

St. Paul Student / Parent Handbook



Educating for Eternity

Our Mission:

Empowered by Jesus' love, St. Paul Lutheran School educates, equips and encourages students for tomorrow and eternity.

St. Paul Student / Parent Handbook

2016-2017

St. Paul Lutheran School

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Mission

Empowered by Jesus' love, St. Paul Lutheran School educates, equips and encourages students for tomorrow and eternity.

Vision

Through an intentional Christ-centered approach, St. Paul Lutheran School will provide a premier education in a nurturing environment to a diverse student body.

Core Values

- Jesus Christ is taught and integrated in all subject areas and activities
- Home, church, and school partner together
- Academic excellence is maintained
- God's children are loved and equipped
- Students grow in Christian leadership
- St. Paul is a safe and encouraging environment

Governance

The Board of Christian Education is a governing body of St. Paul Lutheran Church that is empowered with the oversight of the school ministry. The congregation elects the chairman of the board and the Parish Council appoints the rest of the members of the Board. The Board meets monthly and focuses on providing guidance for the school ministry. The school administrator (principal) is responsible for the daily operation of the school.

Accreditation

St. Paul Lutheran School is accredited by the National Lutheran School Accreditation (NLSA) of the Lutheran Church Missouri Synod and also by the Michigan Association of Nonpublic Schools (MANS). Annual reviews of accreditation documentation are submitted to the MI District NLSA Commission. The accreditation is based on a five-year cycle.

St. Paul also follows the State of Michigan's standards of elementary education. This applies to all subject areas being taught, the required time allotments to the various subjects, the number of school days for classes to be in session, and the physical facilities of the school. The student accounting regulations and attendance reports are administered in accordance with the directives of the State of Michigan. Therefore, the transfer of graduates and under-graduates of our school is approved, and an entrance test to another school is not required.

History

The congregation of St. Paul Lutheran Church, Ann Arbor, was formally organized on January 20, 1908. Under the guidance of the Holy Spirit the congregation has "let its light shine," and has shared the Gospel of Jesus Christ with many. The growth in membership and facilities over the years testifies to God's grace, mercy, and blessings.

In the fall of 1963, the congregation added a Christian elementary school to its educational agencies, and St. Paul Lutheran School was dedicated on September 20, 1964. Sixty-nine students enrolled in Kindergarten through fourth grade for that first year.

As enrollment increased, and fifth and sixth grades were added, four additional classrooms and a shower room were built in 1966. Seventh grade was added in 1973, and eighth grade in 1974 – and soon another building addition was required. On September 28, 1986, a science classroom, library, and multipurpose room were dedicated. To commemorate the school's twenty-fifth anniversary, a Thank Offering was given to build the enclosed covering (or "canopy") over the front entry, completed in the spring of 1990.

Enrollment continued to grow so in 1998, St. Paul Lutheran Church approved a building plan that would double the school's size. Construction of a second gymnasium, four additional classrooms, new locker rooms, and a new kitchen began in 1999, and was completed for the 2000-2001 school year.

Statement of Belief

We Believe...

...in the Triune God - the Father, the Son, and the Holy Spirit.

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." Matthew 28:19

...that God the Father created this world and the universe perfectly.

"In the beginning God created the heavens and the earth." Genesis 1:1

...that Jesus Christ, true God and true Man, came into this world; that He suffered, died and rose again from the dead; and by His action, paid for the sin of all humankind.

"We believe that Jesus died and rose again and so we believe that God will bring with Jesus those who have fallen asleep in him." 1 Thessalonians 4:14

"For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord."
Romans 6:23

...that the Holy Spirit, through the Word, sanctifies us and brings us to faith in Jesus Christ.

"You were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God." 1 Corinthians 6:11

...that we are saved by grace through faith and that good works, while they do not save us, are a witness to our faith.

"For it is by grace you have been saved, through faith — and this is not from yourselves, it is a gift of God — not by works, so that no one can boast." Ephesians 2:8-9

...that the entire Bible is the inspired Word of God; that it is without error and that God reveals His will and His plan of salvation through it.

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work." 2 Timothy 3:16-17

...in the existence of hell.

"Do not be afraid of those who kill the body but cannot kill the soul. Rather, be afraid of the One who can destroy both body and soul in hell." Matthew 10:28

...in the existence of heaven, where God will one day gather all His believers in Christ.

"Dear friends, now we are children of God, and what we will be has not yet been made known. But we know that when He appears, we shall be like Him, for we shall see Him as He is." 1 John 3:2

...that man is saved only by faith in Christ.

"Jesus said to the woman, 'Your faith has saved you; go in peace.'" Luke 7:50

Philosophy

Introduction

St. Paul Lutheran School is a ministry comprised of supportive church members, pastors, school staff, parents, and students. It is not a school that exists unto itself; rather, we recognize our role and function in light of the congregational community, our local community, and globally.

The Role of Faculty

The Word of God serves as the basis for education at St. Paul. Each faculty member establishes a learning environment that communicates that we are all children of God, as well as members of the St. Paul family and community at large. We believe in the totality of a child's educational development, incorporating aspects of spiritual growth, intellectual awareness, social training, emotional outlets, and physical stimulation. Quality learning experiences relate the Christian faith to life experiences of the child.

For the faculty, it is imperative that Christ is the central point of focus in the educational process. We follow His command to love one another and to make disciples of all nations, and this message is evident in our instructional methods and materials. We value our relationship with parents as we partner with them in educating their child.

The Role of Parents

We believe that the academic, emotional, moral, physical, and spiritual growth of every child begins at home. Therefore, parents are the primary educators of their child. As partners, parents and faculty need to reinforce this relationship between child, parent, and school. It is a collective effort to effectively balance the life of home and school.

St. Paul Lutheran School seeks to collaborate with parents for the benefit of the child. We strive to work together to, "*train up a child in the way he should go,*" so that the child is fully prepared to take the next step in his journey in faith and academics.

The Role of Students

We recognize that students are sinners redeemed by the blood of Jesus Christ, living a life covered by the grace and love He offers. We believe that it is the primary responsibility of the student to acquire knowledge and skills toward self-discipline, maturity, and intellectual growth.

In our changing world, it is imperative to think logically, creatively, and critically. Therefore, we utilize creative methods of discovery and scientific approaches to experimentation to gain basic knowledge, improve communication skills, and to gain an appreciation of the contributions of all in our culturally diverse community. We expect that each child use his/her God given talents and intellect to the fullest.

Admissions

Enrollment is open to any children whose parents who want them to have a Christ-centered education. The general order of acceptance for students in grades kindergarten through eighth, as classroom space is available, is as follows:

- Students re-enrolling from the previous school year that have paid their re-enrollment fee and returned their form by the due date.
- Siblings of students who are currently attending and have completed at least one semester at St. Paul School.
- Children where one or both parents or guardians are active members of St. Paul Lutheran Church, full time faculty or professional staff members at Concordia University.
- Children enrolled in St. Paul's Early Childhood Center for at least one year.
- Children where one or both parents or guardians are members of area LCMS congregations or full-time

- called staff members at other area LCMS congregations.
- Children who are not included in any of the above categories.

Admission priority within the various categories is based on the date when an application is received in the school office.

As part of our admission and re-enrollment policy, we ask each family to join in a commitment with St. Paul School. The details of this commitment are contained in the Parent Commitment Form which parents are required to sign and return to ensure acceptance of our objective.

Admission Procedure

- Parents who wish to enroll their children in St. Paul Lutheran School should submit an application in TADS. Go to school.stpaulannarbor.org, admissions, apply K-8. After submitting the application parents should submit a copy of the child's birth certificate and immunization records to the school office.
- Prospective students and their parents must meet with the principal and, if deemed necessary, with the classroom teacher prior to admission. Testing may be required to determine the appropriate level of instruction.
- If the child is transferring from another school, parents will be asked to sign a release form permitting St. Paul to request appropriate records from the previously attended school. School records include, but are not limited to, achievement and/or ability test scores, report cards, health records, copy of birth certificate, teacher recommendation and special education records if applicable. If records from the previous school are not available at the time of enrollment, St. Paul will contact the previous school for a verbal reference.
- Children must reach their fifth birthday on or before September 1 of the school year to be eligible to attend kindergarten.
- All new admissions will be subject to a probation period of six weeks from the first day of attendance. At this time, if needed, a conference will be held with the student, parents or guardian, the classroom teacher, and the principal to finalize the admission or suggest alternative educational resources.
- Prior to admission to the School, the principal shall have in hand all required previous records. The Principal shall review all applications for admission involving a student with previously demonstrated learning disabilities, disciplinary problems, or unsatisfactory grades. If admission is granted, all such enrollments shall be probationary and reviewed at the end of the first six weeks and each grading period thereafter.
- St. Paul has available the services of an intervention teacher through a partnership with Lutheran Special Education Ministries. This program supports the academic learning of students who demonstrate a need for assistance. St. Paul reserves the right to determine the appropriateness of the educational setting for the student and to determine the ability of the School to meet the needs of the student.
- All who are denied enrollment may appeal to the Board of Education.
- The enrollment fee is \$150 for the first child and \$50 for each additional sibling.

Re-enrollment begins in January for currently enrolled students. Re-enrollment information will be sent home. All tuition and fees must be current to re-enroll. Parents who re-enroll a student or students, pay a re-enrollment fee of \$150 for the first student enrolled and \$50 for each additional sibling.

International Admissions

St. Paul welcomes international students to apply for admission. St. Paul Lutheran School is a SEVIS authorized I-20 school for the issuance of F-1 student visas.

International Admissions Requirements:

Students may apply at any time. Students will not be accepted until all documentation and a passing score on an English language assessment have been submitted to the office.

- Families or guardians are encouraged to schedule a tour and classroom visit prior to admission. Please contact us via email or phone (734-665-0604) to schedule your tour.
- Families must complete the online application by going to school.stpaulannarbor.org/admissions
- A copy of the student's passport and immunization records must be submitted to the office (translated if possible).
- If available, translated transcripts should be submitted to the office.
- Student must pass one of the following English language assessments. Scores must be submitted to the office. We accept the following tests; passing scores are listed
 - TOEFL Jr. - 765
 - TOEFL Primary - 4 ribbons
 - iTEP Slate - 3.0
 - CEFR - A2 for elementary students, B1 for middle school students
 - PET - 60
 - CambridgeEnglish: Young Learners
- I-20 Requirements:
 1. A copy of the students' passport
 2. Students address in their home country
 3. Address where the student will be living in US
 4. Name of guardian
 5. Dates student expects to stay in the US

Tuition and Fees

- \$150 registration fee after student has been admitted.
- Tuition: \$6,728 for the year, to be paid in full at the beginning of the year.

St. Paul Lutheran School seeks students of average to above average academic ability and diverse social, economic, and ethnic backgrounds and admits them to St. Paul and to participation in its educational programs, financial programs, and school activities, without regard to race, color, sex, ethnicity, or national origin.

Curriculum

Our curriculum is dedicated to educating the whole child and incorporates National, State, and Christian learner outcomes. We adhere to National Lutheran School Accreditation standards and the Michigan State Department of Public Instruction guidelines. Our elementary program is academically oriented in that we stress the basics: language arts, science, social studies, mathematics, fine arts and physical education. We give particular emphasis to reading, which is the key to all other learning. The teaching of the faith is integrated throughout all subject areas. The goal is to challenge each child to reach his or her maximum potential, thus preparing them for productive and effective lives of Christian leadership and service. Instruction in Christian doctrine, as drawn from Scripture, is central to the curriculum.

Grades K through 5 are essentially organized as self-contained classes, taught by one teacher, except for adjunct instructors in computer, art, Spanish, music, and physical education, which are taught in addition to the core curriculum.

Grades 6 through 8 are more departmentalized than the earlier grades, reflecting the increasingly specialized nature of the teaching and learning taking place at this level.

The daily curriculum is enriched as much as possible through field trips, special assemblies, and hands-on activities.

Student Assessment

St. Paul Lutheran School has implemented a student assessment system that is appropriate for each level of learning. Below you will find an assessment scale and explanation for the three grade department groupings.

Kindergarten, 1st and 2nd Grade

The students are at the beginning stages of learning. The children are gaining mastery of letters, sounds, numbers and how to manipulate them, etc. At these levels the following assessments are employed:

- B - Beginning (initially being introduced to a skill or concept)
- D - Developing (continuing the study of a skill or concept)
- S - Secure (mastering a skill or concept)

3rd, 4th and 5th Grade

Core Subjects: The elementary students, 3rd – 8th grades, are assessed utilizing a traditional letter grade percentage system. Students are held accountable for their progress based on their performance on homework assignments, quizzes, tests, and projects. Weighting of grades is utilized in some instances. At these levels the following assessments are employed:

A+ 100%	B+ 89%-87%	C+ 79%-77%	D+ 69%-67%
A 99%-93%	B 86%-83%	C 76%-73%	D 66%-63%
A- 92%-90%	B- 82%-80%	C- 72%-70%	D- 62%-60%
			F Below 59%

Non-Core Subjects at the elementary utilize the following grading system:

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement

6th, 7th and 8th Grade

For core and non-core subjects, the middle grade students, 3rd – 8th grades, are assessed utilizing a traditional letter grade percentage system. Students are held accountable for their progress based on their performance on homework assignments, quizzes, tests, and projects. Weighting of grades is utilized in some instances. At these levels the following assessments are employed:

A+ 100%	B+ 89%-87%	C+ 79%-77%	D+ 69%-67%
A 99%-93%	B 86%-83%	C 76%-73%	D 66%-63%
A- 92%-90%	B- 82%-80%	C- 72%-70%	D- 62%-60%
			F Below 59%

Student Records

The student record procedure at St. Paul Lutheran School is as follows.

- Parent or guardian of student is allowed to review the child's files upon request, and if a student is over 18, he/she may review his/her own files. Please provide advanced notice of 24 hours from request to the time of review.
- Records will not be furnished to individuals outside school instructional staff without written authorization from the parent, guardian, or student himself/herself if he/she has reached the age of 18.
- Parents, guardians, or students over age 18, upon the examination of student records, may file a request with the Principal that certain information be removed from student records.

Homework

Homework is a positive and necessary aspect of the educational process. The amount and complexity varies with class and age levels. Homework is assigned when work required for concept mastery cannot be completed in the available time, to provide additional practice of skills, or in preparation for the next day.

Standardized Testing Program

St. Paul Lutheran School utilizes nationally normed student testing each year. Tests measure student achievement and mental ability. Test results are shared with parents in the spring of each year.

Student Progress Reporting

Report cards are issued four times during the school year, at the end of each quarter to report student progress especially in the academic life of the student. If you have any questions concerning the report, please contact your child's teacher to schedule an appointment to discuss your concerns. Student grades are also posted in the online TADS Cornerstone module and are available to parents at any time during the year.

Class Size

The school Board of Education recognizes the need for guidelines regarding the number of students that a teacher has in class. The board also recognizes that there are numerous additional factors that may affect the educational setting. The board and principal have set the following as guidelines for enrollment in the various classrooms. While these are just guidelines, every effort is made to adhere to them.

Preschool – 3 and 4 year olds	12
Kindergarten – half day**	Up to 15
Kindergarten – full day**	Up to 21
First through Eighth Grades^	30

These limitations do not apply in classes such as band, physical education, team teaching situations, special education, or music education classes.

**Not more than 30 combined total students. ^ Enrollment beyond 26 will result in consideration of additional support based on individual needs of students.

Teacher Aides

St. Paul Lutheran School employs a teacher aide to assist in classrooms for additional assistance. Whenever possible, St. Paul hires persons who are qualified teachers for these positions. Aides assist the classroom teacher with routine tasks and paperwork, and they supervise groups of students, allowing the teacher to spend more time with individual student needs.

Resource Room – Lutheran Special Education Ministries

St. Paul works in conjunction with Lutheran Special Education Ministries (LSEM) to provide a special educational setting for students who are struggling in certain subject areas. The LSEM teacher serves as a resource person for the classroom teachers and provides testing and services to students as needed and authorized by the parents and principal. This intervention teacher may also work with students' one on one, or in small groups to support what they are doing in the classroom. When appropriate, the teacher may directly teach certain subject areas to students who need a different curriculum than that used in the classroom. The teacher is also able to facilitate further testing if the parents, teachers, and principal agree that this would be in the best interest of the student and in order to better assess the special educational needs of that student.

Student Teachers/Field Work Students

St. Paul has the privilege and opportunity to provide training and mentoring to college students planning to enter the Lutheran teaching ministry or the public teaching profession. Students from Concordia University, Ann Arbor and other universities complete classroom field experience requirements for their educational program and partner with our experienced faculty to be mentored and coached. We also have the opportunity to assist and supervise older college students with their student teaching experience. We count these opportunities as blessings and enjoy our partnership with Concordia University's School of Education.

School Office

The school office is open from 8:00 a.m. to 3:30 p.m. Monday through Friday on all full school days. Please feel free to call with any questions or concerns during office hours. Please call the office if you would like to schedule an appointment with the principal. The office telephone number is (734) 665-0604.

Hours of Operation

Preschool	8:45am – 11:45am
Full Day Care	7:30am – 6:00pm
Grades K - 8	
Student Care Services	
Morning Session	7:00 – 8:00am
Afternoon Session	3:15 – 6:00pm
School Hours	
School Opens	8:00am
Classes Begin	8:15am
Dismissal	3:15pm
Half-day	8:15 – 11:30am

School doors will open at 8:00 a.m. Students who arrive before 7:45 a.m. must report to the Student Care Program, unless they are participating in a sponsored school function at that time. School begins at 8:15 a.m. and closes promptly at 3:15 p.m.

School Closings

If St. Paul needs to close due to an emergency such as inclement weather, there will be an announcement on the local television stations 2, 4 & 7. Radio stations WJR 760 AM & WWJ 950 AM will also carry the announcements. An announcement stating “**St. Paul Ann Arbor all sites**” are closed means that all school programs at the Earhart and Liberty campuses are closed. If possible, we will also post the announcement of school closing information on our school web page and send out an email to all families. We respect and support the parent’s decision regarding attendance on any inclement weather day, but we will remain open whenever possible to accommodate those families that can safely commute to school and work.

After School Pick-Up Procedure

After school pick-up lasts from 3:15-3:30pm.

- When you arrive, form one line of cars along the sidewalk and down the east end of the parking lot.
- Students will be loaded along the entire length of the sidewalk in front of the Middle School wing.
- Pull as far forward as you can, even if it means you cannot stop in front of your child. We will walk your child to you. We can load more cars at any one time when we leave no gaps.
- Please remind your child to be ready to quickly get into their car. If they are not ready, the teachers will ask you to either park or get in line again. Please be supportive and ask your child to be ready. If we wait for you, it will slow the whole process.
- The same procedure is used on rainy days except kindergarten students will be dismissed from the east portico (main entrance) and the rest of the students will be dismissed from the gym entrance.
- Please refrain from using cell phones for the safety of the students.

What do I do if I do not want to wait in the car line?

- You may park in the lot and walk across to get your child. Please cross only at the crosswalk. There are crosswalks in front of the office entrance and in front of the Crusader Gym entrance.
- Please do not let your child walk ahead of you in the parking lot, even if they are in Middle School.

- Please notify the school office in advance when someone other than a parent or authorized person, is picking up the student. Students will be released only to those people so authorized by you as noted on our records.

Attendance

Attendance is taken in each room at 8:15 a.m. Parents should notify the school office at (734) 665 - 8822 by 9:00 a.m. on the day of the student's absence. An automated voice mail system will take your message. The school office will forward the information to the student's teacher. Students who miss the school day due to illness will not be allowed to participate in school activities on the day of the absence. Students must be present for an academic half-day following the lunch hour to be eligible for extracurricular activities - practice or play - on that day. An excuse issued by a medical professional will waive this requirement.

Absences

After 10:00 a.m. and before noon, the student is absent for the morning session or 1/2 day

- If the student leaves for the day after 12:00 p.m., they are absent 1/2 day.
- When a student is absent from school, a parent must call the school and explain the cause of absence.
- If a student is absent three (3) consecutive days without a valid excuse, the student is truant.
- School-sponsored events such as field trips are considered regular school days and students are expected to attend.
- Work missed when one is absent due to illness is to be made up within a reasonable time following a student's return to school. "Reasonable" is normally understood to mean within the same number of days as the sickness lasted. Special circumstances will be considered, however, especially if the absence exceeds three days.
- Please contact your child's teacher to arrange for assignments.

Planned Absences

If you choose to take your child out of school for a vacation during the school year, please make prior arrangements with your child's teacher for missed schoolwork.

Excessive Absences

St. Paul reserves the right to review student enrollment and grade placement based on absences at any time. If a student reaches 20 absences during any school calendar year, their academic and attendance record will be reviewed by the administration of the school to determine the best course of action regarding grade placement for the following year and enrollment status.

Medical Appointments

Whenever possible, parents are urged to arrange dental and doctor appointments so as not to interfere with the student's school day. However, when such scheduling is not possible, we ask that you notify the student's teacher in advance of the appointment.

Leaving School

If your child needs to leave the campus during the school day for an appointment, please contact the school office or send a note to your child's teacher stating the date and time you will pick him/her up from the school office. The student will be waiting in the office for the adult to arrive. The parent (or responsible adult) needs to come into the office and sign out the child. When returning, please accompany the child to the office, sign them in and the child will be sent to his/her class.

Tardiness

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. We believe it is of vital importance that students are in their classrooms ready to learn at the start

of the school day and beginning of each class period. Being punctual is an important life skill. Students arriving to their homeroom after 8:15 a.m. are late to the beginning of the day and must sign in at the office. A note explaining the tardy is beneficial. If your child has a planned tardy to school, please contact the office before 9:00 a.m. to let us know they will be in later that day. The only excusable tardy is for medical, dental, or other approved educational appointments.

We also believe in letting the natural consequences of an action be a motivation for a change in behavior. If a child is late to school, the natural consequence is missing any work that is handed out or graded during the time the student is not present. Teachers may not give academic credit to work that a student missed because of their tardiness to class/school. Exceptions may be made for family emergencies, medical appointments, or other approved educational service appointments with a note signed by the responsible person. Continued tardiness will be addressed on an individual basis.

Church Attendance

God speaks to us in Scripture and says: "Remember the Sabbath day to keep it holy." Exodus 20:8. In keeping with God's command, it is the duty and privilege of every Christian to regularly attend church services.

Communication

The main methods of communication are through the St. Paul Beacon, our weekly emailed school newsletter, website, Facebook, & Twitter. Items of interest are posted on the website and on the social media accounts regularly. The Beacon is e-mailed on or before the first school day of each week. The Beacon is a vital source of information from the school to the family. Please take the time to read the newsletter. This will help to synchronize the school community and your family so that we will be better equipped to partner with you in educating your child.

TADS is our Internet school portal for students in grades K-8 that helps parents view up-to-date student grades. Parents will be instructed as to the proper sign-in procedure so that they can have access to their child's information. Teachers post assignments and general classroom information on the classroom page of TADS. Progress reports and report cards are viewed through TADS. The annual final report card will be mailed to the family home at the end of the school year after all accounts have been paid in full.

It is imperative that the school office has current information about each student. Please make sure to inform the school office of any changes in your personal information.

Parent and teacher conferences are held at the end of the first quarter of the school year and are essential touch points for reviewing student progress. All parents are expected to attend. In addition, parents may contact teachers via email or phone. Teachers are available after 3:30 p.m., or you may call the office and leave a message. All teachers have a telephone with voicemail in their individual classroom. The teacher will return calls as soon as is possible after the close of the school day. Generally, classroom sessions will not be interrupted except in case of emergency.

It is always our intent to have open and honest communication with parents. If questions or an issue arises, we ask that the following procedures, based on Matthew 18, be followed:

- Contact the person directly involved with the question or concern. It will, in most cases, bring clarity to the question or concern.
- If the question or concern has been discussed with the immediate party and resolution has not taken place, contact the principal.
- If, after the question or concern has been discussed with the principal and immediate party and resolution still hasn't occurred, the issue, it may be taken to the Board of Christian Education where they will consider the matter. The decision of the Board is final.

Parent Teacher Conferences

Parent teacher communication is essential to establishing the appropriate educational setting for the student. Through such conferences the parent and teacher establish a partnership to assist the student in the educational process. Through such conferences, the parent is made aware of the progress being made by the student in the various areas of the child's development. Required conferences are held at the end of the first quarter, but either the parent or teacher may request additional conferences. A spring conference, after the third quarter, may be also be utilized if considered necessary. Parents are encouraged to contact the teacher as needed.

School Directory

Our St. Paul Family Directory is published at the beginning of each school year. The directory is distributed to the parents, teacher and staff of St. Paul and is intended for their private use only. The use of the directory for business purposes, or for telephone or mail solicitation is forbidden

Student Health

The county health department provides regularly scheduled hearing and vision tests for our students. Basic health service is available through the teacher and/or the school office. Parents will be notified when the situation warrants. Each student must have a completed emergency contact information form on file in the school office.

Under provisions of Michigan Law, all students enrolling for the first time in or transferring to a Michigan school must have a record of having been adequately immunized against diphtheria, whooping cough, tetanus, polio, measles, rubella, and mumps. Parents must submit a record to the school regarding the immunization status of their child. If, for religious or philosophical reasons, parents do not wish their child to be vaccinated, a signed waiver must be on file in the school office.

Administration of Medications

Students are not permitted to have prescription or nonprescription medication in the school unless the following guidelines are observed.

Prescription Medication

- A request to administer medication must be submitted to the office in writing and signed by the student's parent or guardian.
- The request must include the medication's prescription including any special instructions for administration, and the prescribing physician's name.
- All medication must be in its original container.
- A school staff member, in the presence of another adult, must administer the medication.
- Unless special arrangements are made, it is the student's responsibility to report to the teacher at the time medication is to be taken.
- Michigan law allows students to keep inhalers with them at all times.
- The office staff will keep a written record of all medications administered.

Nonprescription Medication

Nonprescription medication, while not prohibited, is generally discouraged. However, nonprescription medication may be administered in the school according to the following guidelines.

- The request to administer nonprescription medication, along with instructions for the administration, must be in writing and signed by the student's parent/guardian.
- Medication must be in its original container.
- Nonprescription medication must be kept in the school office for administration.
- Unless special arrangements are made, it is the student's responsibility to request permission to report to the school office at the time medication is to be taken.

- The office staff will keep a written log of all nonprescription medication administered.
- Cough drops should be in their original container and may be given to the classroom teacher to be administered.

Building and Property Care

Students are expected to treat property with care and respect. Students are held responsible for any intentional or accidental damage to school property. Textbooks become the student's responsibility when issued at the beginning of the year. Normal wear is expected; unnecessary wear and damage will result in the student being charged the replacement cost of the book.

Building Security

We are concerned for the safety of our children, and in their interest, the outer doors of the buildings are locked during the school day. If you arrive after 8:15 a.m., the building will be locked. In that circumstance, you must push the button at the door and request permission to enter the building. You will be asked to sign in at the school office and you will be asked to wear an identification tag during your visit.

General School Rules and Procedures

- Walk at all times while in the building.
- Speak quietly and respectfully to fellow students and staff.
- Leave all gum at home.
- Treat other students in a respectful and positive manner.
- Ask for the teacher's permission before leaving any classroom.
- Keep school facilities and grounds neat and clean.
- Students must demonstrate respect for the opposite sex and observe all students' personal space in the school building or grounds. (No holding hands, arm around opposite sex, sitting close, etc.)

Discipline

Proverbs 22:6 says, "*Train up a child in the way they should go.*" St. Paul Lutheran School attempts to follow these words from Scripture in our school discipline. We do not view discipline as punishment, but rather as a means of teaching self-control, responsibility, cooperation, and respect. Our faculty and staff interact with students in accordance with the teachings of Jesus Christ. We encourage actions that are necessary for positive growth, redirect negative behavior where it is necessary, and ultimately, attempt to stop unacceptable behaviors that interfere with the learning process. Our goal is to lead children to understand that a love of the Lord is the first priority in life, a love for one another as brothers and sisters in Christ as we serve and respect individuals' rights follows, and loving and respecting oneself as God's child is third.

We commit ourselves to a cooperative effort with parents and children to provide an atmosphere that is God-pleasing. Characteristics of such an atmosphere include the following:

- Students who demonstrate their faith in Christ through words and actions.
- Students who exhibit pride in their school, their own learning and accomplishments, and the accomplishments of their schoolmates.
- Students who respect their teachers, staff, parents, fellow students, school, and themselves.
- Students who know and obey the rules and decisions of those in authority.
- Students who are accountable for their own actions and realize that with privileges there are always responsibilities.

Promoting positive behavior in our students follows four distinct stages:

Redirection

The teacher, guided by God's Word, accomplishes the enforcement of discipline. Classroom teachers will take measures to ensure that the classroom environment remains positive and educational. In most cases, a word of counsel from the teacher to the student sufficiently corrects the problem.

Parent Contact

If a teacher cannot obtain acceptable conduct and cooperation from a student, the teacher will contact the parent(s) of the student(s). The most important outgrowth of the discipline plan is the understanding that both the parent and the teacher have a mutual interest, namely, the success of the child. Ongoing communication between the parent and the teacher can help guide the child through a successful school year.

Referral

If the problem remains unresolved, the student is referred to the principal. The principal will work toward an understanding and resolution, and the student will be returned to class as soon as possible. The principal may gather information and work with teachers, parents of the student, and other faculty or staff members as needed to create strategies to ensure the student's success. This may result in logical consequences including, but not limited to, some form of further conference, apology, rectification of damages, behavior contract, suspension, or an alternatives thereof.

Consultation

If the problem continues, or if a serious problem arises requiring immediate suspension from the school, a consultation of the student, parent(s), and school administrator(s) is required. The student's return to school will be determined as a result of the consultation process. The conditions of the probationary return will be outlined upon return. If the problem still continues, the principal may expel the child from school.

In the case of flagrant misbehavior, the school principal may begin the process at any level, including expulsion. Parents will have the right to appeal such an action to the Board of Education and may ask for a hearing by the Board.

Finally, the school will *not* use corporal punishment on a student for any misbehavior.

Abuse/Harassment Policy

The policy of St. Paul is to maintain the learning and working environment free from threats of violence. St. Paul Lutheran School is designated as a smoke free, drug free, weapon free zone. Any form of illegal discrimination, harassment, or physical abuse by a student, faculty member, staff member, or volunteer is contrary to the policies of St. Paul and is subject to appropriate disciplinary action. The disciplinary action could include suspension or expulsion from, or termination of employment from, the school. St. Paul will treat allegations of harassment, threats of violence, or physical abuse seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion. Persons found to have made false or frivolous charges will also be subject to disciplinary action.

Harassment or abuse occurs when an individual is subjected to treatment or an environment that is generally acknowledged to be recognizable as hostile or intimidating to a reasonable individual. Harassment or abuse can occur anytime during school or work related activities. It includes, but is not limited to, any or all of the following:

- Verbal Harassment: Derogatory comments and jokes with the intent to intimidate, embarrass, harm or threaten another, or obscene words spoken to and directed at another person. Racial and/or personal comments.
- Social Harassment: Being specifically excluded from activities, extraordinary pressure to conform, rumor spreading.
- Physical Harassment: Unwanted and inappropriate physical touching, contact, assault; movements

deliberately impeding, blocking, or interfering with another; or any unreasonable and inappropriate intimidating interference with an individual's normal work, position, or movement. Destroying, stealing and/or extortion of property.

- Visual Harassment: Publicly displaying or making obscene gestures with the intent to embarrass; derogatory, demeaning, or inflammatory posters, cartoons, written words, or drawings.
- Sexual Harassment: Repeated and/or inappropriate or improper and unwelcome sexual advances, requests for sexual favors, inappropriate and/or other unwelcome verbal or physical conduct of a sexual nature, or a circumstance where an individual misuses a position of authority to obtain inappropriate sexual advantage or conduct of a subordinate or one under an individual's supervision, authority, or tutelage.
- Physical Abuse: Includes using or threatening to use physical force or objects to inflict bodily harm on another person.

Instances of abuse or harassment at St. Paul are handled with maximum regard for the confidentiality and protection of all persons involved. This process is activated at the request of the complainant. In the case of students, this process may be initiated at the request of the parents.

Complaint Procedure

Grievances will be addressed in a fair and Christian manner in an attempt to reconcile. Those who believe they have been a victim of any type of abuse should discuss the offensive behavior with the offending party, in accordance with Matthew 18:15-21. If this procedure is not successful, the complainant should then meet with the appropriate administrator. The complaint should be directed as follows: If the complainant is on the staff of St. Paul, a student at St. Paul, or the parent of a student at St. Paul, the complainant will meet with the school principal. If the complaint is against the Principal of St. Paul, the complainant shall be referred to the chair of the Board of Education.

Any employee, student, or agent of St. Paul Lutheran School who participates in any kind of abuse or harassment of a student or another employee is subject to disciplinary action including but not limited to verbal warnings, letters of reprimand, transfer, reassignment, suspension without pay, and/or dismissal.

Any student at St. Paul who engages in any kind of abuse or harassment of another student or staff member is subject to disciplinary action including verbal warnings, reprimands, counseling, suspension, and/or expulsion.

The administrator involved will offer support, provide referral information, answer questions about school/church policies, and explain the options open to the complainant. At any time during this process, resolution may be achieved by the administrator meeting with the accused individually, by meeting with the complainant and the accused together, or by meeting with the two parties and another mediator.

If the complaint is not resolved by actions taken above, complainants may appeal in writing to the chair of the Board of Education. The complaint will be heard by the chair of the Board of Education. The chair may involve other members of the Board to assist in the process of reaching a resolution. This committee/Board will issue the final decision.

If the violation warrants involvement of law enforcement authorities, the complainant or appropriate administrator may contact law enforcement authorities.

Conflict Resolution

Our conflict resolution policy is based upon Matthew 18:15-17.

- Conflict between parent and faculty/staff member
- When a conflict between a parent and a faculty/staff member arises:
 - The involved parties will have a minimum of two face-to-face meetings.
 - If the conflict remains unresolved, the parent, faculty/staff member, and principal will have a

face-to-face meeting.

- o If the conflict remains unresolved, the parent and principal will have a face-to-face meeting.
- o After the above meetings, if the parent deems the resolution of the conflict unsatisfactory, or if the conflict is still not resolved:
 - The parent may file a written complaint with the Board of Education (Board).
 - The faculty/staff member involved may file a written response to the complaint.
 - The Board will review the written documents.
- o If the Board believes the resolution was satisfactory, it will issue a written response to the parent.
- o If the Board believes the resolution was not satisfactory, or if there was no resolution, the Board will meet with the parent and the faculty/staff member individually as follows:
 - Each party will be given fifteen minutes to summarize the conflict.
 - After each side has been heard, the Board will devise a resolution.
 - This resolution will be final.
- Conflict between parent and principal
- When a conflict between a parent and the principal arises:
 - o The involved parties will have a minimum of two face-to-face meetings.
 - o If the conflict remains unresolved or the parent deems the resolution unsatisfactory:
 - The parent may file a written complaint with the Board.
 - The principal may file a written response to the complaint.
 - The Board will review the written documents.
 - o If the Board believes the resolution was satisfactory, it will issue a written response to the parent.
 - o If the Board believes the resolution was not satisfactory, or if the conflict was not resolved, the Board will meet with the parent and the principal individually as follows:
 - Each party will be given fifteen minutes to summarize the conflict.
 - After each side has been heard, the Board will devise a resolution.
 - This resolution will be final.
 -

Notice of Racial Non-Discrimination

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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, and athletic and other school administered programs. St. Paul Lutheran School cherishes its right and duty to seek and retain students who will make a positive contribution to its religious character, goals, and mission in order to enhance its Lutheran, Christian tradition.

Child Abuse/Neglect - Reporting Obligations

In accordance with St. Paul Lutheran School and Michigan State, school staff is obligated under penalty to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Legal Guardianship Matters

In matters concerning legal guardianship, parents must complete a parent information form that includes the following information. This form is available from the school office.

- Name of enrolling parent; type of legal action affecting family.
- Name of each enrolling parent's children subject to a Court Order as a result of the action affecting the

family.

- Identity and location of the Court having jurisdiction over the action affecting the family.
- A copy of the current Court Order dealing with child custody or visitation rights as a result of the action affecting the family including all restrictions of privileges of parents/guardians.
- Name, current address, home telephone and work telephone number of the other party to the action affecting the family.

Lunch Program and Procedure

St. Paul offers a complete hot lunch program that participates in the federal school lunch program. Participation is by the full week only, with the exception of Kid's Special (see below). Menus are published monthly and distributed with the school newsletter. Students are served a nutritious meal consisting of protein, fruit, vegetable, bread, & 1% chocolate or white milk. Specific portions of various food groups are served each day, which meet the requirements of the Federal School Lunch Program. Students have the option of participating in this program or bringing a packed lunch from home.

Kids Special

Students may choose to buy lunch on the last day of the school week only. This is called "Kids Special" and was established to encourage students who normally bring cold lunch to try the school lunch. This lunch usually consists of "child-friendly" foods such as hamburgers, chicken patties, hot dogs, etc. Students should inform their teacher of their intention to participate in the Kids Special.

Lunch Charges

Lunch and milk charges are included on your monthly school bill.

Lunch Milk

Students may purchase a second milk with their hot lunch, or if the student takes cold lunch, they may purchase milk only.

Free and Reduced Meals

Lunch can be provided free or at the reduced rate of ~\$0.90 per day for students of families that qualify. Kindergarten milk also can be provided free for eligible families. Information on this program is available at the school office. Please note that snack milk does not qualify for this program.

Credit for Absences

Credit for lunch and snack milk absences will be given on your monthly account.

Second Helpings

An extra helping of the main entrée offered may be purchased any day of the week. Students should inform their teacher when they wish to purchase second helpings. The students' accounts will be billed accordingly.

Lunch/Milk Fees

Hot Lunch (Gr. K-8)	\$2.80 per day per student
Second Helpings (Gr. K-8)	\$1.00 per helping per day
Milk	\$0.60 per day
Half day Kindergarten Milk	\$40.00 per year

Parents will be billed monthly for lunch charges. All fees must be paid in full each month in order to continue participation in the Lunch Program.

Claims regarding Civil Rights infractions may be filed directly to:

USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., SW, Washington, D.C. 20250-9410.

Tuition and Fees

Kindergarten through Eighth Grade

Tuition for the 2016/17 school year is approximately \$7,800. In an effort to provide more children the opportunity for Christian education, St. Paul Lutheran Church will award a \$500 Founders Scholarship to all students, regardless of church affiliation. In addition, further church partner scholarships and multi-sibling discounts are available to qualifying families. See Appendix I or contact the school office for more information.

Payment of Tuition & Fees

Payment of the established school tuition is to be made on a schedule of ten equal monthly payments. The first payment is to be made by the 20th of August, and subsequent monthly payments are due on the 20th of the month (September through May inclusive). Whenever possible the Board of Education encourages that advance payments be made (i.e. annually, semiannually). Statements will be sent to you via TADS 5th of each month. If an account is in arrears, the principal's office will call the parent/guardian at home with a reminder. If no response is given, a phone call to the parent workplace will be made. It is the parent's/guardian's responsibility to inform the school office of how the balance will be paid. Failure to respond may result in the account being sent to a collection agency.

Note: Students whose accounts are not paid in full by the end of the school year will not be re-enrolled until such time as their account balance is paid. To insure a spot for the student for the following year, it is required that the person responsible for the student's account notify the principal of any extenuating circumstances and work out a payment schedule.

Tuition Assistance Program

Occasionally families experience financial hardship. When families are unable to meet their obligations to the school, they are encouraged to contact the school office. Tuition Assistance may be provided by the Board of Education. Applicants must complete the Financial Aid application in TADS for consideration. Each application will be approved or rejected by the Tuition Assistance Committee. Tuition assistance will be awarded to the extent of availability of funds donated to the school for this purpose.

Music Programs

Students in Kindergarten – 4th grade are taught a general music curriculum and beginning choir techniques. The students participate in worship opportunities and on alternating years perform a musical production. In order to prepare students for instrumental instruction and band experience, recorder instruction is provided in conjunction with classroom music in 3rd and 4th grade. Students in these grades will be billed through the school office for their recorders and instruction books.

Students in 5th and 6th grade will participate in the school choir. 5th grade students will participate in beginning band. 6th grade students may choose to participate in advanced band. Students in 7th and 8th grade may participate in the school choir and/or advanced band. To help cover the cost of music, instrument repair and supplies, a music fee of \$15 per program will be billed to the accounts of students in 7th and 8th grade who choose a music elective.

Athletic Program

St. Paul is part of the Ann Arbor Independent Athletic Association (AAIAA). This allows us to be part of a league with other area Christian and private schools, to participate in league tournaments and to establish sports schedules for the year, giving us the opportunity to interact and to witness Christ's love to other schools. When possible we will still continue to participate with other Lutheran Schools as we have in the past.

Developmental Interscholastic Athletics

St. Paul Lutheran School offers competition in the following developmental sports:

Fall Sports

5th/6th Girls' Volleyball

Winter Sports

5th/6th Boys' Basketball

5th/6th Girls' Basketball

5th/6th Girls' Cheerleading

Playing Time

St. Paul developmental teams are instructional teams, with the emphasis being placed on individual fundamentals and skill development. Coaches are encouraged to allow each individual team member a comparable chance to participate in games and scrimmages.

Competitive Interscholastic Athletics

St. Paul Lutheran School offers competition in the following competitive sports:

Fall Sports

7th/8th Girls' Volleyball

4th - 8th Coed Cross Country

Winter Sports

7th/8th Boys' Basketball

7th/8th Girls' Cheerleading

7th/8th Girls' Basketball

Spring Sports

4th - 8th Coed Track and Field

Playing Time

St. Paul competitive teams are involved in interscholastic competition. Our competitive teams are not recreational teams guaranteeing equal playing time. Playing time, which involves both games and valuable practices, is left to the discretion of the coaches and may be determined by a variety of factors including attitude, cooperation, work ethic, skill and knowledge level, and contest situation. It is the goal of St. Paul to involve all team members while remaining competitive. Coaches are acutely aware that they are involved in building the skill level and self-confidence of each individual member of their teams.

Library

Students and parents will have opportunities to withdraw books from the library. Please help to see that these books are returned promptly. Notices are sent home for all overdue books. Fees are charged for overdue and lost books. These fees appear on your monthly statement. Parent resources are also available and may be checked out from the library.

Field Trips

As part of the educational experience at St. Paul, students have the opportunity to participate in various field trips throughout the year. Information will be sent home prior to each field trip. When possible, parents are encouraged to participate in and provide transportation for field trips with their child's class.

Michigan law requires that children under 8 years of age or under 4'9" must use a booster seat. Parents must provide a booster seat for their child to be transported on a field trip if they do not meet the age or height requirements. The following rules apply to drivers when transporting children from St. Paul Lutheran School.

- Possess a valid U.S. driver's license.
- Have current auto insurance on the vehicle used to transport students.
- Understand that in case of any type of accident, injury, or vehicle damage, St. Paul School does not provide any liability or physical damage insurance on the vehicle.
- Ensure all students riding in the vehicle will be secured with individual working seatbelts. Students may not be double belted.
- Believe their vehicle is in safe operating condition.
- Carefully transport students under their care, including obeying all traffic laws.
- Be cleared through the State of Michigan Central Registry.

Standards of Dress

St. Paul Lutheran School is uniquely set apart as a Christian school, and as such, expects and enforces discipline and respect among its school community as we all seek to become more effective disciples for Christ. Our environment of discipline and respect is expressed in the Uniform Standard of Dress.

We believe that our policy is one that contributes to:

- A more positive school climate, with a focus on academics.
- Increased achievement, high levels of preparedness, respectful behavior and conformity to organizational goals.
- A feeling of community among all our students.
- An individual ability to let one's personality shine through without the distraction of clothing.

Therefore, the following Uniform Standard of Dress will be enforced at St. Paul:

Clothing will be modest and sized appropriately. Clothing will not be too tight, too loose or too revealing.

Pants

Color Navy Blue, Black and Khaki
Fit & Style Pants must be worn at the waist. Belt is optional. *(No cargo or corduroy)*

Shorts & Skorts

Shorts and Skorts are permitted all year.
Color Navy Blue, Black and Khaki (No Plaid)
Fit & Style Shorts must be worn at the waist. Belt is optional. They should be longer than the student's fingertips when arms are fully extended or no more than 4 inches above the knee ~ whichever is longer. They should not extend below the knee. If the length of the student's shorts is in question, we will measure by having the student kneel on the floor and measure up from the floor to the bottom of the shorts. This measurement may not exceed 4 inches. *(No cargo or corduroy)*

Skirts, Jumpers and Polo Dresses

Color Navy Blue, Black and Khaki (No Plaid)
Fit & Style Must be 2 inches above the knee or longer. The same method for measuring shorts will be used to measure skirts and jumpers. *(No cargo or corduroy)* A polo dress may be any solid color, should be polo in style (not a shirt dress), with a proper sleeve (not a cap sleeve), solid color and proper length and fit (modest).

Shirts

Color Any solid color is acceptable. Contrasting trim and brand logos are not allowed.
Fit & Style Polo Shirts and turtlenecks/mock-turtlenecks only. Shirts may be tucked or not. Shirts may be long or short sleeved. Layering: solid t-shirts or tanks may be worn under dress code shirts for warmth or modesty needs. Long sleeved shirts under short-sleeved shirts are not allowed. Sleeves may not be rolled up to show a contrasting shirt underneath. Only the official St. Paul logo may appear on the shirt.

Sweaters

Color Any solid color is acceptable. Contrasting trim or brand logos are not allowed.
Fit & Style Sweatshirts and sweaters with hoods are not allowed.

Socks & Shoes

Socks must be worn at all times. Shoes must be no more than 2 inches above the ankle. Heels and platform shoes may not be higher than 2 inches. Shoes must have a heel strap and must be worn with socks or hose. No light up shoes. Girls may wear any color leggings under a skirt or polo dress.

Jewelry

Jewelry should be conservative and not distracting. Body piercing is limited to

ears. Temporary or permanent tattoos may not be visible. Make-up should be used conservatively.

St. Paul reserves the right to address any “fashion trends” that present themselves during the school year to decide if they are acceptable. If you have any questions concerning fit, style, or a specific article of clothing, we suggest you contact the school office for clarification.

You may purchase your clothing wherever you choose, but it should be clothing that is intended for school uniforms and should be of the same “uniform style” and material that appears in the Schoolbelles buying guide specifically created for St. Paul School. The buying guide is available from the school office or you may visit www.schoolbelles.com and use our school code “S2390”. Only the items listed under the St. Paul School Code have been approved and meet the requirements of our standard of dress.

Consequences for Uniform Infractions

“Out of uniform” is described as any missing or inappropriate items, styles, or type of apparel that does not appear in the section describing the grade appropriate uniform. Consequences for infractions (depending on severity) include, but are not limited to, a reminder from the classroom teacher or a phone call home for appropriate clothing to be brought to the school.

Physical Education Uniform

St. Paul School requires that a gym uniform be worn for all physical education classes for students in grades 6, 7 & 8. The P.E. uniform (shorts and shirt) are available from the school and will be billed to the student’s account. P.E. shirts and shorts shall be labeled with the student’s name for identification purposes. Clothing should be washed each week.

Boys and girls in grades K-8 are required to have clean gym shoes with non-marking soles.

Student Phone Calls, Cell Phones and Electronic Devices

Students may use the office phone if they are ill or an emergency arises. Students may have a cell phone on campus for use before and after school, but it must remain turned off and stowed in the student’s locker or backpack during the school day.

Other electronic devices may be used with permission and at the teacher’s direction. Such electronic devices include, but are not limited to iPods, iPads, tablets, portable music players, PDA’s, and hand-held electronic games. Items confiscated due to misuse may be picked up from the teacher or school office after school and additional consequences may apply.

Generally audio/video recording during school hours is not to be done by students or parents. A teacher or administrator may grant permission for such audio/video recording in special circumstances. We realize that audio/video recordings will occur during events such as athletic events, musicals and the like.

Valuables

Valuables should not be brought to school. This includes such items as large sums of money, jewelry and significant keepsakes. Distracting items are subject to confiscation by the teacher. Purses and other valuable items should not be left unattended at any time. St. Paul Lutheran School is not responsible for lost or stolen valuables.

Lost and Found

All lost and found items are put into the lost and found container located near the school office. A second container is located in the Crusader Gym lobby. The owner may recover any lost items before or after school.

At certain times of the year, after a published warning, all unclaimed items will be donated to a charity.

Use of Student Photos/Videos - Request for Exclusion

Photographs or videos taken by school approved photographers or videographers of students enrolled at St. Paul Lutheran School during the current school year may be used by St. Paul Lutheran School in marketing the school on the school website, in local newspaper and other print advertising, and in promotional materials published by St. Paul Lutheran School. Photographs and or videos shall be the property of St. Paul Lutheran School, which has the right to duplicate, reproduce and utilize, as St. Paul Lutheran School deems necessary. Parents may elect to exclude their children's pictures or recordings from being utilized in marketing efforts by the school by requesting exclusion through the exclusion form found in the school office. A copy of this form can be found on page 28 in the Appendix of this handbook.

Parent Teacher League

The Parent-Teacher League is organized to provide opportunities for parents to become better acquainted with the teachers and the school. The PTL's primary function is to support the teachers, provide and support school activities and raise funds for the school. Family fellowship and fundraising events such as the St. Paul School Auction, the Fun Run, and the Book Fair are examples of the events sponsored by the PTL. It strives to provide funds for new programs and facilities that improve the education and educational setting for the students. All parents of students enrolled in St. Paul School are automatically members of the PTL. Each family is assessed a non-refundable annual membership fee (\$50.00) that is assessed as part of the registration fee. Times and dates of PTL meetings and activities will be published in the Beacon.

St. Paul Traditions

The following information lists many different functions, events, and programs that have become traditions at St. Paul Lutheran School. We encourage you and your family to participate in all of these activities as they involve your children. We have attempted to provide a clear and detailed description of each tradition. Please feel free to talk with your child's teacher if you have any questions.

Fund-raising events

Each year the PTL hosts fund-raising projects, which may include an auction, fun run, or another event determined by the PTL Board and the school staff. The funds raised are used for various items needed by the school.

Birthday Book Club

We encourage the donation of library books on birthday anniversaries for those students whose families wish to do so. A donation made to the library will enable the library to purchase an age appropriate book in the student's name. The librarian will bring a birthday treat to the classroom for the student and read a selection from the purchased book to the class.

Chapel Services

Chapel services are held weekly each Wednesday. Parents and guests are welcome to attend. Each class has an opportunity to develop and lead a service. Please check the school newsletter for information each week.

Christmas Service

The students of the school present a service to commemorate the birth of our Savior. The time, date, and place will be announced in the school newsletter and will appear on the school calendar.

Curriculum Enrichment Day

All of the students are able to observe and participate in extracurricular demonstrations which may include science, social studies, fine arts, or history. Parents, teachers, Concordia University students, and other professionals volunteer their time and equipment to come and become our "experts" on this day.

Eighth Grade Graduation/Reception

The current 7th grade class hosts a reception honoring the 8th grade graduates following the graduation ceremony in June. Seventh grade families will be provided with information on their responsibilities

Eighth Grade Trip

The students, members of the faculty, and some parents take a trip to Washington D.C. in the spring of their 8th grade year. Students and parent chaperones are responsible for the complete cost of the trip, which is approximately \$800/person. The class has the option to hold fundraisers to help students/families offset the expense of the trip.

Field Day is an annual event for students at the end of the school year. All students participate in a fun-filled day with games and a sack lunch.

Geography Bee

The National Geographic Society sponsors the Geography Bee. Students in grades 4-8 compete for the school title. Finalists may compete in the state and national championships and become eligible for college scholarships.

Grandparents' Day

Students are encouraged to invite their grandparents or a special friend/relative to spend the day with them. A special day is planned for the guests to participate in.

Mission Offerings

In teaching proper stewardship of those blessings, which the Lord has given us, offerings will be taken at all chapel services held at the school. These monies and specifically requested items will be given to projects suggested by the chapel committee and the students under the teacher's' guidance. We ask parents to encourage students to give of their own funds. We hope that these projects will promote true Christian giving in the hearts of the students.

Music Concerts

Concerts take place each fall and spring in the Crusader Gym. The school choirs and advanced band perform in the fall. The spring concert includes performances by the 3rd and 4th grade recorder students, the school choirs and both bands. Students in grades K-4 usually present a Musical every other spring. Recital Day is held each spring for interested students to perform during the school day for their schoolmates.

Science Camp

Science Camp is a program for 5th grade students. The entire class, members of the faculty, and parent helpers spend 3 days at a camp in Michigan. The students stay in cabins and spend the days focusing on science activities, fellowship, and appreciation of the Lord's wonderful gifts. The cost of approximately \$200.00 is charged to the student's account.

Scouts

St. Paul Lutheran School is willing to sponsor Girl Scout, Brownie, and Cub Scout troops. Parents must take the initiative in organization and leadership. Information regarding meetings, etc. will appear in the school newsletter.

Volunteer Screening Policy and Procedure

Policy Statement:

All volunteers who work with children at St. Paul Lutheran School must comply with the screening. This policy includes, but is not limited to, a background check on the applicant.

Purpose:

It is the goal of St. Paul Lutheran School to provide:

- A safe environment for all children involved in any school sponsored program or activity.
- Comfortable working conditions for all employees and volunteers working with children.

Objectives:

- That all children be treated with courtesy, respect, and Christian love while attending the programs and activities of St. Paul Lutheran School.
- That the activities and programs of St. Paul Lutheran School are conducted in a safe and secure environment and the children are properly supervised while participating in these activities and programs.
- That volunteers and employees who work with children receive appropriate training to properly supervise and conduct the activities and programs, and respond to and report dangerous or inappropriate situations.

Volunteer Screening Requirements

St. Paul Lutheran School welcomes and encourages involvement from parents, grandparents, community members, businesses, community organizations, and representatives of other educational institutions. Certain processes must be completed prior to volunteering in your child's classroom. (All volunteers will be screened through the State of Michigan Central Registry).

- Submit to a criminal background check via the State of Michigan.
- During school hours, sign in on the school approved "Volunteer/Visitor sign-in sheet" in the main office, which includes a criminal disclosure.
- Volunteer drivers for field trips must have a current driver's license and provide proof of insurance

Volunteers are the responsibility of the immediate supervisor within the functional area (i.e. athletic director and coach, office help and secretary, classroom aide and teacher). It is expected that the duties and responsibilities of the volunteer activity be clearly communicated to the volunteer by the supervisor.

Guidelines for Volunteers:

- All volunteers must submit to the rules, recommendations, and requests of the immediate supervisor. The supervisor is ultimately responsible and must be allowed to use his/her experience to preclude any detrimental situations.
- Lights are to remain on and door windows are not to be covered. Should lights need to be turned off for a particular activity, the immediate supervisor will be notified in advance.
- All volunteers should use good judgment when needing to speak to a student. It is always preferable to have a second adult in the room when a one on one conversation is needed with a student.
- Topics, vocabulary and attire should not be used or worn which may portray a negative message to students or parents.
- Adult volunteers should not use alcohol during a scheduled activity or prior to the activity.
- Generally, physical contact is unnecessary, but if necessary (such as in a sport), volunteers should use good judgment. Capital punishment is not allowed.
- Volunteers will always act in a professional manner in dealing with students.
- If a volunteer believes that a student is in an unsafe or abusive home, he/she shall report it to the immediate supervisor.

Parent Commitment St. Paul Lutheran School

The commitment of St. Paul Lutheran School

The faculty and staff of St. Paul Lutheran School pledges to provide a Christian education for all of our students. Our goal is to help each student grow academically, emotionally, physically, socially, and spiritually. We encourage our students to develop a personal relationship with their Savior, integrating their faith in Jesus Christ into every aspect of their life. The faculty commits to partnering with parents to assist the student in developing their talents and abilities to their fullest extent.

The commitment of each family

Understanding that education works best when it is understood to be an extension of the home, St. Paul School asks that all families make the following commitments.

1. We understand and accept that St. Paul School incorporates Biblical principles throughout its curriculum.
2. We understand and accept that St. Paul School strives to assist each student in developing a proper understanding and use of the Bible.
3. We will use our time and talents in providing assistance to the school whenever possible.
4. We will make wise use of the financial resources that God has given us and will take care of any financial responsibilities to the school.
5. We will support the discipline program as outlined by the teacher and school.
6. We will expect our child(ren) to complete school assignments and we will provide help and support when needed.
7. We will avoid unnecessary absences or tardiness by encouraging and promoting the importance of regular school attendance.
8. We will actively participate in the Parent Teacher League.
9. We will review and understand the St. Paul Lutheran School Handbook.

By signing this commitment, I/we agree to abide by the policies and regulations of the School as described in the St. Paul Lutheran School Handbook and in communications from the School. I/we additionally agree to encourage my child(ren) to do the same.

Parents complete this when enrolling in TADS.

Student Care Services

Our goal is to provide each student with a Christ Centered Program offering a structured before and after school care environment. Our program is fully licensed through the Michigan Department of Human Services. The MDHS fully reviews our policy and procedures, staffing and physical plant to help assure the safety of each student. We welcome open communication from our school families. If you have any questions regarding our program, please feel free to call or email the program director, or schedule an appointment.

Hours of Operation

7:00 – 8:00 a.m. every scheduled school day in the Fine Arts Room.

3:15 – 6:00 p.m. every scheduled *full* day of school in the Fine Arts Room.

Note: Student Care is not available in the afternoon on half days of school.

Fees

Hourly \$4.25/hour/1st child; \$4.00/hour 2nd child; \$1.75/hour 3rd child; \$10 max/hour per family

Late Fee \$1.00/minute/child

Billing

There is a one-hour minimum billing rate for the first hour, or any part of it and then billing occurs in half hour increments. Parents will be billed monthly on their school statements. All charges for this service must be paid in full each month for continued participation in the Student Care Program. Parents are responsible for signing their child(ren) out each day. Failure to sign out will result in charges for the full three hours of afternoon student care.

Student Check In Procedure

Any student not picked up from school by 3:30 p.m., and any student arriving on campus before 7:45 a.m. will automatically be assigned to the student care program. Students who attend Student Care after school will check in at the Fine Arts Room. They are given a snack and participate in devotions. Students are then offered “structured free time”, where several different activities may be selected. Students may recess to the playground, weather permitting. Please send appropriate clothing for your child to wear outside. Students may also decide to work on an art project, play a board game, or complete homework assignments. At times, appropriate movies are available to watch.

Sign Out Procedure

A Parent/guardian must sign out their child(ren) each day. If your child is not signed out, you will be charged for the full three hours of after school care. It is the policy of St. Paul School that no student may be released from student care, unless it is to an authorized adult. Authorized adults include parent/guardian, persons listed on the student emergency card, staff representatives and coaches/leaders of St. Paul School Programs that students are a member of, or an adult that has written permission from the parent/guardian. Please note that we do not allow students to make phone calls during or after school to make arrangements with other students or families.

Student Placement

Our Student Care Program is established to supervise students, ages five through fourteen, before and after school. Because we have an early childhood care center at our school, we can separate the five-year-olds from the older students in our after school care program. Unless parents choose otherwise, the five-year-olds, primarily the Kindergarten students, attend the St. Paul Early Childhood Center after school care, and the first through eighth grade students go to the after school Student Care Program. At times, our first graders may be five for the first part of the year. The state licensing rules are more concerned with age than grade level, which requires more diligence affecting the transition from the early childhood program to the school Student Care Program.

Student Care Rules

General Rules

1. Respect the rights of others
2. Keep hands, feet and body from touching others
3. Speak respectfully to peers and adults
4. Follow directions given by staff members

Inside Procedures

1. Upon arrival, check in and select a station until snack time
2. All tables must be completely cleared before snack is given
3. After snack, throw away all garbage
4. Choose between playground, homework, project time or enrichment class

Outside Rules

1. Stay on the woodchip area of the playground, the black top play area or the grass by the building
2. Woodchips are to be left on the ground
3. Please go down the slides, not up them
4. No tackle games or wrestling
5. Follow all Playground Rules that apply during the school day

Discipline Procedures & Steps to Resolve Conflicts

1st offense: Verbal Warning

2nd offense: An age appropriate "time out"

3rd offense: Student will sit out until parent picks up student. Staff member will discuss the problems with parent. The student will not be allowed to come to Student Care the following day.

4th offense: Student Care Administrator will discuss with the Principal further disciplinary action, up to and including possible expulsion from the Student Care Program.

All discipline offenses will be logged in the Student Care Discipline Log Book for parents and staff members to discuss/explain. Parents are welcome each day to inquire about the behavior of their child.

Due Process: The following steps, to solve problems and resolve conflicts, will be used by staff in Student Care Services.

1. Approach calmly.
2. Acknowledge feelings. (You look angry/sad/upset)
3. Gather information. (What is happening here?)
4. Restate the problem. (You want the toy that Joe has?)
5. Ask for solutions and choose one together. (How would you like to solve this problem?)
6. Be prepared to give follow-up support. (You solved the problem!)

Student Placement Contract (For Reference)

The State of Michigan requires that all families attending St. Paul Lutheran School fill out and sign a student placement contract, whether or not they use our services.

This form is required by the state and must be filled out by all families even if you do not intend to use our student care program.

Student Placement Contract

St. Paul Lutheran School, 495 Earhart Rd., Ann Arbor, MI 48105

As of 8/30/16, the St. Paul Lutheran Student Care Services Program agrees to provide childcare for the following named children:

Name

Birthdate

Provisions agreed to by childcare provider:

Upon signing this agreement, the St. Paul Lutheran Student Care Services Program agrees to abide by the following provisions of the Michigan Administrative Code:

R 400.51006 Program

- 1. A center shall provide a program of daily activities and relationships that offers opportunities for the developmental growth of each child in the following areas:
 - a. Physical development, including large and small muscle.
 - b. Social development, including communication skills.
 - c. Emotional development, including positive self-concept.
 - d. Intellectual development.
- 2. A center shall permit parents to visit the program for the purpose of observing their children at all times.
- 3. Not applicable.
- 4. Not applicable.

R400.5102 Licensee

- 1. A licensee shall have the following administrative responsibilities regarding staff:
 - a. Develop and implement a written screening policy for all staff and volunteers, including parents who have contact with them.

BCAL-3900 Licensee

- 1. The center must maintain a licensing notebook of all licensing inspection reports (dated 5/27/11 and following), investigation reports and all related corrective action plans.
- 2. The notebook will be available to parents for review during regular business hours.
- 3. Licensing inspection and special investigation reports from the past two years are posted on the Bureau of Children and Adult licensing website at www.michigan.gov/michildcare.

Upon signing this agreement, the parent, legal guardian or responsible adult agrees to abide by the assertive discipline program outlined at the beginning of the 2012/2013 school year. In addition, you are declaring that you have been notified of the existence of a Licensing notebook at St Paul School and Early Childhood Center that contains the above information.

Parent, Legal Guardian or Responsible Adult

St. Paul Lutheran Student Care Services Program

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: Lori Lewis, Student Care
Services Administrator

Physical Health Parental Acknowledgement For School Age Programs

This acknowledges that my child(ren) named above who attend St. Paul Lutheran School, Ann Arbor, a school age program licensed and approved by the Division of Child Care Licensing, is in good health. Further, any health restrictions, allergies, medications taken by the child, or any other needs are noted below:

Signature of Parent/Guardian: _____

Date: _____

8-18-16

'Use of Student Photos/Videos - Request for Exclusion

For: St. Paul Lutheran School
495 Earhart Rd.
Ann Arbor, MI 48105

Photographs or videos taken of students enrolled at St. Paul Lutheran School during the current school year may be used by St. Paul Lutheran School on the school website, in local newspaper and other print advertising, and in promotional materials published by St. Paul Lutheran School.

Photographs and or videos shall be the property of St. Paul Lutheran School, which has the right to duplicate, reproduce and utilize, as St. Paul Lutheran School deems necessary.

Request that my child's picture, video or recording not be used. Please sign below and return to the school office

I request that my child's picture, video or recording not be used by St. Paul in marketing efforts, on social media, or in any form released to the public.

This form will be kept on file in the student's permanent record for only one year. Parents need to sign this request annually. Parents always have the right to update this at any time during the school year.

Parents complete this form when enrolling in TADS

Scope

This policy applies to all students and their use of technology at St. Paul Lutheran School. Technology includes campus computer or electronic data communication devices and their associated network or peripherals.

Policy Statement

St. Paul Lutheran School encourages the use of technology to promote teaching, learning, ministry, and administration. Students are responsible for their actions and activities while using technology. Inappropriate use of technology may result in disciplinary action as outlined below.

Policy Sections

A. Technology Access

1. Prior to student technology use The Computer Technology Policy Acknowledgement must be on file.
2. Direct supervision by a teacher, staff member, or authorized adult is required for all student technology use.
3. Internet access by students requires faculty or staff permission.
4. No access or participation in chat rooms or instant messaging without faculty or staff permission.

B. Appropriate Use

1. Technology shall be used constructively.
 - No harassing or degrading messages may be posted.
 - No posting of anonymous messages or personal communications without the original author's consent.
 - No bearing false witness or spreading rumors.
2. Students will respect the work of others.
 - No degrading, disrupting, removing, changing or tampering with equipment, software, or system performance. This includes knowingly infecting a computer system or file with a virus or malware.
 - No vandalizing the files of others.
 - No interfering with the work of another student.
3. Students will respect the privacy of others.
 - No attempting to "hack" into the computer system or files of others.
4. Technology may not be used to steal.
 - No violation of copyrights or other contracts.
 - No plagiarism.
 - No downloading, saving, or printing any "non-educational" files (music, video, etc.).
5. Students will request permission to use the resources or files of others.
6. Students may not use technology at St. Paul for their own financial or commercial gain.
7. Students' internet access must follow these guidelines:
 - Students may use the Internet to conduct research on "educationally appropriate" topics.

- Students may not access any site which breaks the Eighth Commandment, promotes violence or hatred against a person or a group of persons with regard to race, color, sex, religion, national origin, age, disability or handicap.
- No text, image, movie, or sound that contains obscene material or language that offends or degrades others will be allowed.
- Students may not access any site that promotes violence or destruction of property or provides knowledge of tools for such destruction.
- No personal information about a student may be released on the Internet. This includes full name, home telephone numbers, and addresses as well as information regarding the location of any student at any given time.
- If inappropriate material or content should appear on a computer screen the monitor should be immediately turned-off and the supervising adult notified.

C. Disciplinary Action is determined by St. Paul Lutheran School staff or administration in accordance with this policy and the related severity and frequency of the infraction.

Consequences of policy violation may include:

1. Loss of technology and/or internet privilege
2. Individual conference with student and parent(s)
3. Suspension from school

Policy Acknowledgement

I have read, understand, and reviewed the preceding policy with my child. The signatures below acknowledge my child's and my commitment to upholding the policy.

Parents complete this form when enrolling in TADS

Christian Sexuality Education

Request for Student Exclusion from Class

During the school year, all students at St. Paul have the opportunity to receive information in the area of Christian sexuality. While this instruction is primarily the responsibility of parents, as a Christian school we feel we should reinforce the teaching of parents and help children understand the differences and changes that occur in their bodies.

All students in grades K-8 receive age appropriate instruction from their teachers. Beginning in the 4th grade, male and female students receive this instruction separately. Parents may be invited to attend some of the sessions. We encourage you to discuss this matter with your child before this topic is covered at the school.

The resources used by the school place a Christian emphasis on this topic. Concordia Publishing House, the religious publishing company operated by the Lutheran Church-Missouri Synod, publishes most of the materials. The materials are age appropriate and presented from the Christian perspective. These materials are available in the library for review by parents prior to presentations. Please contact your child's teacher if you wish to review this material.

All students will receive this instruction unless you, as the parents, wish to have your child excluded from this instruction. In order to exercise this option of exclusion, please complete the form below.

_____ Yes, I received the information concerning the presentation of Christian sexuality materials and I would like for my child(ren) to be excluded from this instruction during the school year.

Parents complete this form when enrolling in TADS