board. Parents may choose to appeal this decision in writing to the Day School Board. After review, the decision of the Day School Board is final. Any student who has been expelled may not be on the school grounds at any time. This includes **any** school function or activity.

**DRESS CODE FOR STUDENTS IN GRADES K-8th**  
**AND**  
**FOOTWEAR FOR PRESCHOOL-8th**

**PURPOSE**

The purpose of St. Paul's dress code is to encourage our students to glorify God in all areas of life. Selection of attire should exhibit modesty, neatness, and cleanliness. In addition, students should dress in a manner that does not attract undue attention to themselves. St. Paul's Lutheran School reserves the right to reject any article or accessory worn to school by a student, if the article is deemed inappropriate or does not conform to the dress code standard. Appropriate dress is to be maintained during both school hours and after school activities.

Because there are so many ways that a student may adhere to or stray from this policy, it is impossible to provide an exhaustive list of proper and improper attire. However, here are some of the more common items, which should be understood.

**Clothing that is not allowed includes:**

- Clothing that is too tight, too loose, or too revealing
- Shirts that display bare midriffs when arms are raised overhead
- Tank tops, strapless tops, halter tops, spaghetti straps, or sheer tops
- Pants, skirts, or shorts that show underwear or midriff skin
- Skirts, shorts, or dresses that are **not** thumb-length or longer
- Shorts **are** allowed in April-June and August-October
- Leggings or other form-fitting pants (leggings **are** allowed in K-4)
- Leggings **are** acceptable under a skirt, dress, sweater dress, or long jersey
- Clothing that is torn, frayed, or has holes
- Yoga pants and pajama pants
- Leather/leather-like clothing

**Any clothing that may be suggestive, distasteful, disrespectful, distracting or of questionable taste including:**

- Clothing that "advertises" amoral activities, secular musical groups, tobacco products, drugs, alcoholic beverages, and individuals (fictitious or real) that show a blatant disrespect for the authority of God and the ideals of this school
- Backless styles of shoes may not be worn. (Shoes must be worn at all times.)
- Hats may not be worn in the building

Concealer/foundation and powder are the only types of makeup allowed. It must not be distracting in color, design, or style.

Earrings and makeup are not allowed for boys.

**Physical Education:** Students in grades 5-8 will not be expected to change for P.E.

**Alternate Dress Days:** On alternate dress days, students must still abide by certain dress code rules, including wearing proper footwear, shorts or skirts of proper length, clothing in good condition without rips or holes, and clothing that is appropriate for our Christian environment.

**Extra-Curricular Activities:** Dress at all extra-curricular events should reflect the Christian values taught at St. Paul's. No clothing should be worn that does not reflect this standard.

### **Enforcement of Dress Code**

#### **Consequences:**

**First Offense:** The student will be given a verbal warning and a phone call home will be made.

**Following Offenses:** The student will need to wait in the office for a change of clothes to be brought to school.

**Chronic Offenses:** A meeting will be set with the principal, parents, and student to develop a solution to the dress code issue.

The dress code is in effect from the moment the child enters the school building until he/she leaves with his/her parents or guardians at the end of the day. If a student or parent is in doubt as to whether a clothing item is appropriate for school, it should not be worn. The classroom teachers are responsible for enforcing the appearance standards. If there are any questions relative to the suitability of a student's clothing, the principal is the final authority in deciding issues of compliance. Parents are expected to support the school administration as the final authority in matters of appropriate dress.

## **Health and Wellness Guidelines**

### **ALLERGIES**

St. Paul's Lutheran School strives for all students to be able to manage their life-threatening allergies independently. To that end, we encourage all students to increase independence at developmentally appropriate levels. Students are given opportunities to practice lifelong allergy avoidance skills within the school setting.

If your student has a life-threatening allergy or chronic illness, please notify the principal and school secretary.

Parents/guardians are asked to provide annually, the Allergy Anaphylaxis Emergency Care Plan for students with a diagnosed allergy. This is the basis for students' emergency care plans for school. For those students whom an Allergy Anaphylaxis Emergency Care Plan is not submitted, health alerts with student specific allergy information and emergency actions, are noted for teachers.

Efforts will be made on behalf of the homeroom teacher to notify the parents in advance if a class treat will be brought in; however, advance notice is not always possible. If your student has a food allergy, please provide the homeroom teacher with alternative treats that may be kept at school to be used as needed.

### **ASBESTOS**

Since the current school building was completed in 2009, there is no asbestos in the building. A letter certifying this is on file in the school office and can be viewed in the office during normal business hours. If you wish to view this letter, please call the school office (815-932-0312) to set up an appointment.

### **INFECTIOUS OR COMMUNICABLE DISEASES**

Any serious infectious disease should be brought to the attention of the school office. Since the school is responsible for reporting illness statistics to the State of Illinois, it is important that parents state the nature of the illness when calling the school office

If a student or teacher is ill, he/she should follow guidelines that are outlined by their doctor and stay home until they are symptom-free for 24 hours. Contagious symptoms may include but are not limited to fever and vomiting. If a student comes to school and has a fever or is vomiting, he/she will be sent home.

***Students must be fever-free for 24 hours without the use of medication before returning to school.***

### **DRINKING FOUNTAINS**

Can now be used for regular drinking once again, and can also still be used for the purpose of filling water bottles.

## **WATER BOTTLES**

All students will be required to have their personal water bottle which goes home every day to be washed.

## **WASHING OF HANDS AND HAND SANITIZER**

Free-standing hand-sanitizing stations are positioned throughout the building. Classrooms have hand sanitizer available in the room, and students will be encouraged to use it.

## **COMPUTER USAGE**

Students in first grade through eighth grade will be required to use their assigned computer, or in grades 3-8, their own personal device if they decide to use it. Classroom devices will be regularly cleaned.

## **EXTRA CLEANING**

The teachers and janitors will continue to wipe down, as possible, the surfaces in the classroom. Sanitizing wipes are on the supply lists. We are asking parents to supply the number requested. Our janitor, Mrs. Gomez, was and will continue to clean handles and crash bars.

## **ILLNESS AND COVID REPORTING**

**If a teacher contracts COVID:** The parents of the students, with whom the teacher had contact, will be notified. Teachers (or other staff members) will not be allowed to return until a doctor has certified that it is safe to do so. During that time, a substitute will be in the classroom to provide instruction.

**If a student tests positive:** We will let parents know if a student tests positive in their child's classroom. HIPAA rules will not allow the release of the student's name.

## **MEDICINE USAGE DURING THE SCHOOL DAY**

Students who are taking medication must give the medicine to school office personnel for safekeeping during the school day. Parents should notify classroom teachers and school office personnel when students are taking medication of any kind, so they are aware of the student's needs during the school day. The school will not administer medicines of any kind unless parents have requested them to do so in writing. Requests need to include a written note from the physician.

Over the counter medications need to be accompanied by written authorization from the parent, including dosage instructions. Before-school personnel may administer the medication. All medications need to be in the original container with dosage instructions at all times.



## UPDATED COVID-19 AND VIRAL HEALTH POLICY

**\*\*This policy has been created and updated based on the Covid-19 Interim Guidance for Schools from IDPH and CDC. The guidance is considered interim based on the ever-changing variants and their influence on hospitalizations and death rates. If hospitalizations and death rates increase dramatically in our region, this guidance is likely going to change.**

**\*\*Stay home if ANY of the following symptoms are present: Fever (100.4 F or higher), new onset of moderate to severe persistent headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell.**

**\*\*When suspicion of Covid-19 is high with above symptoms, school health officials should send students/staff home until testing is complete.**

**\*\*Testing is Strongly Recommended for ALL persons with Covid-19 like symptoms, regardless of vaccination status.**

### **COVID-19 POSITIVE CASES**

- Isolation period is to stay home for 5 days, reasonably isolate from siblings, return to school for the next 5 days with strict masking and social distancing as defined by the CDC and IDPH as long as symptoms have improved and the child is fever-free for at least 24 hours without the use of fever-reducing medication.
- Parents must be in agreement with the stated masking/distancing guidelines. Otherwise, the quarantine will be 10 consecutive days at home from the date of the positive test.
- Severely immunocompromised or severely ill persons may need to be isolated for 20 days as per guidance from their personal physician. If this is the case, documentation should be brought to school accounting for the extended isolation.
- Day 1 begins with the date of the positive COVID-19 test to minimize risk of spreading the illness further (rather than the date of onset of symptoms). Rapid home and/or PCR tests are acceptable and do not require a confirmatory lab test.
- Students may also attend sporting and extracurricular activities as long as the social distancing and masking guidelines are followed.
- Strict masking guidelines:
  - Masks must be worn at all times within the classrooms and common areas. Teachers will need to help reinforce this effort.
  - When unable to wear a mask (i.e. lunch, snack breaks, etc.), the COVID-positive student must be socially distanced from all other students.

### **CLOSE CONTACT COVID-19 EXPOSURE (both same household and non-same household contact)**

- While the CDC does not require quarantine for close contact, they do recommend masking and testing. Testing is recommended 48 hours apart from exposure and 2-3 times thereafter to ensure negative validity.
- Students with recent close contact may return to school and be closely monitored for symptoms of Covid-19 for 10-14 days.
- At St. Paul's Lutheran, masking for close contact exposure is at the discretion of the parent and student until symptoms arise. However, if symptoms do arise while in the school after

a known close contact exposure, the student will be asked to place a face mask on until a parent comes to pick up the student.

- Even if a person has had Covid-19 within the past 90 days, testing is still recommended when symptoms arise.

### **SYMPTOMATIC INDIVIDUAL WITH A NEGATIVE COVID-19 DIAGNOSTIC TEST**

- Stay home until symptoms have improved/resolved for the diagnosed condition. The student must be fever free for 24 hours, symptoms must be improved, and at least 24 hours (and at least 1 full school day) must pass after diarrhea and/or vomiting.
- Follow directions and recommended treatment per your health care provider.
- Covid-19 testing confirmation is recommended, especially if the staff/student is a close contact to a confirmed Covid-19 case, the school is experiencing an outbreak, or the local health department is recommending testing due to high community levels.
- A negative Covid-19 test is only valid for the date on which it was collected. Especially if symptoms worsen or new symptoms arise, a repeat Covid-19 test is strongly recommended.
- If a student is symptomatic and has recently had a confirmed COVID-19 exposure, the student should consider themselves to be Covid positive and follow those specific guidelines.

### **SYMPTOMATIC INDIVIDUAL WITHOUT A DIAGNOSTIC TEST WHO IS NOT A KNOWN CLOSE CONTACT TO A CONFIRMED CASE**

- Again, testing is strongly encouraged and recommended. Masking is strongly encouraged for 3-5 days after returning to school, especially if post illness symptoms include frequent coughing.
- Stay home, reasonably isolate from siblings, and return to school as long as symptoms have improved and the child is fever-free for at least 24 hours without the use of fever-reducing medication, vomiting and diarrhea have ceased for at least 24 hours, AND one full school day.

## **LIFE TOGETHER**

There are many unexpected things which come up during the school day and students are encouraged to follow their teacher's direction at all times. However, there are some school practices that make life together work well.

### **CHAPEL**

Worship is a vital part of a Christian's life. It is for this reason that we gather each Wednesday in the gym at 8:30 a.m. to worship our Lord in word and song. Chapel services are normally led by pastors, teachers, classrooms, or other invited guests. Parents and visitors are always welcome to join us.

### **GUM AND CANDY**

No gum or candy are allowed during the school day, including Extended Care, bus transportation to and from school, and waiting for rides at the end of the school day. Candy may be eaten only during the lunch hour at the lunchroom tables as part of the meal or in the classroom, or if given as a treat by the teacher. Students may not sell candy or other fund-raising items on school property from sources or clubs other than those sponsored by the school without prior approval.

### **IDENTIFICATION OF PERSONAL PROPERTY**

Jackets, boots, tennis shoes, electronic devices, and other items of personal property brought from home should be identified with the child's first and last name to avoid confusion over ownership of misplaced articles. The school will make every effort to help the student protect his/her personal property, but St. Paul's is not responsible for the student's neglect in taking care of his/her personal property.

### **LOCKERS**

All students are provided with lockers or cubbies for storing articles of clothing and lunches during the school day. A periodic locker check will be made by the administration or teachers to avoid an accumulation of materials. Locks will not be used on student lockers. Valuable items should be kept with the student in the classroom. There is no expressed or implied expectation of privacy for items in the lockers. Locker decorations are permissible with teacher approval.

### **LOST & FOUND**

A lost and found area will be maintained in the school office. Students and parents should check this area periodically to claim misplaced articles of clothing. More valuable lost and found items, such as jewelry and glasses, will be kept in the school office. At the end of each semester, most lost and found items that have not been claimed will be donated to a charitable organization.

## **RESTROOM AND LOCKER ROOM USAGE**

All employees, students and visitors are expected to use the restrooms and locker rooms in accordance with physical biological gender at the time of birth. No exceptions will be made for this practice.

## **SNOW**

Students may not pick up, sit in, or throw snow under any circumstances while they are on school property. Snow can be pretty and fun, but it can also be dangerous when thrown at the face or head. With proper supervision, snow can be played with during recess or after school. If snowballs are thrown at adults or children in any form that cause harm (whether accidental or purposeful, students will be subject to disciplinary action at the discretion of the faculty or principal.

## **TEACHER AREAS**

Students may not enter areas designated for teacher use unless they have specific permission and/or are accompanied by a teacher with an assigned task.

# **LUNCH**

## **GENERAL INFORMATION**

Students may bring their own lunch or purchase one through the school hot lunch program. Menus are published each month and students/parents may choose which day they choose to eat hot lunch or bring their own lunch from home. When bringing drinks from home, students may not bring pop or energy drinks. Milk may be purchased separately from hot lunch.

## **HOT LUNCH PROGRAM**

On each full school day, St. Paul's hot lunch program prepares a meal in compliance with the Federal Hot Lunch Program. One milk is included in the cost of lunches. All students who order lunch are required to take a milk with their lunch, unless they have a doctor's notation stating that they are allergic to dairy products. In such cases, the school will provide soymilk for the student. For the 2024-2025 school year, lunch prices will be \$3.25/day and \$.40/day for the students who qualify for reduced lunch prices.

We encourage families to pay for hot lunches for a month at a time but require payment at least on a weekly basis, either sent to school with your child or paid electronically on FastDirect. Parents should put money on their account, and they will be notified electronically on FastDirect when their hot lunch funds are low. Free and reduced-price lunches are available for families who meet the requirements of income standards set by the federal government. Students with a negative lunch balance will not be allowed to order an extra entrée until the balance is paid and the account has a positive balance.

## **MONEY SENT TO SCHOOL**

It is recommended that money always be placed in a marked envelope when being sent to school with your child. Students are encouraged to turn in money at the beginning of the school day to prevent losing or misplacing it. Receipts for payments made in the office will be sent home with students on Fridays. All checks should be made payable to St. Paul's Lutheran School.

## **ELECTRONIC DEVICE CLASSROOM POLICY**

Students are to only sign into their St. Paul's student accounts each day, which allows them to only use the Student Wi-Fi option. Our Student Wi-Fi has very strict firewalls in place that protect our students.

At school, students should only use their school accounts and the Student Wi-Fi. If a student is caught on a site that is not school related (chat rooms, YouTube, etc.), his or her computer will be taken for the day and returned to the student at the end of the day. If the student was using the device for vulgar or grossly inappropriate use, the computer will only be returned to the parent during a parent meeting. Additional measures will be taken if this becomes a persistent problem with any student.

Cell phones are expected to be turned off once school begins. If a staff member sees or hears a cell phone, the cell phone will be taken, and students can collect their device at the end of the day. If this becomes a consistent problem, a parent meeting will be set to discuss the situation. We know that many of you message your students throughout the day regarding after school plans. We ask that you please stop this procedure, so the students are not tempted to use their phones. You may call the office to relay messages as needed. Students will be allowed to check their phones during the last 10 minutes of the day.

At home, if possible, please disable your student's home account on his/her school computer. This will prevent the student from accessing other Wi-Fi options. Also, please do not allow your student to bring any media that will allow them to access other Wi-Fi options. Finally, please instruct your student to turn his or her cell phone off when they get to school.

## **PARTIES AND CELEBRATIONS**

### **BIRTHDAY TREATS FOR STUDENTS**

On their birthdays, students may bring a birthday treat for their classmates and teacher. Parents must contact the teacher for suggestions (including allergy restrictions within the classroom) and scheduling prior to sending treats to school. Those who have summer birthdays may make special arrangements with the teacher to set aside a day to share birthday treats. *We ask that parents not have items such as flowers and balloons delivered to the student during the school day, because it can become disruptive to the educational process.*

### **BIRTHDAY TREATS FOR TEACHERS**

Birthdays for all staff members are announced on the monthly activity calendar. Celebration of a teacher's or teacher assistant's birthday is the responsibility of the PTL representatives. Please coordinate the date and time for this celebration with the classroom teacher. For staff members with summer birthdays, celebrations generally occur approximately six months before the actual birthday.

The faculty has requested that teacher birthdays be treated the same as student birthdays. A treat for everyone in the class is appropriate.

### **CLASSROOM PARTIES**

Parties for the school year differ at various grade levels, but can include celebrations for Thanksgiving, Christmas, Easter, Valentine's Day, and staff birthdays. Although we may refer to Santa Claus and the Easter Bunny, the main focus of these celebrations will be on the blessings of Jesus Christ.

PTL representatives, in consultation with the teacher, are responsible for the organization of the parties. There should be minimal collections of money for gifts. Students may choose to provide individual teacher gifts, in addition to the class gift, but that should be a matter of individual choice.

The teacher will have the responsibility for designating the time to be taken for classroom parties. It is suggested that room parents keep the treats simple, because most students eat a hot lunch at the school and there is no need for lavish amounts of food at classroom parties.

## **SEXUAL HARASSMENT**

**Definition** (New Haven, CT Adult & Continuing Education Center)

Sexual Harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures.

Sexual harassment will not be tolerated among students in the school. It is the policy of the Day School Board that any form of sexual harassment is forbidden, whether by faculty, students, individuals under contract with the school, or volunteers who come in contact with students or staff. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, fellow students and to the public.

### **Complaint Procedures**

The Day School Board encourages victims of sexual harassment to report such claims promptly to the principal. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality will be preserved, and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment.

- If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional or highly inappropriate.
- As soon as a student feels that he/she has been subjected to sexual harassment, he/she should speak with the principal/teacher immediately. At such time, the student will be asked to write down details of their concerns and give them to the principal. The detail should include:
  - Their name
  - Date of complaint
  - Date of alleged harassment
  - Name(s) of alleged harasser(s)
  - Location of alleged harassment
  - Detailed statement of the circumstances constituting the alleged harassment
- All complaints are to be submitted to the principal, unless that individual is the subject of the complaint, in which case the complaint should be forwarded to the senior pastor or the director of the Day School Board.
- Depending on the nature of the complaint, the principal shall immediately contact the student's parents (where applicable), share the appropriate information, and begin an investigation. The principal shall share with the Day School Board the allegations and findings in a timely manner.



## **TUITION AND FEES**

### **FEES**

Although every effort is made to limit the number of fees, there are certain fees assessed at the beginning of the school year. A full list of these is sent out in mid-summer, and fees are due by Final Registration in early August.

### **TUITION**

**Tuition Rates:** Tuition rates for the upcoming school year are normally adopted in December prior to early registration. The tuition amount reflects the cost of the entire program of the school, and there is no refund for days missed because of school cancellation due to weather or other unforeseen incidents.

**Tuition payment options:** Tuition payments for all classes may be made in one annual payment, two semi-annual payments, four quarterly payments, or 10 or 12 monthly payments.

**Tuition payment method:** Tuition is collected through a company called FACTS Management. FACTS keeps a record of all tuition payments. Your account will be accessible via the internet and telephone as per the instructions from FACTS. Payments cannot be sent to the school office. Families will be billed by FACTS and will have several options for payment: check mailed to FACTS, credit card, electronic payment, automatic withdrawal, etc. FACTS will keep the school informed of payments. If payment is not made by the second successive month, a meeting will be required with the Principal and/or Day School Director. Students may be removed from their regular classroom instruction, or before- and after-school care services until payment has been received in full.

All tuition and fees must be paid in full by the last day of the school year. Report cards will be held until all balances (including lost books) are paid. Eighth graders may only participate in graduation if balances are paid in full by that date. Re-enrollment for preschool through seventh graders for the following year is contingent upon full payment of tuition and fees. Pre-registered students with a delinquent balance will be moved to a waiting list.

### **MEMBER TUITION POLICY**

Active members of St. Paul's Lutheran Church are eligible for a discounted tuition rate at St. Paul's Lutheran School. An active member of St. Paul's Lutheran Church, for the purpose of tuition only, is a member who attends weekend worship services at least 12 times each semester. Members who consistently attend less than required of the weekend worship services will be considered inactive members, for the purpose of school tuition only.

At least one parent/guardian must retain an active member status for the purpose of member tuition. Active/inactive status is reviewed twice a year, in January and June. Tuition charges for the next semester are based on this status. Attendance figures are verified from information provided on attendance cards available at each service. It is important that these cards be completed during each service the family attends. We encourage students to attend services with their families. Only

active members pay the St. Paul's member tuition rate. Inactive members pay the "Community" tuition rate.

### **TUITION ASSISTANCE**

St. Paul's believes that no child should be excluded from its educational ministry because of the inability to pay tuition. We therefore offer tuition assistance to those who qualify. In order to qualify for tuition assistance, families must complete an application for assistance through FACTS at the following link: <https://online.factsmgt.com/aid>. After your application has been processed, the Day School Board will meet and review the information provided by FACTS and Empower and determine the tuition assistance to be given. A code is used for identification of each applicant to provide privacy of personal information. You will be notified by the school office of the decision in mid-June.

### **EXTENDED CARE FEES**

Before and after school care fees are handled separately by the school office. Families are asked to prepay for anticipated usage of before-school and after-school care.

## **FAMILY PARTNERSHIP PROGRAM**

Tuition alone does not cover all the aspects and responsibilities of a quality Christian education. Partnership opportunities allow our families the opportunity to become involved, while keeping tuition affordable *by reducing labor expenditures through service and fund-raising* contributions. Each St. Paul's Lutheran School family with one student in kindergarten through eighth grade is required to complete 20 partnership hours annually toward the support of school programs. Families with multiple students in preschool through eighth grade are required to complete 30 partnership hours. Families of preschool students will be required to complete 10 partnership hours per student.

Partnership hours can be credited for various activities, including volunteering for St. Paul's Lutheran Church or school activities/events, attending PTL meetings, and assisting with St. Paul's athletics program. Families may look for opportunities in the weekly newsletter or ask their child's teacher about volunteer opportunities. The principal makes the final decision as to which projects are credited for partnership hours. A basic rule of thumb is that the activity must benefit more than just your child or family. A sheet is provided on the school website or in the school office and foyer on which parents can record partnership hours for each month. This form is to be dropped in the Partnership Hours box in the school lobby or a message may be sent to the school secretary on Fast Direct at the end of each month. The partnership hour requirement must be met for the current year by May 15th. Any hours completed after May 15th will be credited to the balance for the following school year. A monetary assessment of \$20.00 for each unfinished partnership hour will be made after May 15th, or you may elect to pay an amount not to exceed \$600 annually in lieu of completed partnership hours. **Active participation is preferred over payment option.**