

August 2024

Dear Students and Parents,

Welcome St. Paul Lutheran School. The Vestry, St. Paul's governing body, Faculty and Staff are here to serve your educational needs. We are excited to start a new school year with all our returning and new families. Our goal is to educate your children in academics, citizenship, and their knowledge of the Lutheran faith. We encourage students to honor Christ in their behavior, help them develop strong character and focus on the whole child, meeting their needs at this point in their life, their needs for future success, and their entry into eternal life, through their faith in Jesus, their Lord and Savior.

This handbook is designed to help you understand the opportunities and the expectations that exist at our school and to be an informed participant at St. Paul Lutheran School. Please note that this handbook is the basic guideline for parent/student/school relations. It gives you information about the many programs here and the rules and responsibilities that affect both students and parents. You should become very familiar with this book. It is very important that you spend time as a family reviewing this information. It is the responsibility of you and your student(s) to read and be aware of the information found in these pages. Knowing the information in this book will help things run smoothly, both for you and the school.

Keep us in your prayers. Pray with us that God will richly bless our efforts with His precious children. Keep your child's teacher, as well as the rest of our school family, in your prayers. The faculty and staff promise to keep you in their prayers as well.

We have tried to make the information in this book as clear as possible. If you ever have a question or concern about a statement or policy, please contact the school for clarification. It is our intention to make our school as fully Christian as possible. We attempt to establish our administrative policies, our disciplinary procedures, and our personal relationships on Biblical principles. We believe that God should be glorified in every aspect of school life. Your participation in this process is essential to its success.

We hope you will feel that St. Paul Lutheran School is your home for spiritual and academic education and that you are blessed to be a part of it. Your challenge is to make the school better than ever by supporting its activities, contributing to its spirit, and enriching its fellowship.

Let us work together as partners in the education and spiritual development of your children.

**In His Service,
The Faculty and Staff**

IMPORTANT INFORMATION

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Church 248-541-0613
Website www.sproschool.org

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Mr. Chris Francik, Principal, 6th-8th Math/K-8 Spanish

Mrs. Julie Hansen, Administrative Assistant

Mr. Ken Milz, Business Manager

Ms. Kayla Kokko, Business Manager

Mrs. Pam Rodway, Administrative Assistant (church)

Mrs. Blyth Mackinder, PS Director and PK Teacher

Mrs. Jaclyn Moelich, 3-Year-Old Preschool Teacher

Mrs. Miranda Lorence, Kindergarten Teacher

Mrs. Tina Eising, 1st and 2nd Grade and Resource Teacher

Mrs. Dawn Heins, 3rd grade Teacher

Mr. Kurt Schmidt, 4th and 5th Grade Teacher

Miss Julie Thomas, 6th-8th Grade Teacher

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PLEASE NOTE: CONSIDERABLE TIME HAS BEEN SPENT SETTING FORTH POLICIES IN THIS HANDBOOK. THE VESTRY RESERVES THE RIGHT TO AMEND THESE POLICIES THROUGHOUT THE SCHOOL YEAR IF NECESSARY. THE VESTRY WILL MAKE EVERY ATTEMPT TO INFORM FAMILIES OF POLICY CHANGES IF THEY OCCUR.

I. OUR VISION

A. St. Paul Lutheran School Mission Statement

The Mission of St. Paul Lutheran Church and School is to Equip, Support, Serve, and Witness where God Calls Us.

B. Statement of Purpose

St. Paul Lutheran School Equips Children for a Life of Service with a Foundation of Academic, Physical, Spiritual, and Social Maturity centered around Christ Jesus.

In Order to Accomplish this St. Paul Lutheran School:

1. **Partners** with parents in bringing up their children in the nurture and admonition of the Lord.
2. **Educates** children in the knowledge of the Holy Scriptures and nurtures a growing trust in Jesus Christ as their Savior from sin.
3. **Provides** a quality education with high expectations for learning in an environment permeated by Christ and His Gospel.
4. **Teaches** necessary skills, critical thinking, and study habits to live competently and creatively in a rapidly changing society.
5. **Nurtures** the development of Christian relationships with peers, family and others.
6. **Develops** the potential of each student to serve their Savior and others in word and deed as good stewards of God's talents.
7. **Understands** the nature, function, and responsibility of the student as a member of the Church and instills a willingness and ability to serve as an active follower of Jesus Christ.
8. **Fosters** a Christian social responsibility within the Christian community and around the world through Christian service.

C. Nondiscrimination Policy

St. Paul Lutheran School 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 at the school, does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

We encourage the community to use our school as an alternative to public education when the parent is interested in and supportive of a Christian education for their child.

II. CORE VALUES / ABOUT ST. PAUL

A. Philosophy of Christian Education

Christian Education is that vital part of God's Great Commission where He tells us to "teach all things whatsoever I have commanded you." Its instruction and training are designed to provide a Christ-centered education for the present and future needs of the student.

The educational experience should address itself to the spiritual, intellectual, social, emotional, and physical needs of the students. Opportunities are provided to motivate students to develop their God-given talents.

The Christian school fosters an education based on God's Word. Through His Word, students will come to know Jesus as their Savior and with the Holy Spirit's help, lead them into a lifestyle, which will honor Christ and be of service to God and his fellow man.

The primary responsibility for a Christian education is cultivated in the Christian home. As a partner and an extension of the home, St. Paul Lutheran School assists families by providing guidance, support, and encouragement.

B. Facts About St. Paul

Since 1916, St. Paul Lutheran Church has supported our school with its prayers and financial support. Dedicated pastors, teachers, parents, and members have helped many children grow in the knowledge of their Lord and Savior, Jesus Christ.

Teachers are certified by the State of Michigan as well as the Lutheran Church/Missouri Synod. St. Paul Lutheran School is a nationally accredited school through the Lutheran Church – Missouri Synod.

The school is maintained for the children of St. Paul families and any other families who desire Christian training for their children. All children are expected to participate in the religion curriculum. If parents are not members of a Lutheran church, we encourage them to attend an Adult Information Class so that they are aware of what we teach concerning the Christian Faith. Parents are invited to attend services and to join St. Paul Lutheran Church. Confirmation class is taught by the Pastor of our church but is not a requirement for 8th grade graduation.

III. ADMINISTRATION

St. Paul Lutheran School is an agency of St. Paul Lutheran Church of the Lutheran Church Missouri Synod and is always under the control and supervision of the congregation.

The Vestry sets the policies of the school. The administrator and the faculty make the day-by-day decisions necessary in operating a school.

IV. PARENT INVOLVEMENT

A. Commitments

St. Paul Congregation and staff make a sincere and serious commitment in providing a quality Christian education for your family.

You are also expected to make a commitment to Christian education. This would include:

1. A SUPPORTIVE CHRISTIAN HOME

- which provides family devotions and prayer
- which participates in school activities, and
- which works together with the child and teacher for the best learning experience.

2. A WORSHIPPING FAMILY

- who regularly attends church and Sunday School together, and
- who attends those services in which the children of the school are involved.

3. PTL

- who gives time and talent in school- related tasks (see IV. Parent Service Requirements)
- who attends Parent-Teacher League Meetings.

4. A FAMILY WHO PRACTICES STEWARDSHIP

- remembers that the cost per pupil is more than \$9000. (The school receives no state funding.) The congregation willingly serves school families by paying the cost difference from the paid tuition. It varies from 50%-80% of the tuition paid. For example, if one's tuition is \$3000, St. Paul Church subsidizes the child's education with \$6000. That means that a family is paying only about 30% of the cost to educate their child.
- commits as a church member to be responsible by making regular contributions to the church's work using offering envelopes.
- commits as both non-members and members to making tuition payments on time.

5. PROBLEM RESOLUTION METHOD

- The basic relationship between school and home should be between teacher and parents. The teacher most fully understands the child/children and the classroom situation. If questions or concerns arise, they will not be considered by Administrator, Pastor, or Vestry unless and until the child's teacher has been consulted, using the words of Matthew 18 as a guide. A matter may be brought to the attention of the Vestry if matters need to go beyond the teacher and Administrator.

B. Church Attendance

“I was glad when they said unto me, let us go to the house of the Lord.” (Psalm 122:10)

We have the wonderful privilege, along with David, of worshipping our Lord and Savior in his House. When we attend church services, we cheerfully worship our Father God in spirit and in truth.

Non-Member Families: We encourage all students to attend church and be involved in church activities. Since our members here at St. Paul Church support our school, our children sometimes sing in a church service or special event. We ask that nonmember students also try to arrange their worship schedule so that they can participate. All students are expected to attend the Children's Christmas Service.

Member Families: Because the church supplements the tuition of all church families who attend our school, there is a way for the school family to "give back" by being an active member of St. Paul Lutheran Church. Being an active member of our church can be expressed in 3 ways: attendance at worship, participation in church events and contributing monetarily to the mission of the church.

To be active, a member family is expected to be attending worship services in-person at least 50% of the time and to report that attendance through the attendance kiosks that are available just outside the sanctuary doors. Parents are responsible for ensuring their family's attendance is recorded.

If a family does not meet the attendance expectation, the principal will discuss with the family any reasons for a lack of attendance. A family that does not meet the 50% attendance threshold by the middle of the school quarter will be sent **a letter from the church's Board of Finance informing them that they are on probation and must meet the 50% attendance expectation.**

If 50% attendance is not met in any quarter, the family will be charged the "non-member" tuition rate for the following quarter. This will continue until the attendance expectation is met by the family. The member tuition rate will be reinstated once the family attains the 50% attendance threshold in a subsequent quarter.

Simply put:

- * All parents are responsible to report their church attendance.
- * The threshold that must be met to qualify for member tuition is 50%.
- * Principal will discuss with the parents any reasons not attending church.
- * If a family falls below that threshold, the Board of Finance will notify the family by mail at mid-quarter.
- * If the family does not bring their attendance up to 50% by the end of the quarter, they will be charged non-member tuition for the following quarter and will continue being charged that rate until the attendance threshold is met.

C. Parent Teacher League

The PTL is an organization of parents and teachers who assemble to determine ways to be mutually helpful in the school or home. The programs are designed to provide adult education or topics related to the home, church, school, and community. It is expected that each family be represented at these meetings. The PTL provides many family events such Back-to-School Night, Family Fun Night, Christmas Shoppe, a school dance, and involvement in open houses and other special events. This organization also is involved in setting up Time and Talent volunteer hours. Look in the school calendar and the weekly "Viking" to get information on the events and volunteer opportunities.

D. Parent Service Requirements

St. Paul Lutheran School provides the finest means of training in the Word of God for our life. The congregation, Vestry, pastoral leadership, and faculty pledge the best possible curriculum, materials, and teaching effort to all families enrolling children in the school.

The success of our school is also dependent on the commitment by each school family to maintain a supportive Christian home, be a worshipping family, and to be a serving family. A serving family will strengthen the Christian training for their children by offering time and talents in school-related activities and attending PTL meetings.

To promote parent involvement, each family (k-8) is expected to volunteer 20 hours of service during the school year. There will be sign-up opportunities available early in the school year and during PTL meetings.

Requirements are:

20 Time and Talent hours per school year

A fee of \$10 will be charged for every hour unserved by May 15.

It is your responsibility to document your hours in the school office.

E. Library Helpers (Counts for Time and Talent hours)

Our library is constantly expanding to provide the children with variety and choice. Parents may sign up to work on library organization (care of card catalogue).

F. Classroom Helpers (Counts for Time and Talent hours)

Teachers can often use help with extra things in the classroom such as class parties, organizing supplies, and special events. Please consider being a room parent, who can help coordinate volunteers and needs. Let the teacher know if you are interested in this option.

G. Volunteer Policy / Chaperones

Volunteers are required to provide a driver's license or state ID to go through the I-Chat Security System. This is done through the school office. Volunteers who may be with students without the supervision of St. Paul staff, will need to fill out a volunteer contract and follow the guidelines.

Chaperones: Many trips require drivers and chaperones. Not all trips can accommodate all parents who wish to attend. Parents who chaperone must participate in all activities, interact with the students and assist the teacher in supervision of the students. In fairness to the students being chaperoned, it is not advisable to bring other children along on field trips, etc., unless permission has been obtained from the teacher.

Chaperones who are driving must have a valid Michigan Driver's License and proof of car insurance. These must be given to the teacher in order to make a copy. Use of alcohol, tobacco, or marijuana is forbidden in all chaperone situations. Please do not use cell phones or text messaging while driving.

V. ENROLLMENT PROCEDURES

A. Enrollment Policy

Children are accepted into the school by priority as follows, based upon classroom space availability:

1. Children of St. Paul Congregation members
2. Families previously enrolled in grades Preschool-8
3. All others who desire a Christian education

To maximize the learning experience, enrollment is limited at all grade levels. Our limit in preschool is 15 children per session. Kindergarten is limited to 20 students. The maximum number of students is 25 per classroom in grades 1-8.

B. Age Requirements

Upon initial enrollment of a pupil, parents are required to show the child's birth certificate as proof of age. A child must reach his /her birthday on or before September 1st of the year that he/she is enrolled in kindergarten. A child must reach his sixth birthday on or before September 1st of that year that he is enrolled in first grade. Reaching the age requirement does not necessarily guarantee enrollment in the child's expected grade.

C. Transfer Student Acceptance Policy (All new students not entering kindergarten)

Initial first meeting with administrator will include:

- Sharing information about our school
- Review of school policies and expectations
- Tour of the school
- Discuss forms and requirements for admission (brought to the second meeting)
 - A. one or two years of reports cards
 - B. one year of achievement test scores or NWEA (if available)

Second meeting:

- Prospective student will take an achievement based test
- Report cards and achievement test scores (if available) can be reviewed
- Grade level placement will be based upon:
 - Outcome of the achievement based test
 - Previous report card for one year, preferably two years
 - Achievement test scores (if available)
 - Consideration of social and behavioral needsTransfer students will not necessarily be accepted into the next chronological grade as of their placement in their prior academic environment.

Third meeting:

If the decision has been made for acceptance:

- Final registration papers and
- Registration fee will be collected

D. Transfer Student Probation Policy

First marking period – Meeting with parent(s) and teacher at parent-teacher conference:

The child's academic, behavior, and attendance records will be reviewed.

A recommendation will be submitted to the administrator by the teacher.

The family's tuition status will also be a factor.

All the above will determine the following:

- FINAL ADMISSION into the school with priority enrollment for the next year.
 - Family tuition must be up to date.

- **CONTINUED PROBATION** - The student will have a written plan of improvement in the areas identified by the teacher and Administrator with the parent's cooperation in implementing the plan. If the objectives of the plan for improvement are met at the end of the second marking period (first semester) the student will receive confirmation of final acceptance. Tuition payments must be current.
- **DISMISSAL** If by Christmas break, the student has not made notable progress on the plan for improvement, the family will be given notice of possible dismissal from the school to give them sufficient time to identify a new school and arrange for transfer. Tuition paid is non-refundable regardless of student probationary status. There will be reimbursement for tuition for the months not used, if tuition was paid for the year in full.

Note: If a student transfers to St. Paul during the school year, the above steps will be in place using approximate intervals of ten weeks or upon completion of the nearest full quarter.

E. School Record Policy

Pupils transferred from another school are to provide the name and address of their previous school in order to obtain their school records. St. Paul School will contact to the pupil's former school asking for a transcript of the pupil's records.

Student records are maintained in the school file as long as the student attends St. Paul. Should a student transfer to another school, the permanent records will be forwarded to the new school by written consent of the parent provided that all financial responsibilities have been met.

Student records are private, and no individual or agency outside the school will be permitted to inspect a student's educational record without written permission by the parent. Parents may request to see the records by making an appointment with the administrator. They may have a copy of the records and have an opportunity to challenge its content.

VI. FINANCIAL MATTERS

A. Registration

Pupils already in attendance at St. Paul are asked to re-register for the next year by late March. Re-enrollment will not be guaranteed following this date. This enables the administration to plan wisely for the next year and assures having adequate supplies on hand. There is an annual Registration Fee assessed to each student. This fee covers administrative costs, book rental, workbooks, religious books (except Bible and catechism), many art and science supplies, and standardized tests.

St. Paul utilizes FACTS to assist with tuition collection via automatic bank deduction. Families must complete registration with FACTS by August 15th to avoid late fees and/or double payments. Nine monthly deductions begin September and end in May. A 5% discount will be given to families who pay their entire tuition prior to school starting. A 5% discount is also available for children whose legal guardians are in active duty in the military. **One discount allowed per family.**

All families must complete all enrollment paperwork online through FACTS. (The date will be included in summer communication.) Parents will also have an opportunity to sign up as volunteers (teacher aides, library helpers, room parents, PTL projects, etc.).

IT IS THE EXPECTATION THAT ALL REGISTRATION AND ENROLLMENT PROCESSES ARE COMPLETE AND FEES ARE PAID BEFORE SCHOOL BEGINS.

A Health Appraisal form is required for each student entering Kindergarten or preschool. State law requires a vision test before kindergarten. Parents must provide the school with records showing that their child has received all the required immunizations. State Law prohibits a school from admitting a child to the program without a record of having received his/her immunizations, unless an appropriate certified waiver is presented at time of admission.

If your child plans to participate in our interscholastic sports program, a physical examination dated after April 15 of the previous year must be on file before they may participate in any practice or game.

B. Fees

Tuition Rates and Member Educational Fees are set each year by the Vestry together with the Board of Finance. The tuition payment plan is a set monthly bank deduction using FACTS. **Church families must be active members (50% or better church attendance) to qualify for the Member rate.** Tuition scholarships are available to any family attending St. Paul. This scholarship is funded by the Scholarship Fund. Applications for tuition assistance must be received by April 30th of the previous year to qualify. Contact the school office for further information.

Late Fees – a \$25 late fee will be assessed for all unpaid monthly tuition EACH MONTH if applicable. These fees cannot be waived, since the fees are charged by FACTS.

Withdrawal from St. Paul Lutheran School brings NO refund of educational or registration fees.

C. Delinquent Tuition Policy

If a financial crisis occurs in a family, the congregation's finance committee would be happy to discuss ways to keep your children in our school. Consult the administrator for proper procedures. The "**Late Tuition Policy**" states that no tuition may be in arrears more than **one payment**. After **15** days, a Late Notice will be sent. If a family does not comply with **payment by the end of the following month**, a Termination Notice will be sent notifying the family that the student will be excluded from the school.

D. Delinquent Extended Care Policy

If it is determined by the Day School Administrator that a family is in arrears of latchkey fees, a letter of exclusion will be issued through the school office as needed..

E. Technology Fee

A \$100 Technology fee will be collected each year at registration time. This fee is included in the total annual registration fee. This fee covers the cost of purchasing new devices for the student use and other related technology needs.

VII. ACADEMICS

A. Curriculum

The curriculum and course of study at St. Paul meet the requirements of the State of Michigan. Quality education is the standard in all subject areas. All subjects are taught in a Christian atmosphere where Christian love and joy have an opportunity to become a real part of life.

The areas of curriculum include:

RELIGION – including worship, Bible study, salvation, history, catechism, confirmation instruction, and memory work.

LANGUAGE ARTS – reading, phonics, English, spelling, handwriting, practical and creative writing, literature and public speaking.

SOCIAL STUDIES – geography, history, current events, Michigan history

SCIENCE – general science, health, and computer education.

MATHEMATICS – use of numbers, geometry, measurement, metric system, pre-algebra, and algebra

FINE ARTS – music, art, choirs, drama, band

PHYSICAL EDUCATION – individual and team sports, skills, testing for physical fitness and recreation.

FOREIGN LANGUAGE – Spanish instruction begins in kindergarten.

B. Homework / Homework Policy - Depending upon the grade level of your child(ren), various areas may require homework for the day. Unfinished class assignments, special reports, or long-term assignments may necessitate work done at home.

We encourage you to show interest in your child's work, but do not complete it for them. Help where necessary, but do not let them use you as the easy-way-out. You will help your child most by providing a quiet place to study, establishing a regular study time, ensuring a good night's sleep, and providing encouragement.

It is important that a child have a balance of activities during the hours following school. A balance between physical activity, homework, recreational reading, and screen time is important. We would recommend that you monitor the amount and content of screen time. Parents should encourage their children to use their time wisely in school, though the ability and study habits of children vary. If your child seems to have a large amount of homework on a regular basis, please feel free to contact their teacher.

Homework Policy for Grades 6 through 8:

- Late assignments receive 15% off the grade for the 1st through 5th late day.
- Upon the 6th late day, the grade is 0%, the work will no longer be graded.
(Exception: If the teacher deems that the assignment is very important, the teacher may still require that the work be done. The grade may remain 0%.)

C. Reporting to Parents

FACTS – You may go online to check the progress of your child in grades 3 – 8 at any time through our computerized FACTS student information system. Access information will be facilitated through the school office.

In grades K-8th, report cards are issued four times a year as noted on the school calendar. In grades 3-8, we use A, B, C, D, and F on many subjects, with satisfactory or unsatisfactory noted on others to inform the parents how the child is doing in each subject. The teacher also judges the amount of effort a student puts into a subject. Written comments and/or a checklist of attitudes and study habits will also help the teacher communicate their evaluation to the parent.

Parent-Teacher conferences are held twice a year (extra conferences at teacher or parent request). The first quarter conference is mandatory. The third quarter conference is optional unless requested by the teacher. Academic, social, spiritual, and emotional progress may be discussed at these times. Note the conference days on the calendar and watch the Viking for details to schedule appointments.

D. Promotion

Promotion to the next grade level is based on many factors, including but not limited to 1) Developmental Readiness, 2) Academic Achievement, 3) Student's Effort and Ability, 4) Testing Data, and 5) Attendance Records. Parents will initially be informed at the end of the first semester of concerns about progress and possible need for retention. The third quarter report card will be used as a guide to promotion or retention and for notification.

E. Graduation

Graduation from St. Paul will be based on the student's academic achievement, effort and ability, and attendance record. Those who qualify based on the above criteria and have paid all tuition and fees will receive a Diploma of Graduation. Those who have not met the criteria will receive a Certificate of Attendance. Parents will be notified as early as the end of the first semester if there is a possibility of their child not receiving a diploma. Another notification will be sent at the end of the third quarter.

F. Honor Rolls

Since the main task of children in school is academic achievement, the students in grades 3-8 will be recognized for scores in the core subjects of religion, memory, math, reading, English, science, social studies, and spelling. There are two types of honor rolls:

- Teachers' Honor Roll – A combination of A's and B's
- Principal's Honor Roll – All A's and A-'s

G. Standardized Testing

Our program of testing includes readiness tests before kindergarten, NWEA (Northwest Evaluation Association) given three times a year, and specialized individual testing where necessary. Parents are informed of the NWEA tests results when they are available. The teacher is available to help parents interpret the results if needed.

VIII. ACADEMIC ENRICHMENTS

A. Chapel Services

Our Wednesday chapel services are held as worship. As a class, the children have an opportunity to present a chapel service during the school year. Once a month, we have baptism recognitions and we also recognize honor rolls quarterly. Offerings are given to missions and charitable projects chosen by the teachers. Children are kept informed of the ways their offerings are used and encouraged to become good stewards of God's gifts to them.

B. Children's Christmas Service

Each year, the children present their Christmas story to the congregation in recitation and song on a Wednesday evening in the month of December. This is an activity in which we expect all students to participate.

C. Choirs

All students (K-8) participate in our St. Paul School Choir, practicing once a week during the school day. An auditioned select choir is available as an after-school activity with emphasis on reading music, part singing, and participation in choral festivals. Choirs have opportunities to sing praises in church. Please try to arrange your worship schedule on days that your child(ren) may participate. If it is impossible, please let the director know in advance via written note, phone call or text.

D. Handbell Choir

The Handbell Choir is available for interested students (up to eleven students grades 3-8). Music reading ability is needed along with the ability to be available for each scheduled performance.

E. Band

Students in grades 5 through 8 are given an opportunity to join the band program. There is both a Beginning and an Advanced Band. The bands participate in worship services and in a spring concert. A few instruments are available for use, but most students need to rent their instrument from an outside source.

F. Confirmation

Middle school students who wish to be, and meet the requirements, are confirmed into membership at St. Paul in the spring. All middle school students receive instruction from the pastor in preparation for this rite of the church. In confirmation, a young person confirms their Baptismal vows to remain faithful to Jesus Christ his/her whole life on earth.

G. Physical Education

Students need to be aware of the days in which they have P.E. They need to have gym shoes and be dressed for physical activity.

H. Computers

Students in all grades have a biweekly class in computers. Students also have access to the computers for class projects. Chromebooks are used for computer class. Students will be required to sign a Technology Acceptable Use Policy.

I. Field Trips

The Detroit area, with its many museums, theaters, and places of interest, offers rich educational opportunities for children when taken on well-planned field trips. Periodically, teachers plan trips to introduce, enrich, or culminate a teaching unit. At that time, parents are informed of the trip and are asked if they can provide transportation or accompany the class as a chaperone. Please note that as a volunteer, you must adhere to the volunteer contract. Attendance and tardiness policies still apply on these days.

At times, there are also whole school field trips. Traditionally, the school has a school picnic just before the school year ends.

J. Open House / School Fair

Each year, usually in March, the school has an Open House where all students display their individual work and whole class work. We do this at the end of our Lutheran Schools' Week celebration.

Besides the yearly theme of LSW, we rotate an academic focus (science, art, social studies, and language arts). During the years of science and social studies, students in grades 5 through 8 also do a project and display their work at the Open House.

K. Class Trips

Students in the upper grades will participate in overnight field trips, such as outdoor education camp and a trip to Washington DC. This involves three or four days with overnight accommodations during a school week. Chaperones are needed for this event. Chaperones are required to adhere to the Volunteer Policy.

IX. ATTENDANCE

In accordance with state law, and in the best interest of quality education, all children are held to regular and punctual attendance. If for any reason a child is absent, please call the school office before 9:00 A.M. on the day of their absence. Absences may be noted before 8:00 A.M. on our answering machine. This assures the teacher that the child is safe at home. When the child returns to school, a written excuse is to be presented to the teacher with dates and reason for absence. This complies with attendance laws and informs the administration of any communicable diseases. Please submit a written excuse even if you called.

When a child is absent, a parent may pick up assignments at the close of the school day. A student must be in school the day of after-school functions to participate in sports or other after-school activities.

Those pupils having perfect attendance will be recognized at the end of the year. Three tardies equal an absence for perfect attendance. Tardies can keep a student from having perfect attendance.

A. Absence Policy

It becomes necessary for schools to establish absence and tardy policies so that efficient teaching may be done, and so that parents may be aware when a child has reached the point where absence endangers promotion

Since regular attendance is necessary for a child to get the benefits of teachers' explanations, class discussion, and teacher help, non-promotion will be seriously considered if a child misses the equivalent of 15 days per semester.

A child should be kept out of school if he/she is ill or has a fever, but you should be aware that much of the learning that happens in the classroom can never be made up if missed. By this we mean that the teacher's presentation, follow-up questions, and class discussion cannot be duplicated by the child doing only the written work.

Children must make up written work and tests missed due to absence. If one day is missed, tests are to be made up the next day, usually after school, or at another time convenient for the teacher. If two days are missed, usually two days will be the time given to make up work and tests. (It is important that tests be made up quickly so that corrected tests can be returned to students while there is teaching value in them.)

If a long-term illness is involved, we will make every effort to cooperate in keeping the child up-to-date on assignments or may suggest tutors if that type of help is desired. If the teacher is providing assignments and the student is out for a long period of time, please return completed assignments weekly.

Parents should give teachers reasonable notice of vacations. Though a teacher may give some advance assignments in these cases, there will be no obligation on the teacher's part to do so. All work and tests are to be made up in a timely fashion following a vacation. We discourage school time vacations.

Any students skipping school will not be permitted to make up the work for that day and will receive an in-school suspension the next day. Other privileges may be withdrawn from the student. Truancy may result in suspension or expulsion.

B. Tardy Policy – (Perfect Attendance)

Tardiness can affect the standing of a student because he/she often misses the same class. Even a tardiness of a few minutes is challenging for the student and is disruptive to the class. As a result, tardiness is treated as a discipline issue. Tardiness due to a doctor visit will be excused if a doctor's note is provided. A student is tardy if they are not in their seat in the classroom. Being in the hallway after 8:15 is tardy. Tardies can affect Perfect Attendance. 3 tardies equals an absence. This can keep a student from receiving a Perfect Attendance Award.

C. The School Day

Classes begin at 8:15 A.M. and are dismissed at 3:20 P.M. To enable the children to have sufficient time to prepare for class, we suggest that students arrive between 8:00 and 8:10 A.M. The child should be in their seat and ready to work by 8:15 A.M. Any child entering the classroom after 8:15 A.M. will be considered tardy. **Parents should refrain from entering the classroom at drop off and pick up times.** Parents entering the school should do so only through the main doors closest to the school office where they will be required to sign in and to wear a visitor badge. This procedure is necessary to comply with school safety requirements.

After school, pupils are expected to leave the building promptly, or if they have some school sponsored activity, immediately proceed to the designated area for the activity. Loitering or roaming about the building before or after school is prohibited. All children are to leave the school grounds by 3:35 P.M. Parents are responsible for supervising their children because there is no supervision on the playground before or after school hours. Children who are still here by 3:35 P.M. will be placed in the Extended Care Room to insure proper supervision. A flat fee is charged for this service for late arriving parents.

An Extended Care Program is provided before and after school. You must plan for this service, in advance, in the Extended Care room.

X. STUDENT HEALTH AND SAFETY

A. Volunteers

Parents who have an interest in volunteering their time and talents to the school are encouraged to notify either the classroom teacher or the office. Parent volunteers serve either in a particular classroom or for general school tasks. The Administrator or the individual classroom teacher will make all decisions regarding the placement and responsibilities of our volunteers. All volunteers are required to fill out a volunteer form and adhere to all policies in the volunteer handbook. When coming to volunteer on a particular day, please come in Door #1 and sign in by the office.

B. Door Entry

Morning drop-off and pick-up of children is done at Door #2 and #3. Students are assigned a particular door. Door #1 is used for students who are tardy and for parents who need to come to the office. Starting at 8:00 a.m., teachers are responsible for students and should not be distracted by conversations with adults. If you need to communicate with a teacher, please communicate your child's teacher in the teacher's preferred method.

C. Change of Address or Phone Number

Please keep the teacher and school office informed of any changes in address, phone number, or email. For the security of your child, we always need to know the fastest way to get in touch of you.

D. Facebook / Social Media

Photos of children should not be shared unless there is permission of a parent. Negative comments about any school related item should always be spoken about with the individual or group, not in a public forum.

E. Physical Exams

Each child entering St. Paul for the first time is required to have a physical examination and up to date immunization record on file in the office. Health appraisal forms must be up to date and turned in before a student may start school. State law requires that all students entering preschool, kindergarten, 7th grade, or attending Extended Day Care must have an updated physical. All athletes must have a physical every year.

F. Medication

Non-medicated items, such as "all natural" cough drops, may be used, but parents are to send a note to the teacher informing them that the student has and may use this non-medicated item. A teacher is to keep this in his/her desk drawer.

ANY MEDICATION: PRESCRIPTION OR OVER-THE-COUNTER: In order to comply with Oakland County and the state of Michigan, school personnel will dispense **NO medication unless a physician prescribes it**. This will include over-the-counter medication such as Tylenol, cough medicine, Neosporin, etc. and cough drops with medication in them. A completed **authorization form, which can be obtained from the School Office**, must accompany all prescribed and over-the-counter medication. This form is valid only for the current school year. The parent/guardian of the child will provide the school with a **brand-new, sealed container** of any over-the-counter medication. It must be labeled in a "prescription-like" sticker form indicating the child's name, name of the drug, dosage, and specific directions for dispensing the medication. This medication must have a doctor's note.

NO medicine (over-the-counter or prescribed) can be administered by the student or be in their possession during the school day. All medicine must be locked up in the School Office. Inhalers may be kept in the classroom.

If your child(ren) requires medicine (over-the-counter or prescribed), it must be brought to the School Office by the parent or guardian. All medication must have a current date on it. Expired medication will not be administered. When the medication is administered, a medical log sheet will be filled out, initialed by the staff person administering the medication.

You will be notified when your child(ren)'s medication is running low. Empty containers will be sent home with your child when we have given the last dose. On the next school day, you will need to supply the school with additional medication in a properly labeled container. If the order for the medication has changed, a new Medication Authorization Form must be completed.

At the end of the school year or when the medication is to be discontinued, a medication must be picked up by a Guardian on file. If it is not picked up by the last day of school, all medication and/or medical supplies/equipment will be properly disposed.

G. Allergies

The school needs to be aware of any allergies that a child may have. Teachers need a list of allergies as well as the school office. If allergies are severe, the parent is to communicate directly with the teacher and/or school office regarding special needs or medication. Parents are responsible for providing substitute snacks for their child when food allergies prohibit their child from eating birthday snacks, party snacks, etc. provided by other families or the school.

H. Head Lice

St. Paul may conduct periodic head checks for lice and/or nits (eggs). If nits or live head lice are found on a child, the child will be sent home at that time for treatment. Also, the following steps will be taken:

1. School families will be notified that head lice have been detected.
2. The child may return the following day after treatment, if free of nits.
3. The child will be checked, and rechecked as needed; and if the problem still exists, the same procedure will take place.

If you find lice or nits in your child's hair, it is crucial that you notify the school office so that we can check classmates, etc. It is important to know that head lice do not discriminate. They will thrive on a clean head of hair as well as a "not so clean" head of hair. It is also important to know that every family member should be treated, as well as all areas in the home and car.

I. Sickness / Injury

When a student becomes sick or injured at school, parents will be notified. In case neither parent can be reached, the authorized person on the child's Information Card will be called. In case of serious injury or illness, the child will be taken to the nearest hospital emergency area. All incidents will be documented. Please notify the school office when you have a change of address or phone number.

Please use discretion about sending a child who is not feeling well to school; keeping the child at home may prevent the spread of the illness to schoolmates. Children with symptoms that might indicate the onset of a communicable illness should be kept at home. **Notify the school office if the child does develop a communicable illness or disease.**

J. Leaving School Grounds

Children are not permitted to leave the school grounds unless they have a note from a parent or guardian and the knowledge of a teacher. This also pertains to after school when there are sports practices or other events. Please note, we have a closed lunch hour – no student may leave the grounds unless accompanied by their parent. A "Walking" permission slip, signed by a parent or guardian will allow a teacher to take students within a mile of the school.

K. Weapons, Illegal Substances, and Violence

St. Paul will not tolerate students, staff, parent/guardians or any other person associated with the school or church to be in possession of weapons, possession or sale of illicit drugs, or the unlawful possession and use of alcohol or tobacco products on school grounds. Threats, improper suggestions, or acts of violence will not be tolerated.

- Administration and staff will respond rapidly to any threat or suggestion.
- Threats cannot be physical, verbal, written, by phone or computer.
- Possession of any of the above, could result in immediate suspension or expulsion.
- A more detailed policy is in the school office.

L. Fire / Tornado / Lockdown or Secure Mode

As required by state law, St. Paul conducts a minimum of 5 fire drills, 2 tornado drills, and 3 lockdown security drills each year. Evacuation plans are discussed the first week of school and are posted in each classroom.

In a secure mode procedure, children are kept inside the building because of a possible outside threat. In a lockdown, children are not only kept inside the building, but they are also kept in a room that can be locked to avoid an inside intruder.

Students will be instructed on these procedures. Teachers have access to a “Go Bag” that contains contact information in case of an emergency. In case of a building evacuation, the church would be the safe location used for children.

National Weather Service for Tornados

Tornado Watch – school will remain in session with classes being conducted as usual.

Tornado Warning – students will remain in school, in a designated area, under the supervision of the staff, until an all clear is given.

After school activities will be cancelled if a watch or warning is in effect at 3:20 p.m.

M. Physical Abuse / Sexual Harassment

It is the policy of St. Paul to maintain a learning and working environment that is free from physical abuse and harassment. It shall be in violation of this policy for any member of St. Paul Lutheran School Board, faculty, staff, volunteer, or student to harass a faculty, staff, volunteer, or student member of St. Paul Lutheran School through conduct or communication.

N. Mandated Reporter Status of Teachers

Our teachers, administrator, and staff are required by law to report all cases of suspected neglect or child abuse to the proper authorities.

O. Guidelines for Classroom Observation

If a parent has good reason to observe the classroom, a request may be made. There are guidelines about time and procedure. If interested, please ask for the policy sheet called “Guidelines for Visiting/Observing in Classrooms”, which is available in the office. Review it and talk to the teacher about your request.

XI. APPEARANCE AND ATTIRE

A. School Colors

Our school colors are maroon and gray.

B. Dress Code Policy

Shirts or Blouses or Polo or Oxford: Solid white, gray, maroon, navy, black, light blue. Worn tucked in. Short or long sleeved only. Small manufacturing logo is acceptable

Pants/Shorts: Khaki, black, navy. Dress-flat or pleated, Cotton blend, corduroy, wool, or poly blend. No denim, no stretch leggings, no low rise, K-4 may have elastic band waist. Gr. 5-8 – belted.

Skirts/Skorts, Jumpers: Khaki, black, navy, gray. Cotton blend, corduroy, wool, or poly blend. Pleated or straight. Shorts or leggings should be worn under skirts or jumpers. Length – fingertip length or longer all the way around the skirt or jumper

Shoes: No boots – front and back closed – covering entire foot. Not above the ankle. No pictures, language, lights, or wheels.

Belt: Solid brown, black, navy. K-4 not necessary. 5-8 – belted and shirt tucked in.

Socks: Solid white, khaki, brown, maroon, gray black, navy. Socks must be worn, no prints or stripes.

Sweaters: Solid – white, khaki, gray, maroon, navy, black. Straight hem. Pullover, zipper, button, No hoods, or sweatshirts.

Hair: Neat and clean, out of eyes Boys – cut above collar length. Hair must be a natural color.

Jewelry: Modest. No Smart Watches

Spirit Days (Fridays): Only St. Paul Spirit Wear – May wear jeans (no holes) or regular dress code pants.

** All garments within the dress code policy must be worn appropriately and as intended. The administration or teachers may make judgments regarding the appropriateness of a student's appearance. Students found to be wearing inappropriate apparel or cleanliness will be sent home.*

C. Violation of Dress Code

If an article of clothing does not fit in with dress code, a verbal warning may simply be given.

If this article of clothing is worn again, or if the clothing is in definite violation, a dress code violation can be given to the student. This needs to be signed by the parent and returned the next day. If the problem continues, a parent will be called and the proper clothing will need to be brought to school. With the fourth violation of dress code form sent home, there will also be a detention.

D. Spirit Wear and Free Dress

Spirit Wear Days are usually on Fridays. On these days, students may wear their St. Paul T-shirt, and may also wear jeans instead of dress code slacks. Jeans cannot have holes or slits.

Free Dress

At times a “Free Dress” day may be designated. On these days, students may have more choices, but must not wear inappropriate items to school. This can be at the teacher’s or administrator’s discretion.

XII. SUPPLIES

A. Class Supplies

Each student needs to be supplied with the proper materials for class. A class supply list is included in the summer packet. Periodically during the year, please check with your child to be sure that they still have the supplies that may need replacement such as paper and pencils.

B. Care of Lockers and Desks

Students using the upstairs classrooms are assigned a locker. Students must use the lock provided by the school (no private locks). The staff will regularly inspect lockers and have students remove unacceptable materials. There are to be no stickers attached to lockers or desks. There is also to be no writing or scratching on desks or lockers.

C. Textbooks and Lost Library Books

Textbooks and workbooks are to be kept clean and neat. They should be handled carefully. During the school year, lost textbooks or workbooks must be paid for so they can be replaced immediately. All books will be checked at the end of the school year. A student will be assessed for any damage beyond normal usage, up to the price of the book. The cost of replacement will be charged for any lost book.

Students who lose a book will be charged a replacement fee, which will be refunded if the book is found. Students who owe for lost books or have overdue items will not be allowed to check out any additional materials until the fees are paid and/or the lost items are found and returned to the library.

D. Nuisance Items

Nuisance items are not permitted in school unless special permission has been granted. These items include, but are not limited to: toys, headphones, video games, smart watches, **Fitbits**, roller blades, etc. If cell phones are brought to school they must not be used without permission of a staff member. All items that are confiscated by teachers will be returned to the parents.

E. Forgotten Items

When children forget lunches, or other items, and parents bring them to school, please bring them to the school office. We will be happy to see that your child receives the item, so the class will not be disturbed.

F. Lost and Found

Items that are found and are of more value will be held in the school office. A lost and found bin is located near the office for other items. Unclaimed items will be donated to charity.

G. Money

Children are urged not to bring money to school except for a specific purpose. Money for lunches, Extended Care, field trips, and other fees must be in a sealed envelope, clearly marked with name, grade, and purpose.

H. Telephone Usage

All students must have permission to use the school phone. Only calls relating to illness or school cancelled events will be allowed. We discourage calls for items that are forgotten at home by students.

I. Yearbook

A school yearbook with pictures of children, faculty, and staff is produced each year and one book per family is included in the price of registration (K-8). Preschool will be charged for a yearbook, and additional yearbooks may be purchased. Various school activities, including sports and musical events, along with many other special activities are recorded for posterity. Parents are encouraged to donate pictures of events during the year for the yearbook.

XIII. AUXILIARY SERVICES

A. Preschool

St. Paul operates a state licensed preschool. Children must be 30 months old by Sept. 1 and toilet trained (see preschool handbook for more details). The maximum number of students allowed by the state license is 15 children per classroom at any given time (total 30). The program requires a yearly tuition by all, members and non-members alike. Tuition payments are made on a monthly basis or paid in full before school starts (with a discount of 5%). Active Military discount (5%) also applies. Only one discount per family. See our current “fees” sheet for additional fees.

B. Extended Care

St. Paul has a morning and after school Extended Care program. The morning session is available from 7:00 to 8:00 a.m. The after-school session is from 3:35 to 6:00 p.m. Students who still are not picked up by 3:35 will be directed to latchkey. Extended Care billing will be paid in advance. Accounts will be set up in advance with estimated fees for a set period which will be replenished regularly. Billing fees will be withdrawn as they are used. See fee sheet for details.

C. Services, Auxiliary

The children in designated grades are screened each year for vision and hearing by Oakland County. You will be notified if any condition is detected.

Outside services are available through the Royal Oak School District for students who qualify for special services such as speech, social services, physical therapy, and academic support.

D. Lunch

We have one lunch beginning at 11:30 a.m., with recess afterwards. We have a closed lunch period – no student may leave the grounds unless accompanied by their parent.

E. Student Pictures

In the fall, school pictures are taken. Parents may choose to purchase a packet of pictures. These individual pictures are used to create a composite picture of each class. In the spring, Fun Pictures are also available. Here a student may dress up as they like and bring in items that will be part of the picture. Fun Pictures are only taken for those who purchase packets.

F. Viking

On the final school day of each week, the VIKING, our newsletter, is published and sent by email. Important announcements, the calendar for the next week, and special notifications are attached on that day. You should expect your child(ren) to bring one home each week. The Viking will also be made available on the school's Facebook page.

XIV. EXTRA CURRICULAR ACTIVITIES

A. After-school Events

Special after-school events such as Family Fun Night and the PTL dance night are family events. Children should not be left on their own during these events or similar ones. Students who have been absent from school on these days are not to come to evening events.

B. Sports

Our hope is to always have a variety of sports offered to St. Paul students. Where student interest or coach availability is not sufficient, we partner with St. Mary's Catholic School to provide sports opportunities. Most sport practices are here in the St. Paul gym, with games at different locations.

C. Room Parties

Classrooms may have classroom parties for Halloween, Christmas, and Valentine's Day. The teacher may reach out to parents to help with the party and provide refreshments. Classrooms need the assistance of parents and volunteers to offer these special times for students to celebrate.

D. Birthdays

Parents have the option of providing treats for the class on their child's birthday. These are typically given to the class during lunch. Please check with your child's teacher. Small individual store-bought treats (such as ice cream sandwiches, cupcakes, donuts, etc.) may be shared with the entire lunchroom if desired. (Please do not send anything that needs to be cut and plated as this requires utensils.) Check with your classroom teacher to be aware of possible allergies, to know if a special treat needs to be brought in. **Please note: Birthday parties in the classroom are NOT allowed.**

XV. DISCIPLINE

A. School Discipline

There are certain standards of behavior that the school must require to maintain the school's moral and legal responsibility to its constituents. It is understood that any teacher in the building has the authority to correct misconduct. The school functions on the belief that students will conduct themselves in a Christian manner pertinent to most situations. The staff reserves the right to implement reasonable rules which are deemed necessary to accomplish the functions of a Christian education.

Discipline is a process whereby teachers use various strategies to help children learn how to conduct themselves in a socially acceptable manner. Strategies used in the classroom may be: name on board, use of clips, loss of recess, timeouts, loss of privileges, different location in class, time in a cooperating teacher's room or other strategies that put students back on task. Students will also learn to accept the consequences and responsibility of unacceptable behavior. The steps taken by teachers will be progressive and may lead into the next step of our policy. Students will be recognized for positive, encouraging behavior within the school community monthly at chapel.

Discipline Notice Forms will be given when inappropriate behavior should be brought to the attention of the parents. Parents may also be notified by phone. These forms need to be signed by either parent and returned to the issuing teacher the next day.

FOR EVERY THREE DISCIPLINE NOTICE FORMS SENT HOME A STUDENT WILL RECEIVE A DETENTION.

NOT RETURNING A DISCIPLINE NOTICE FORM OR HAVING PARENTAL CONTACT THE NEXT DAY IS AN AUTOMATIC DETENTION.

Consequences for Disciplinary Notices are as follows (per quarter)

- 1-2 warning
- 3-5 detention
- 6 one day at-home suspension
- 7 parent meeting with Vestry

With the beginning of each quarter, students will go back to zero for notice counts. Receiving a Disciplinary Notice may cause a loss of privilege in after-school activities on the day of notice.

B. Detentions

Detentions result from a serious problem. A detention will consist of a 30 minute custodial/silence time which must be served on a time and date to be determined by the teacher and/or administrator.

Items which may incur an immediate detention:

- 1) Intentional or inappropriate physical contact
- 2) Fighting
- 3) Lying or cheating
- 4) Inappropriate language
- 5) Stealing or damaging property. In the case of school property damage, it is the policy of the school to assess the parents a fee covering the cost of the damage.
- 6) Leaving school grounds without permission
- 7) Disrespect toward staff/parent helpers (Disrespectfulness or refusing to cooperate)

Each detention carries the potential of leading to suspension or expulsion. The administrator, with input from the Vestry and any involved teacher, will determine the severity of the consequence of a student's actions. The use of the Word of God, both Law and Gospel, is always the central guiding force in all discipline actions.

C. Suspension

The following procedures will be followed if a suspension is the result of the disciplinary process. All suspensions will be served at home unless otherwise noted.

- 1) The student shall be informed of the specific charges, which are thought to be a basis for disciplinary action to be taken against him/her, and a conference will occur with the administrator.

- 2) The student will have the right to present to the administrator any relevant information that will support his/her defense.
- 3) If the school administrator suspends the student, he/she will notify the parents of the suspension, the reason for it and steps necessary to effectuate the student's return.

D. Expulsion

An expulsion may result from a student receiving multiple detentions or frequent disruptions of the classroom learning environment. The administrator, for serious types of behavior, may also expel the student after one incident.

The following procedural guidelines will govern the expulsion process:

1. Informal hearing between the administrator and student in referral.
2. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and congregational Vestry (governing body).
3. Evaluation of record to determine if there is any evidence that student might be challenged in learning style or ability (i.e.: learning disabled, etc.)
4. Expulsion will be by formal action of the principal.
5. The student or their parents may appeal the principal's decision to the congregational Vestry.

E. Due Process

Minor misconduct can usually be resolved without need for a set formal procedure. Students always have the right and privilege to appeal privately to the teacher or administrator whenever they believe they have received unfair treatment.

A student or parent may follow the following procedures to resolve problems or questions regarding school policies or disciplinary action:

1. The student or parent is required to talk to the teacher first to share their feelings regarding school procedures or actions.
2. The student or parent may request to meet with the administrator to discuss the issue further. Notification will be made of any decisions or actions taken after the meeting.
3. If the parents of the child are still not satisfied, they may request a meeting with the congregational Vestry. The Vestry decision is final.

XVI. MISCELLANEOUS

A. Donations and Memorials

At times, families, relatives, or friends of our school may wish to give a donation or memorial to support one of our programs. Special gifts may be sent directly to the school. We are happy to accept these, and receipts will be sent for tax purposes. Please consult the Administrator about specific needs for our school.

B. Posters and Advertising

No posters or advertising of any kind are permitted in the school building without the approval of the administrator.

C. School Closings

There are days when the school may have to unexpectedly close, due to a building problem or weather. Our school closing will also show up on WXYZ News and an all-school text will be sent out. The administration will make the final determination regarding school closure.

D. Soliciting Funds from Outside Organizations

Fundraising of any type in our school must have approval of the administration and Vestry. Children are not permitted to sell any items, in school, supporting outside organizations.

E. Facebook

St. Paul Church and School operate a Facebook site and have an interactive website. Please refrain from posting any material not related to promoting our school or informing others of events. Improper use will not be tolerated.

