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## **MISSION STATEMENT**

**St. Paul's Lutheran School provides a Christ-centered, Scripture-based education to equip students with the tools they need for academic, personal and social achievement.**

## **PHILOSOPHY STATEMENT**

St. Paul's Lutheran School extends the ministry of St. Paul's Lutheran Church by proclaiming the Gospel of Jesus Christ in all we say and do while providing an academically excellent education.

Since the time of Martin Luther, the Lutheran Church has sought universal education: to teach all people to read and write so that they could read God's Word for themselves, for only then can we become the disciples God calls us to be. St. Paul's Lutheran School continues that vital ministry of teaching children to read and hear and apply God's Word to their own lives, that they may become faithful disciples of Jesus Christ. As an important ministry of the congregation, this school helps fulfill the congregation's purpose as stated in its Constitution: "The purpose of this congregation shall be to seek the honor and glory of God, to carry out His will, to manifest the unity of our faith in Jesus Christ as God and Savior, to spread the kingdom of God by fostering Christian fellowship and love, by the preaching of the Word of God, by the administration of the Sacraments, by the religious instruction of all its members, according to the confessional standards of the evangelical Lutheran Church."

- To seek the honor and glory of God: Children experience an educational environment where their faith in Jesus Christ permeates all they say and do.
- To carry out God's will": God has graced parents with the joy and responsibility of training children in the way of the Lord, to teach them to become responsible and productive citizens of society and faithful disciples of Jesus Christ. St. Paul's Lutheran School aids parents in accomplishing that responsibility. Teachers educate students in academic skills; they help students discover the gifts, talents, and aptitudes that God has given them;

they encourage students to show Christ like compassion and love for all people; and they demonstrate lives of service to Christ and others, both within the school and in the community and world.

- To manifest the unity of our faith in Jesus Christ as God and Savior: The Law and the Gospel pervade all school relationships so that each person knows he or she is a redeemed sinner and a unique and beloved child of God, a part of the one Body of Christ.
- To spread the kingdom of God by fostering Christian fellowship and love: Students, families, and staff accept one another as fellow members of the body of Christ. They support and encourage each other, witness to one another, work together to maintain a classroom atmosphere of love and joy, and play together. Each person knows that he or she is a unique, valued, loved, accepted, respected part of the school community, and an important part of the larger congregational community and of the body of Christ.
- To spread the kingdom of God by the preaching of the Word of God: Through their Christian lives, students, families, and staff bear testimony to each other and to their community. Children of unchurched families hear the Good News of Jesus' love and share it with their families and friends.
- To spread the kingdom of God by the administration of the Sacraments: Children are a creation of God; therefore, children belong first of all to God and are to be highly valued as children of God. Only as people find their proper relationship with God can they develop their full potential. Therefore, students study Christian doctrine as Lutherans understand it so that unchurched children who come to faith may choose to receive the Sacrament of Baptism and become members of St. Paul's Lutheran Church at an appropriate time, should they so desire.

- To spread the kingdom of God by religious instruction of all its members according to the confessional standards of the evangelical Lutheran Church: Teachers instruct students in God's Word -- the demands of God's law and the comfort of the saving Gospel of Jesus Christ -- and guide them in developing their prayer lives, so that the Holy Spirit can work faith in students' hearts.

Even as it strives to fulfill the congregation's purpose, the school seeks to maintain and improve its academic excellence while maintaining its Christian distinctiveness. Using their God-given abilities, teachers strive for academic excellence by using effective materials and teaching methods, and constantly evaluating materials and methods to find the most effective means of teaching. Students learn to develop and use their own God-given abilities so that they are prepared for further schooling and adult life. By any measurable standard, St. Paul's Lutheran School prepares its students to match or exceed the academic preparation of schools in the surrounding community so that students may achieve their full potential.

## **PURPOSE**

It is the intent of St. Paul's Lutheran School to offer a personalized educational experience that is academically excellent and theologically sound, guiding each child to a closer relationship with Christ while providing the best educational preparation possible.

## **GOALS AND OBJECTIVES**

Motivated by God's love,  
St. Paul's Lutheran School will strive to...

- Challenge children to learn more of God's Word each day.
- Provide opportunities for children to demonstrate the effectiveness of God's Word in their relationships with God and others.

- Provide academic programs that help children reach their potential as Children of God and citizens in their communities.
- Help each child develop Godly discernment.
- Provide an atmosphere that allows children to make mistakes and experience forgiveness.
- Challenge children and families to serve the Lord through service to others in their school and community.
- Provide opportunities for children to witness to God's love in their lives while reaching out with God's love to family, friends, and others in neighborhoods and world communities.

## **ADMINISTRATION**

St. Paul's Lutheran School is operated by St. Paul's Lutheran Church. The School Committee functions as the policy-making body responsible for the overall activities of the school. This committee meets the second Tuesday of the month unless otherwise indicated. The principal serves as the chief administrator of the school and, as such, is responsible for the day-to-day operations of the school. The principal reports directly to the St. Paul's School Committee.

## **ACADEMICS**

### **Attendance**

#### **School Hours**

Elementary classes begin each morning at 8:00 and dismiss each afternoon at 3:00.

#### **Arrival and Dismissal Procedures**

Safety is the primary objective of all drop off and pick up procedures at St. Paul's. Please, be certain that all people picking up your child know the following safety "tips.

### Morning Drop Off

Preschool Children: All students in our classes for 3 and 4 year old children must be brought to and picked up at the appropriate classroom by the person responsible for them. Parents will park in the parking lot by the playground. Do not just "drop off and leave" for these ages.

Kindergarten thru 6th Grade Children: Parents are encouraged to drop off the elementary school children at the designated school entrances. A valuable lesson for all children to learn is how to bring themselves and their materials into the building without adult assistance. Parents are encouraged to help their children by requiring self-responsibility in this area of life.

### Afternoon Pick Up

St. Paul's has specified areas designated for child pick up at the end of the school day. Parents are asked to note these areas.

Preschool Children -- Parents are asked to park in the back parking lot to meet teachers.

Kindergarten thru 6th grade --- 6th Street Entrance will be a car pick up only. Parents wishing to enter the school must park in the back parking lot.

No children are to wait outside the 3rd Avenue entrance at the end of the day. This area is NOT supervised by any faculty/staff.

All visitors will be required to obtain a visitor's pass during school hours and state their purpose.

The granting of visitor privileges is at the discretion of the principal or designee.

### **Absences**

All children are expected to attend all school days except in cases of illness or death in the family. Any absence from the

classroom is disruptive to the child's educational development. Family vacations are not considered an excuse for missing school.

The parent must call to notify the school office of a student's absence and provide the reason for the absence. This call should be placed as soon as possible, but definitely before 9:00 a.m. The school phone has a voice mail system, so calls may be placed at any time to leave a message. A note from the parent explaining the absence must accompany the student upon his/her return to school.

The 10th absence (excused and/or unexcused) of a student in a semester (1/2 year) requires a review for promotion of the student to the next grade. Absences recorded as a part of the tardy policy are included in these 10 per semester absences. A written notice of the concern will be sent to the parents and placed into the student's record file. Consideration for notification to the Juvenile Authorities will be made at this same time. Appeals to the absence procedures can be made to an Appeals Committee consisting of the Principal, one Teacher, and one School Committee Member.

### **Make-Up Work**

Homework may be given in advance of an absence during the school year at the discretion of the teacher. Students are expected to make up all missed homework, quizzes, and tests within a period equal to the amount of school days missed (e.g. absence of one (1) day allows for one (1) additional day to make-up work).

### **Tardy Arrivals**

It is the responsibility of each parent to see that their student(s) arrive to school on time. Students not in the classroom when class begins (8:00 a.m.) are considered tardy. The student must stop at the office to get a tardy/admit slip before going to the classroom. Teachers will require a tardy/admit slip from any student arriving after the scheduled class time begins.

A student will have one absence recorded for EACH 3 TARDIES in a grading period. A "Tardy absence" is considered equal to other excused or unexcused absences.

Students who arrive late because of a medical appointment are considered "excused" if they turn in a note from the doctor's office. Please call the school office to order lunch before 8:30. No other reason will be considered for an excused tardy except at the discretion of the principal.

### **Early Departures**

Parents who need to pick up a child during the school day should send a note to the child's teacher in advance of the early departure date. In an emergency, please contact the school office. The parent must come to the school office to sign out the child. Parents should not go to the classroom to pick up a child. For the safety of our students, it is critical that the office staff knows when children are leaving and who is taking them. After the student has been properly signed out, a member of the office will contact the teacher to send the student to the office. Teachers will not release students from class without notification from the office. Students will only be released to individuals authorized by the parents.

If a student is returned to the school after leaving for any reason, the parent should bring the child to the office to sign in. Teachers will not allow a student to return to the classroom without an admit slip from the office.

Students departing early for a medical appointment will be considered "excused" when a note from the doctor or dentist is returned to the office on the following day. No other reason will be considered for an excused tardy except at the discretion of the principal.

Parents may check out students at 1:00 and be counted for a full day. If you check out earlier then you are marked as a 1/2 day.

All students will be checked out through the office with the proper ID. Only approved individuals who are listed on the check out form will be allowed to check out students with ID.

## **Curriculum**

The St. Paul's Lutheran curriculum complies with or exceeds the standards established by the Department of Elementary and Secondary Education of the State of Alabama. Christian principles and teachings are integrated throughout the curriculum in order to prepare children to live as unwavering Christians.

Areas of learning include: religion, language arts, reading, science, mathematics, social science, fine arts, physical education, health, and computer.

Each grade level uses a curriculum based upon Biblical principles, Integrating the Faith, current educational resources, and standards established by the state of Alabama. A copy of the school curricula is available in the office.

### **Reporting Student Progress**

Report cards are issued four times per school year to Kindergarten through 6th grade students. The dates they are to be issued are listed on the school calendar.

St. Paul's uses the following grading scale for 1-6 grade:

A=90-100

D=60-69

B=80-89

F=Below 60

C=70-79

St. Paul's asks parents to carefully examine these official reports to the home. Children who exhibit significant effort should be applauded for this effort. Take note of the habits and attitudes sections as well as the grades. Parent signature is requested on the report card. The first report card is handed out at Parent-Teacher conference time.

Midterm reports are issued to each student in First through 6th grade approximately half way through a grading period. The reports are not official and are not placed into the children's files. These reports simply reflect the progress of the child up to that point in the specific grading period.

### **Promotion/Graduation Requirements**

Before any student in grades 4-8 is promoted to the next grade level, or moves on from the sixth grade, he/she must have satisfactorily completed assigned schoolwork and have demonstrated an acceptable level of accomplishment. Students who have a grade average below 60 percent in two or more core subjects (religion, literature, English, math, science, and social studies) will not graduate or be promoted.

The retention of any student in Pre-School through third grade will be decided by the retention committee.

### **Pre-School and Pre-Kindergarten**

Pre-school and pre-kindergarten students receive a developmental progress report at the end of each semester.

### **Parent Conferences**

Open communication between parents and teachers is always encouraged so they can work together to create the best possible educational experience for the child. Formal parent-teacher conferences are scheduled at regular intervals during the school year. Parents are also encouraged to contact teachers or schedule conferences at any time. Parents may leave a phone number, written message or email to set up a conference time.

Arrival or dismissal time is not an appropriate time to try to meet with a teacher. During arrival time the teacher needs to welcome all children as they enter the classroom and begin the

classroom instruction process promptly. During dismissal, the teacher is responsible for monitoring students, ensuring that each is leaving with the appropriate adult.

### **Assessment**

- All students in grades 3-6 will annually take an assessment test deemed appropriate by the faculty in consultation with the School Committee.
- School purchased assessment tools (Star Math and Star Reading currently) will be used beginning, middle and end of each school year for 1<sup>st</sup>-6<sup>th</sup> grades.
- Class average reports will be provided to the School Committee for use in evaluating the effectiveness of current curriculum.
- Administration will consult with teachers, parents and students on a case by case basis when academic intervention is deemed necessary.

### **Homework**

Research has shown that the success of a student is augmented by parental involvement with school work and by developing the habit of doing homework. Parents who help their child(ren) establish a regular routine for doing homework, including a quiet place and time, add value to their children's education.

Homework is intended to be done by a student at home. That means the child should do the work with the assistance of a parent. The parent should not do the work for the child, or give the child the correct answers. When parents spend time encouraging and guiding their children in homework assignments, they nurture their relationship with their children and the children also receive the academic benefit of completing homework.

Homework also provides an important channel of communication between parents and teachers. The amount of

time spent on homework varies with individual students, depending upon work habits and abilities. Parents who have a concern about homework are encouraged to talk directly to the teacher(s).

## **SPIRITUAL NEEDS**

### **Chapel**

These worship services are special opportunities for the entire school to worship together in the church sanctuary as one Christian community called St. Paul's Lutheran School. Parents, family, and friends of St. Paul's Lutheran School are invited to be a part of this special worship experience. The services are intended to be child centered and are generally led by St. Paul's pastors, principal, teachers, or school classes. Guest speakers are used on some occasions. These services normally begin at 8:30 a.m. each Wednesday unless notified otherwise.

### **Offering Projects**

The offerings taken at each chapel service encourage children and families to contribute to easing the needs of people in our community and throughout God's creation as well as to expand the outreach of His love. These offerings are a part of our response to the abundance of great things God has done for us. We share our blessings with others in responsive living to God's love for us.

### **Annual Chapel Theme**

The theme chosen each year by our faculty Chapel Committee directs most of our chapel services and is the focus of other projects/activities throughout the school year as well. Sub-themes are also typically selected for each month and appear at the top of our weekly school newsletter.

Parents and parent-approved family members are invited to attend chapel services at any time. For the safety of our students we ask that all visitors register in the office.

## **Religious Instruction**

Early childhood classrooms start the day with “Jesus time,” which includes songs, prayer, and/or Bible stories. Elementary grades begin the day with homeroom devotions. Additionally, there is specific religious instruction. Our school uses the curriculum from Concordia Publishing House. God instructs us to instruct our children in His ways so that they may live lives that reflect Christ Jesus.

## **Memory Work**

Students in grades one through eight are required to memorize Bible verses, songs, and other appropriate religious teachings. Memorizing the Word of God provides an excellent mental exercise for the student and plants the Word of God within the heart of the child. The knowledge of God’s Word will prove to be a source of guidance, strength, and comfort throughout the life of a believer.

# **ADMISSION POLICIES**

## **Non-Discrimination Policy**

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

St. Paul’s Lutheran School may not be equipped or staffed to meet the needs of all children, and we recognize that other

schools may be better equipped to serve children with some special needs and challenges.

## **Admission Age**

Age Requirements for Preschool Classes – Children must be 3 and 4 respectively by September 1 to be admitted to these programs. Students also must be potty trained before admittance. Current immunization certification is required by the family physician on a form provided by the school.

Kindergarten Age Requirements – To be eligible to be enrolled in the Kindergarten class the child must be five by September 1. Children under this age may be accepted with School Committee approval.

First Grade Requirements – The school follows state laws. A child must be six years old by September 1. Children under this age may be accepted with School Committee approval. A photocopy of a certified birth certificate will be on file.

## **Enrollment**

New Applications – The policy for acceptance of enrollment applications in the future will be in this order:

- Members of St. Paul's
- Prospective members of St. Paul's
- Other Missouri Synod Lutheran Church members
- Members of other churches, with the provision that those who express a desire to send their children to upper grades to be given first preference.
- The required state immunizations form (blue slip) must be on file.

## **Registration**

The registration fee will be non-refundable after acceptance and must be received before the student is accepted. Acceptance will be mailed out before July 1. In order to guarantee a place, applications should be submitted prior to this date. Those received after this date will be accepted on a space available basis

## **STUDENT CONDUCT**

### **Discipline**

At St. Paul's, we attempt to discipline all our students from within the Christian principles of the Bible. The staff will discipline out of love and concern for the welfare and safety of all students, and the total learning process of the class. In all such matters, good communication between parents and teachers is of utmost importance.

Children do well when they know the rules that apply to them. They must know that they are responsible for their behavior, and that there are consequences for inappropriate behavior and choices. Teachers will discuss these issues at the beginning of the school year and review them throughout the year, as they deem necessary.

Children who are involved with a negative behavior incident involving one or more other students will be encouraged to resolve the conflict through appropriate measures. Students will be encouraged to demonstrate love, confession, repentance, and forgiveness, just as God demonstrates these actions to each of them.

Specific classroom guidelines, gymnasium guidelines, lunchroom guidelines, and childwatch guidelines are posted in each of those areas.

## General Procedure

The ultimate goal at St. Paul's Lutheran School is for students to learn to manage their own behavior in a God-pleasing way. As teachers, we have the responsibility of managing our classrooms so that education takes place in a positive environment. The classroom teacher is responsible for establishing classroom rules. These rules will follow these 5R's:

1. Respect God
2. Respect and obey teachers and staff
3. Respect yourself and others
4. Respect learning
5. Respect property

**Principal Visit:** The principal will also use flexibility and discretion when working with a student. Excessive discipline issues may warrant a need for a discipline plan in which student, teacher, parent, and principal are working together in order to help the child succeed in school.

- A. The student is sent to the principal and the parent is contacted.
- B. The student is removed from the classroom on an as-needed basis. A meeting is set up for the student-parent-teacher-principal. At this meeting an action plan is developed with expectations for the family and school. A follow-up meeting will be scheduled in two weeks to review progress.
- C. Student is brought to the office. In-school suspension, length determined by the administrator. Teacher will provide a packet of work for the student to do.
- D. Extended suspension, length to be determined by the administrator. Student/Parent appeal process to the Board of School Ministry.

E. Recommendation to the Board of School Ministry for expulsion.

## **Bullying Policy**

Zero tolerance bullying policy with the following action:

1. Administrator counsel with child/parent.
2. Pastoral counsel with child/parent.
3. Spend day with administrator.
4. Review by school committee for expulsion considerations

## **Prohibited Behavior**

Certain behavior may result in immediate action that may lead to suspension or even expulsion. Such behaviors include, but are not limited to:

- Using profanity in speaking or writing.
- The use or possession of tobacco, alcohol, inhalants, any controlled substance, or unauthorized medication.
- Vandalism of the school or church property.
- Leaving campus during the school day without permission from proper authority.
- Possession of a weapon, explosives, or fireworks.
- Stealing.
- Academic dishonesty (cheating, forging signatures, allowing someone else to do own assignments, etc).
- Insubordination (refusal to respond to or carry out reasonable and lawful directions of individuals in authority).
- Truancy.
- Harassment (sexual, physical, verbal).

- Possession of sexually explicit material (pornography).
- Arson.
- Fighting.
- Inappropriate displays of affection.
- Pranks that may cause bodily injury to self or another person, e.g. pulling a chair out from under someone, throwing objects at someone, or deliberately tripping someone
- Verbal threats to harm another person
- Cyber-bullying

## **Prohibited Items**

Possession and use of certain items during school hours may result in immediate action that may lead to suspension or even expulsion. Such items include, but are not limited to:

- Radios, phones, cameras and other such electronic items are not permitted at school.
- Printed materials (i.e. magazines, internet articles) are not allowed unless teacher approved and related to the curriculum
- Gum, candy, soda and energy drinks
- Medications must be handled in accordance to state local and school policies. Only students with proper medical permission may handle medication on their own. All other medications are to be stored in the school office for dispensing.

## **On the Playground or Gym/Multipurpose Room**

When using the playground or multi-purpose room, students are to show respect for the equipment and the other students. Students must remain within the physical boundaries set by the supervising adult and refrain from participating in prohibited activities

## **Playground Rules**

1. Respect other students and staff. No arguing, calling names, excluding other students, play fighting, etc.
2. Students must NEVER leave the playground for any reason.
3. When playing games where balls are thrown, the ball must hit below the waist.
4. No picking up or throwing any objects other than balls-including snowballs, ice, rocks, and sticks.
5. No throwing sand or gravel or putting it on the slide.
6. Students must use all playground equipment properly:
  - No jumping off of the equipment
  - Slide down the slide feet first, one student at a time
  - Traveling across the monkey bars must be done one bar at a time
  - No hanging upside down or flipping off the bars
7. Any playground supervisor may deem a situation or activity dangerous or inappropriate and handle it accordingly.

## **Gymnasium**

1. Use of the gym without supervision is prohibited.
2. Supervising in the gym requires 100% of the supervisor's attention. The individual must be in the gym at all times.
3. Please respect the facilities when using equipment.
4. PE and recess items are not provided for general use and are under lock and key.
5. Use of equipment other than it is intended is prohibited (kicking a basketball, etc).
6. Anyone caught intentionally trying to damage equipment or facility will be removed from the gym (kicking a ball at a light fixture, speakers, fire alarm equipment, etc).
7. Play on the stage is not allowed.
8. Please do not enter any of the storage closets in the gym.
9. Remember to clean up after yourself (area should be as clean or cleaner than you found it).
10. Remember to turn off all lights before leaving.

# Sexual Harassment

## General

It is the policy of the Board that sexual harassment of students by employees or other students is unlawful behavior and will not be permitted in the school setting. The Board is committed to providing an educational environment that is free of unlawful sexual harassment and will seek to utilize available measures to deter such conduct.

## Sexual Harassment Defined

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and/or other verbal or physical conduct of a sexual nature in the following situations:

- submission to such conduct is made either explicitly or implicitly as a term or condition of the student's maintaining his or her good name, character and other legal rights, academic progress, completion of the school related activity; or
- Submission to or rejection of such conduct is used as a basis in evaluating the student's eligibility for academic courses and activities, performance in a course of study or other school-related activity; or
- Such conduct has the purpose or effect of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive environment.

## Examples of Sexual Harassment

Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations; advances or propositions; continued or repeated verbal remarks about an individual's body; and sexually degrading words used toward an individual or to describe objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient.

## **Designation of Reporting Officer**

The Board hereby directs the principal of the school to serve as the reporting officer for all complaints of sexual harassment involving students. All students are by presentation of this policy duly notified of the school's reporting procedures for entering a sexual harassment complaint against an employee or another student. The reporting officer's name, school address, and school phone number will be made known to students by posting the information in locations readily accessible to students and in the school's Parent/Student Information Guide.

## **Reporting Incidents of Sexual Harassment**

A student who feels that he or she has been sexually harassed should report the incident to his or her parents or guardians and the school's designated reporting officer. The Board encourages the student to file an oral or written complaint as soon as possible after the incident or, if a series of incidents, as soon as possible after the latest occurrence. The initial complaint may be made orally or in writing to the designated reporting officer. If the initial complaint is made orally, it will be the responsibility of the student or parent/guardian to file a written statement detailing the events/occurrences giving rise to the sexual harassment allegations(s). The student may be assisted in any or all steps of the reporting process by his or her parents or guardians.

The designated reporting officer may initiate a formal investigation after receiving the oral or written complaint detailing the charges(s) by the complainant. When the complaint is made, the designated reporting officer will immediately begin an investigation into the allegations(s) in an effort to determine the facts.

## **Statement of the Accused**

The person(s) accused will be given an opportunity to present a written statement detailing his or her recall of the events or occurrences leading to the sexual harassment allegation against him or her. The accused will be given ten (10) calendar days

after written notification of the sexual harassment allegations against him or her to prepare and file a written report.

### **Investigation Procedure**

The designated reporting officer will conduct a thorough administrative investigation into the allegation(s) including, but not limited to the following: 1) reviewing the written reports of the complainant and the accused, 2) gathering information from the complainant and accused, and 3) gathering information from any witnesses or persons identified as having information related to the allegations. Due process shall be accorded to all parties involved in the allegation throughout the investigation. In all situations, the confidentiality of the complainant and the accused will be respected consistent with the school's legal obligations and with the necessity to investigate fully any allegation(s) and to take corrective action if it is determined that sexual harassment has occurred.

### **Complaint Resolution Procedure**

When the investigation is completed the designated reporting officer shall report the findings to the Board. The findings of the investigation shall then be reduced to writing and copies presented to the complainant and the accused employee(s). The Board and designated reporting officer shall meet with the complainant and accused in an attempt to resolve the complaint. The Board, at its discretion, may conduct a hearing in accordance with applicable laws and attempt to resolve the complaint.

### **Sanctions**

A substantiated charge against a student enrolled in the school shall subject that student to disciplinary action, up to and including expulsion. A substantiated charge against a school employee shall subject that employee to disciplinary action, up to and including termination of employment. Further, any student who knowingly and maliciously brings a false sexual harassment charge shall be subject to disciplinary action, up to and including expulsion.

SOURCE: St. Paul's Lutheran School, Cullman, AL

ADOPTED: April 13, 2006

LEGAL REF.: The Code of Alabama, 16-1-30, 16-11-9, 16-11-17; Meritor Savings Bank FSB v. Vinson, 477 U.S. 57 (1986); Civil Rights Act of 1964, Title VII; EEOC Guidelines; Equal Employment Opportunities Commission (EEOC), Minnesota Department of Education; and Programs for Educational Opportunity (PEO), Univ. of Michigan, Ann Arbor, Michigan;

## **TECHNOLOGY RESOURCES POLICY**

At St. Paul's Lutheran School the term "technology resources" includes and is not limited to: computers, computer hardware and software, printers, sound, video and projection equipment, information storage devices, copy machines and Internet use. These resources are provided for ministry activities associated with St. Paul's. Permission to use these resources is a privilege granted and a responsibility invoked by the pastor or the school principal.

### **Computer Use**

Unauthorized use of computer resources include, and are not limited to:

1. Use which violates federal or state law.
2. Unauthorized access to administrative files, other user files or protected or private computer resources.
3. Unauthorized copying, revising, damaging, removing or distributing of software.
4. Activities that disrupt normal computer/network use and services including but not limited to propagation of computer viruses and unauthorized access to protected and private network resources.
5. Damaging or altering church/school computer equipment or supplies.
6. Use of computer resources to produce, transmit or display text or graphics which are obscene or lewd.
7. Unauthorized use of computer resources for monetary gain.
8. Unauthorized transmission or posting of personal information or school information to include but not

limited to user ID, name, address, etc., over any publicly accessible network is forbidden unless connected with a course or extra-curricular activity.

## **Software Use**

The following guidelines apply to all software and data at St. Paul's. It applies to computer data and programs installed on all church/school computers REGARDLESS OF THE LOCATION OF THE COMPUTER.

1. The unauthorized copying of any software licensed or protected by copyright is illegal. All software available for church/school use is protected by licensing agreements and may not be copied by anyone for any reason.
2. The computer user is responsible for compliance with all policies and laws regarding the use of software. Ignorance of the rules does not justify their violation.
3. Do not attempt to circumvent any protective programs/devices installed on the computers or network at St. Paul's.
4. Do not attempt to modify any software installed on the computers at St. Paul's.
5. No user may install software on any St. Paul's computer without permission from the pastor or principal
6. Users may not install protective devices or software (e.g. encryption) to prevent St. Paul's officials from examining data contained in user files.
7. Computer files and data contained in these files are the property of St. Paul's.

## **Network/Internet Use**

All church/school computer users must comply with the following rules as they relate to the network and Internet use. The rules apply to computer hardware, data and programs

connected electronically to church/school computers,  
REGARDLESS OF THE COMPUTER'S LOCATION.

1. Do not try to obtain another individual's password or log-in name.
2. Do not attempt to disguise the identity of the log-in name and/or password that you are using.
3. Users are responsible for the security of their passwords.
4. Do not install, run, or distribute to other computer users, any software that can result in the eventual damage of the computer system software or data (viruses).
5. Do not attempt to circumvent data protection schemes or seek security loopholes.
6. Do not engage in activities which intentionally disrupt the use of the network by tying it up for extended periods of time which may create unnecessary network traffic.
7. Do not read, monitor, copy, change, or delete another user's files without the permission of the owner.
8. Do not connect any non- St. Paul's owned computer to the St. Paul's network without authorization from the pastor or principal.
9. Do not connect a data storage device to a computer without authorization. Such devices must be scanned for viruses before accessing stored files.
10. Users may not intentionally obtain or display obscene or objectionable materials from the internet or other electronic resources. Every effort has been made to minimize the possibility of anyone encountering objectionable materials while using the Internet. Users should realize that it is impossible to restrict access to all controversial materials.
11. Do not access Facebook from school computers and never call anyone an offensive name or make threats.

## **Computer Lab**

Each class will visit the computer lab twice weekly. The programs used are coordinated with the reading, math, social studies, and science lessons taught in the classroom. Older students work with word processing, spreadsheets, publishing, and data base programs along with the internet.

Every student is responsible for his/her computer during that class time and is expected to treat all equipment with care. Parents will be charged for any damage done by their child. At the beginning of every new school year, students will receive an acceptable use policy contract to be signed by the student and parent.

## **DRESS REQUIREMENTS**

In keeping with the principle that God does set standards in Holy Scripture for Christian modesty and appearance, St. Paul Lutheran School expects its students to dress neatly, to be well-groomed, and to avoid extremes in clothing. Students are also expected to dress appropriately for existing weather conditions.

Specific Dress code requirements:

**PANTS:** Students may choose from: Denim, khaki, corduroys, knit (no sweat or athletic), cargo/painter, dress pants of appropriate length. No pants will have holes, tears, rips or frayed edges. No pants are to be low-riding.

**SHORTS/CAPRIS:** Shorts/capris (see pants) Shorts must be longer than finger-tip length.

**SKIRTS/DRESSES:** Skirts/dresses must be longer than finger-tip length.

**TOPS:** You may choose from: Collared, crew neck, turtleneck, mock neck, or sweater-type tops.

All tops are to have sleeves and must be of an appropriate length to display Christian modesty at all times. Pictures and writing acceptable in a Christian environment are allowed.

**HAIR:** Hair must be well-groomed, neat, and away from the eyes. No extreme styles or colors are permitted.

**FOOTWEAR:** Children will wear athletic shoes or shoes with closed toes and backs. Heels are to be 1 inch or less.

**MAKE-UP:** Girls in 6th grade may wear appropriate make-up as determined by teachers/administrator.

**JEWELRY:** Girls may wear pierced earrings (post or small hoops) Any other body piercings or tattoos are not allowed.

**P.E.:** Tennis shoes are to be worn for all P.E. classes.

The administrator/teacher will make all final determinations concerning proper dress.

### **Elementary Dress Code Non-Compliance**

Students are required to be in compliance every day unless otherwise notified by the school. Students who come to school not wearing the appropriate dress will be given one reminder called an “Oops” indicating the inappropriate dress. Every time after that first reminder the student may be sent to the office and may be required to call a parent to request appropriate clothing be brought to the school as soon as possible. Any special circumstances for not being in compliance with the dress code must be discussed with the principal.

## **STUDENT AND HEALTH SERVICES**

### **Hot Lunch Program**

St. Paul's serves hot lunches four days a week. PTL serves lunch on Friday. The menu for the week is sent home through the school newsletter each Thursday before the week the menu begins. Meals are provided by a third party vendor.

All meals cost \$3.50 and include a main dish, side dish (vegetable, salad, etc.) and a dessert. Extra milk is \$ .40. Lunch and Milk cards will be purchased for 10 lunches or milks. Parents will receive a notice from the teachers when the card has two left.

Parents who bring lunches or wish to eat with their child are asked to observe the lunch time hours for the classroom. This time is included in the schedules sent home with children at the beginning of the school year. Notification of any changes in lunch times will be sent home in the Thursday newsletter

All classes at St. Paul's have "snack breaks" each morning.

**PRESCHOOL AND KINDERGARTEN** -- Preschool and kindergarten children are provided with snacks through their snack fees. The school-provided snack will generally consist of milk or juice and cracker/cookie type foods. Parents wishing to supplement these snacks for birthdays or other celebrations should clear the activities through the teachers. The parent should notify the school office and homeroom teacher of any special dietary needs of a child.

**1ST THROUGH 6TH GRADES** -- Children at these levels are responsible for bringing their own morning snacks. The school sells milk and juice for snack use. Children can purchase milk cards through the office to be used for snack drinks. The juice and Pepsi machines in the basement are off limits to students at snack time unless the teacher brings the entire class to the basement area as a part of the snack time.

## WELLNESS PLAN

Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Such good health fosters student attendance and education.

Unfortunately, obesity rates have doubled in children and tripled in adolescents over the last two decades. The predominant causes of obesity are excessive caloric intake and physical inactivity. Unhealthy habits established in childhood can lead to increased risk of heart disease, stroke, and diabetes for adults. For the first time, a generation of children has a life expectancy less than that of their parents.

The National Alliance for Nutrition and Activity (NANA) provides documentation of the national impact of the increase in obesity and inactivity in its report, “Obesity and Other Diet- and Inactivity-Related Diseases.” The entire report with supporting statistics is available at [www.NANACoalition.org](http://www.NANACoalition.org).

Only 2% of children (aged two to nineteen years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid. The items most commonly sold from school vending machines, school stores, and snack bars include foods and beverages of minimal nutritional value. Nationally, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes.

The causes of the obesity epidemic have been directly related to poor eating habits and lack of physical activity. Food portion size and the overall amount of consumption are important contributors to weight gain. Multiple factors have increased the trend toward more indoor time and less outdoor play. The result is a generation at risk.

### **Nutrition Standard**

- Support celebrations that involve food that makes a positive contribution to children’s diets and health.
- Snacks sent to school for snack-time should be nutritional and not full of sugar and fats. Fresh fruit or vegetables, cereal bars,

crackers with cheese or peanut butter, and trail mix are examples of snacks that would be healthier.

- The school hot lunch program will strive toward following healthy nutritional guidelines with regard to daily allotments of the five food groups.
- Parents of students who bring their lunch to school will strive to follow healthy nutritional guidelines with regard to the five main food groups.
- All foods and beverages sold during the school day must meet established nutrition standards.
- Recess will follow lunch periods as much as possible.

### **Nutrition Education Goals**

- Provide a minimum of five hours of classroom nutrition education each year in grades Pre-School through eight.

### **Physical Activity Goals**

- Provide physical education instruction for students in Pre-School through grade eight to meet or exceed state guidelines. Offer a variety of cooperative, individual/personal and competitive physical activities in physical education classes that shall reflect the needs and interests of all students.
- Provide recesses for students in Pre-School through 8th grade as appropriate where students can run and play.
- Prohibit using physical activity as a punishment and strongly discourage withholding opportunities for physical activity as a punishment.
- Offer extracurricular physical activity programs in elementary and middle school that meet the needs, interests and abilities of all students.

### **Immunizations & Health Forms**

All immunizations must be completed before a child is allowed to enter school. A current record of immunizations must be on file at school by the first day of classes. Kindergarten and new

students must also have a completed physical upon entering school.

### **Medications**

- Medications and special medical procedures shall be administered to a child in the school only on the written, dated, and signed request of a licensed physician or the parent of the child.
- Prescription medication is to be in the original container labeled with the child's name, a recent date, instructions and the physician's name.
- All medication shall be kept out of the reach of children or in a locked storage area.
- Medication shall be refrigerated if indicated, and separated from food in a designated container.
- Medication shall be removed from the premises when it is no longer used, i.e., returned to the parents when the medication cycle is complete.
- Medications of a child who has left the school shall be disposed of properly.
- Non-prescription medications such as aspirin, cough syrup, etc. shall be labeled with the child's name, directed dosage and a recent date. Such medication shall be administered to the child only on written authorization by health personnel or the child's parent.

### **Medical Concerns**

If a child has or develops a special medical condition such as food or insect allergies, asthma, seizures, etc., please notify the office so we can establish procedures for dealing with the condition. This information should be included on the forms completed for registration.

## **Illness**

Any child running a fever of 100 degrees or more, having diarrhea, vomiting, having a rash of unknown origin, or having open sores should not be sent to school. Any child developing such symptoms during the school day will be removed from the classroom and the responsible adult will be called to pick up the child from school as soon as possible. If a child is absent from school, he/she is not allowed to participate in after school activities.

A child who has had a fever, vomiting or diarrhea may not return to school for at least 24 hours without the aid of medication after those symptoms cease. If a child has an infection and is placed on an antibiotic (including eye drops), it is also necessary that the child be on this medication for at least 24 hours before returning to school or after-school activities.

If a child is exposed to or contracts a communicable disease, it is essential that this information be reported to the school office so classmates' parents can be notified.

## **Accidents**

In case of an accident at school, the parent or other listed emergency contact will be called as soon as possible. 911 will be contacted if warranted.

## **Outdoor Activity Participation**

All students should come to school dressed for the weather conditions. (Coats, gloves, boots....)

Generally any child well enough to be at school is well enough to tolerate at least a short time in the open air. If a child is not to be allowed outdoors for health reasons, a written note from the doctor is to be submitted to the office.

## **Emergency Procedures**

Fire and disaster drills are conducted on a regular basis.

## **CLASSROOM INFORMATION**

### **Room Parents and Class Parties**

Each parent is invited to become a room parent. Room parent duties include helping with special parties or activities, planning field trips and arranging transportation for field trips.

Classroom parties are special events for students, but take much help in the classroom; therefore, no siblings of any age should attend.

### **Party Snacks**

Each child's birthday (or half-birthday for those with summer birthdays) will be reserved for that child to bring a special birthday treat. These treats may be prepackaged, commercially prepared or homemade items. Arrangements are to be made with the classroom teacher for a time to bring such treats.

### **Field Trips**

Parent field trip permission slips will contain confirmation of auto insurance liability and compliance with Alabama state laws. Drivers must have a copy of driver's license and insurance on file in the office to drive other students.

### **Recess**

Students have regular periods of recess for unstructured play during the day. Students will generally be taken outside for recess times whenever weather permits. Children will not be taken outdoors when there is rain or heavy snow, temperatures or wind chills below 0F, temperatures with heat indices above 100, or during other threatening weather conditions. If weather conditions do not permit outdoor recess, activities will be held indoors. Students are expected to go outside for recess.

## **Visitors**

Parents and other parent-approved visitors are welcome to visit the classroom periodically. However, all visits are to be arranged in advance with the student's teacher. All visitors must report to the school office before going to the classroom.

If it is necessary to bring something to a student or speak to a student during the school day, the person doing so must report to the school office. Visitors should not go directly to a classroom since this is disruptive to the classroom activities.

## **CHILDWATCH PROGRAM**

Childcare is provided in the mornings and after school for all students. This service is available at an additional charge, and payments may be made on a weekly basis to the school office upon receipt of your childcare bill. The following options are available:

- Session 1: Morning 6:30 a.m. - 7:45 a.m.
- Session 2: After School 3:15 p.m. - 5:30 p.m.

Students who are not picked up by 3:30 p.m. will be "dropped in" to Child Watch. Their account will be charged a daily rate, no matter how much time is spent after 3:30. "Drop in" usage will be limited to "as needed" and emergency situations. The school office must be notified no later than 11:30 a.m. or 2:45 p.m. if a student needs to use the Child Watch program on a "drop in" basis. In that case, he/she will be escorted to the program after school, and a snack will be provided.

Arrangements other than the normal provisions must be made in advance with the authorization of the principal.

### **Childwatch Student Behavior Guidelines**

1. No running in hallways or classrooms.
2. No gum chewing.
3. No yelling or shouting.

4. No fighting, shoving, pushing, etc.
5. Show respect for school property and the property of others.
6. No gymnastic, karate, wrestling, etc. "moves" or other unnecessary physical contact.
7. No toys (balls, games, trading cards, electronic devices etc.) may be brought from home.
8. Follow all school rules

Discipline procedure: first offense = oral warning;  
second offense = time out and parent will be informed;  
third offense = principal will be notified and a parent-conference will be arranged.

A parent may be asked to make other arrangements for before or after-school care if a child consistently disregards the rules of Childwatch.

## **OTHER INFORMATION**

### **Family Information**

Parents provide contact and emergency information on enrollment forms. It is vital that parents keep that information current by notifying the school secretary in writing of any changes to address, telephone, employer, physicians, emergency contacts, etc.

### **School Publications**

Newsletter is published weekly from the school office and sent home on Thursday's. This publication is the source of official information from the school. Each teacher sends home a weekly note on the last school day of the week. This note includes information about what the students have been doing in the classroom, what they will be doing in the coming week, homework assignments, and other items pertinent to the classroom. It is important for parents to read the information in these publications in order to stay informed about school and class activities.

## **Parent Information**

Education requires a strong team effort between school and home. St. Paul's Parent-Teacher League is an integral part of the school. This organization sponsors many student related activities ranging from the annual Fall Festival on or near October 31 to "bake sale" days one time per month. The P.T.L. also sponsors an annual fund raising campaign to help support the programs at St. Paul's.

Families are encouraged to join the P.T.L. A fee may or may not be charged for this depending upon the discretion of the P.T.L. Board. Fees can be paid to a P.T.L. representative at the August Open House or at other specially announced times.

## **School Office**

The school office is open on all days when school is in session. Office hours are 8:00 am to 3:00 pm. However, office hours may vary during school vacation times. Summer hours will be 8:00 AM till 3:00 PM daily. The office phone has an answering machine operating at all times.

## **Use of School Phones**

Students will not be permitted to use the school phones unless designated by a teacher and calls will be made in the office. If a parent needs to leave a message for a student the office staff will take the message and pass it along to the student. Students will not be called from the classroom to talk with a parent on the phone.

## **Cell Phone Use**

Students who have cell phones may not use (which includes all of its uses: text messages, camera, etc.) them in school. The cell phone should be turned off and stored away. St. Paul's will not be responsible for student cell phones in the case of loss, theft, or damage. Students accept all responsibilities when they bring cell phones into the building. If a cell phone is heard or seen, the teacher or staff member will confiscate the cell phone and the parent will be able to pick it up in the principal's office.

## **Weather-related School Closings**

The closing of school because of inclement weather will follow the decision of the Cullman City School Superintendent.

Faculty and staff members are not required to report for work when the school is closed because of inclement weather. A phone or text message will be sent out on Schoolcast. The following are local stations that will have information: WFMH, RADIO at 101 FM, WKUL at 92.1 FM, NBC 13, WAFF 48, CBS 19, FOX 6, and ABC 33/40

## **Library**

Students visit the school library weekly or every other week depending on the age of the group to review and check out books. Students may keep books for two (2) weeks. Students should return their books the next time they visit the library. Books that are kept past the return date are assessed a 5¢ fine for each day the book is not returned (Monday-Friday only). When a student loses a book, or if the book is damaged while in the student's care, the student will be assessed the replacement value of the book. Parents will receive a notice for overdue books and/or charges for lost or damaged books.

## **TUITION AND FEES**

**Upfront Fees:** All upfront fees are due to be paid in full before August 1 of each school year. The following fees are included in the upfront fees -- Application, Registration, Book/Supply, Snack ( for Preschool & Kindergarten only), and Yearbook (one per family is required).

**A late fee for upfront fees is assessed at \$30.00 per month after the last day in July.**

**Tuition:** Most families pay tuition in 10 monthly installments due by the first of each month from August through May. School policy requires that these monthly payments remain current. This policy further states -- *“At the end of each billing month, if it is determined that an account is more than two months in arrears,*

*there will be a grace period of ten calendar days to remit payment or the student(s) to whom this account pertains will be dismissed. An appeal to the School Committee may be submitted in writing for consideration of a temporary waiver of this policy.”*

**Late Tuition Fee:** Tuition payments made after the 10th calendar day of each month will be assessed a \$20.00 late fee per month.

**Lunch and Milk Purchases:** The lunch account covers both food and milk purchases. Accounts in Fast Direct are set up to have a positive balance to withdrawal from. When accounts hit zero parents need to add more to the account. Accounts will be on a cash bases after students are \$100 in the arrears.

Lunch and milk prices are set by the costs charged to St. Paul's.

**REFUND POLICY**

As our Tuition & Fee Schedule states, Up-Front Fees are NOT REFUNDABLE.

It is only under special circumstances that any exception would be made to this and that would only be possible if it were presented in writing to our School Board Committee. Once a family has made a commitment to St. Paul’s, decisions must be made regarding commitments to staffing and books ordered often well in advance of school starting. Tuition is refundable and is prorated from the time of official withdrawal. **Families will continue to be charged tuition and fees until such time as they officially notify the school office that their child will no longer be in attendance.**

**Returned Checks**

Checks returned by the parent’s financial institution as not payable will result in a \$35.00 fee, in addition to any other late fees incurred.

## **Financial Assistance**

Scholarships are available, under certain circumstances, for payment of tuition so that a child may continue to attend St. Paul's Lutheran School. Application for scholarship is to be made, in writing, to the school principal, giving information as to the reason for the request. All applications are voted upon by the Scholarship Committee of St. Paul's Lutheran Church and awards are made for no more than one school year at a time. Awarding of scholarships is contingent upon the availability of scholarship funds.

## **Textbook Fines and Replacement**

Damaged textbooks will be assessed fines based on the current replacement value of the book. Fines will be assessed based on damage to the textbook that exceeds normal use (we expect books to last between five and seven years). Books whose spines, corners, or pages are damaged beyond normal use due to water or the lack of care will be assessed the full price of the book. All hardback textbooks must have book covers on them.

## **Grievance Policy**

### **Policy:**

In accordance with Matthew 18, we recommend all grievances be reconciled at the lowest level possible between the parties involved. Grievances related to school operation, policy, pertaining to teachers, or from teachers are the jurisdiction of the school board. Grievances related to personal behavior or pertaining to the administrator are the jurisdiction of the pastor.

### **Procedure:**

Grievances may be brought to the school board for investigation through the following means:

1. Pastor referral.
  - a. This includes items that may have first been deemed personal behavior complaints or those of the administrator.

2. Written grievance.
3. Verbal grievance as presented directly to school board.
  - a. Verbal grievances must first be presented to school board chairperson for addition to agenda.

NOTE 1: Verbal or written grievances related to personal behavior or pertaining to the administrator must first be referred to Pastor.

Grievances pertaining to paid staff are handled as follows

1. Through Executive Session.
  - a. No school committee member may speak to items discussed in executive session outside school committee meeting.
  - b. This includes confirmation or denial that a particular party was present at grievance hearing or that a particular topic was discussed.
2. Paid staff are not present during initial grievance notification to the board regardless of written or verbal means.
3. Once board has heard grievance:
  - a. Paid staff may be asked to meet with board for interview.
    - i. In order to preserve integrity of investigation
      1. Paid staff will be notified who has complained and to bring any documentation pertaining to behavior, academic items, and communications with complaining party.
      2. Specific complaint will be read/notified to staff at time of board interview.
    - ii. If more than one party is named in grievance, board interviews will be conducted separately.

b. Follow up questions may be addressed to any party involved, preferably through writing.

4. Once investigation is complete, the board may take disciplinary action as deemed appropriate or find no fault in parties. Any action, regardless of fault/no fault must be made through motion and adopted in school board meeting.

Grievances pertaining to policy or operational in nature are handled as follows:

1. Paid staff may or may not be present at the time the grievance is presented. This is at the discretion of the school board.
2. Once board has heard grievance
  - a. Paid staff may be consulted.
  - b. Investigation from third parties as necessary may be requested.
3. Board may take corrective actions as deemed appropriate or find no change necessary.

NOTE 2: Parties issuing grievance will be notified of school board action through writing if children are still enrolled in school. Board may or may not issue notification of actions to parents of non-enrolled students at board's discretion.

NOTE 3: Should complaining party mention litigation, no notifications will be issued by the board until legal consult has been obtained.

*“If your brother sins against you go and show him his fault just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.” Matthew 18:15-17*