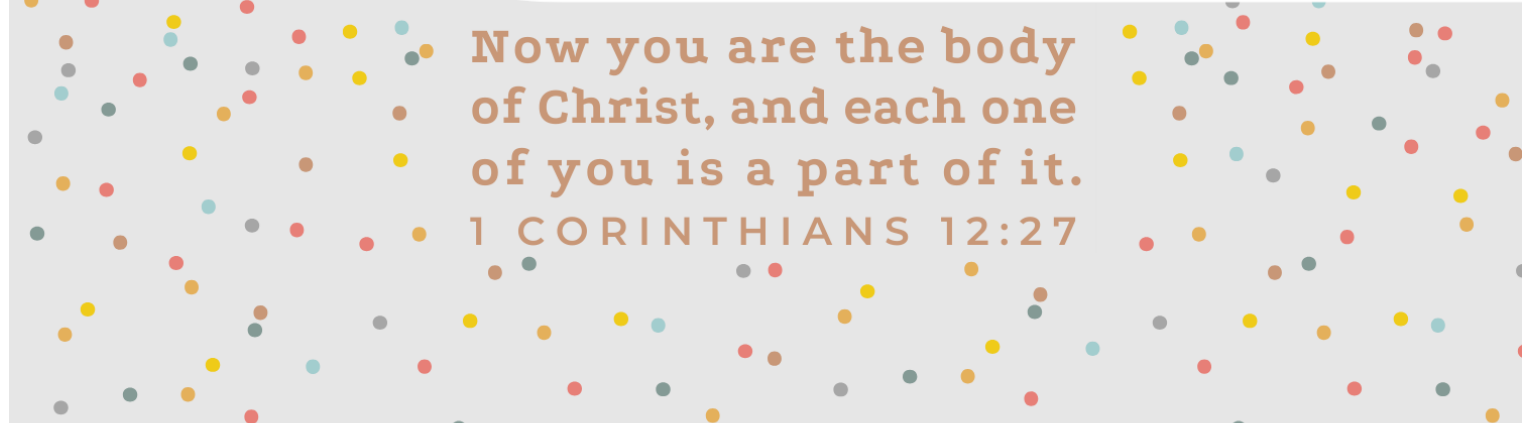


connected
IN CHRIST
ST. PAUL'S LUTHERAN SCHOOL



Now you are the body
of Christ, and each one
of you is a part of it.
1 CORINTHIANS 12:27



FAMILY HANDBOOK
ST. PAUL'S LUTHERAN SCHOOL
DES PERES, MO



2023-2024

School Mission Statement

"Strengthening the saved by equipping students to serve their neighbor and seek the lost."

School Theme

"Forward in Faith"

"I am sure of this, that He who began a good work in you will bring it to completion at the day of Jesus Christ." Philippians 1:6

ST. PAUL'S LUTHERAN SCHOOL

1300 North Ballas Road
Des Peres, MO 63131

Website: stplutherschool.org

Phone: 314.822.2771

Fax: 314.822.6574

FAMILY HANDBOOK TABLE OF CONTENTS

| | |
|--|-----------|
| Welcome Letter and School Theme | p. 4 |
| Mission, Vision, Purpose, and Core Values | pp. 5-6 |
| School History | pp. 7-8 |
| Congregation, School Programs and Curriculum Philosophy..... | pp. 8-13 |
| Faculty and Staff, Enrollment, Class Size and Assignments..... | p. 13 |
| Financial Support and Facilities | p. 14 |
| Responsibilities of the Home..... | pp. 15-16 |
| General Information and Policies (listed alphabetically) | pp. 17-53 |
| <u>Common References listed below</u> | |
| After School Care Programs..... | pp. 47-48 |
| Arrival/Dismissal | pp. 17-19 |
| Athletic Programs/Information..... | pp. 19-22 |
| Attendance, Cell Phone, Chapel, Closings..... | pp. 22-25 |
| Discipline Statement/Policies | pp. 26-34 |
| Dress Code for Standardized Dress | pp. 35-37 |
| Eligibility, Fees, Field Trips..... | pp. 38-40 |
| Forms, GPA, Grading Scale, Health..... | pp. 40-42 |
| Library, Lunch, PTL, Supervision, Telephone, Times..... | pp. 42-49 |
| Volunteerism, Wellness, Worship | pp. 49-53 |
| Contact Information..... | p. 54 |

Greetings, St. Paul's Families!

At the Closing Chapel service of the 22.23 school year, we unveiled our 23.24 school year theme, *Connected In Christ!* This theme is based on 1 Corinthians 12:27, *Now you are the body of Christ and each one of you is a part of it.*

I love this portion of scripture! The verses prior to this remind us how different body parts have different functions yet all of these parts and functions are important and necessary for the body to perform as God created it. This was a portion of scripture I would often use when I coached volleyball teams as it relates to how important it is for each team member to fulfill their role as they are all equally important to the success of the team.

This passage relates to all of us at St. Paul's too! Whether we are a student, parent, grand parent, teacher, pastor, staff member, alum or congregation member, we all play an important role in the "body" of St. Paul's Lutheran. Together we are "devoted followers of Jesus Christ, passionate about sharing the Gospel in word and deed." As we each fulfill our specific roles we develop caring servant leaders here at St. Paul's Lutheran School.

I thank each of you for the role you play in our midst and look forward to being *Connected In Christ* with each of you in the upcoming school year!

In HIS Service, Mrs. Dawn Walker

St. Paul's Lutheran Church Mission Statement

Revised 2014, 2021

The Mission of St. Paul's Lutheran Church of Des Peres is to **"Strengthen the saved; save the lost."**

St. Paul's Lutheran School Mission Statement

Revised June 2015, 2021

The Mission of St. Paul's Lutheran School of Des Peres is **"Strengthening the saved by equipping students to serve their neighbor and seek the lost."**

Vision Statement of Church & School

Adopted 2021

"To be devoted followers of Jesus Christ, passionate about sharing the Gospel in word and deed."

Core Values of Church & School

Adopted July 2021

1. **Faithful in Christ** - Jesus is the center of our biblical foundation, Gospel message, and the Lutheran Confessions
2. **Confident in Christ** - Jesus generously provides all that we need for daily and eternal life
3. **Joyful in Christ** - Jesus is our source of joy that transcends our daily circumstances
4. **Connected in Christ** - Jesus' love moves us to serve the community and one another

Biblical Foundations

Adopted 2011

The core values that serve as the foundation of St. Paul's Lutheran School are drawn from the Bible, the true, divinely inspired, entirely inerrant Word of God, and from the Confessions contained in the Book of Concord, which we believe, teach, and confess are a true exposition of Holy Scripture and a correct exhibition of the doctrine of The Lutheran Church—Missouri Synod. As the basis of interaction between teachers and students, these core values define our Biblical worldview and are taught, affirmed, and modeled in the life of the school. The core values are:

- 1) The only true God is the triune God: Father, Son, and Holy Spirit. One becomes a believer in the triune God only by the work of God the Holy Spirit through the Word of God. God chooses us; we do not choose Him. (Matthew 28:19; 2 Corinthians 13:14; The Apostles' Creed, The Nicene Creed; The Athanasian Creed; Romans 10:17; Titus 3:5; Ephesians 2:8-9)
- 2) All people are conceived and born sinful. They are alienated from God and doomed to eternal damnation. Of his own determination no one can come before God, redeem himself, initiate or achieve a right relationship with God. (Psalm 51:5; Colossians 1:21-22; John 14:6)
- 3) In His mercy, God the Father sent His Son Jesus Christ who suffered the punishment for the sins for all people. Jesus, and He alone, is the only Savior from sin. (Acts 4:12; 1 Peter 1:3-9; 2:24; The Athanasian Creed)

- 4) Through faith in Jesus Christ one's sins are forgiven and the person has a right relationship with God. All who die in this faith will spend eternity with God in heaven. Those who die in unbelief will spend eternity in hell, separated from God. (John 3:16-18; 2 Corinthians 5:18-21; The Athanasian Creed)
- 5) The good news of salvation in Jesus Christ is for all people. In grateful response to His love for us and in obedience to His command to teach the Gospel, we endeavor to share this message as we have opportunity. (Matthew 28:19-20)
- 6) The domestic family is the basic social group instituted by God, already in the Garden of Eden. The nurture of children within the family is the primary, God-given responsibility of the respective parents. St. Paul's Lutheran School is a Christ-centered institution committed to assisting parents in carrying out this charge. (Genesis 1:28; Ephesians 6:4; Proverbs 22:6; Deuteronomy 6:7)
- 7) Growth in the Christian faith is a lifelong process, nurtured by the Holy Spirit through the Word of God and the Holy Sacraments. Frequent participation in corporate worship, the study of God's Word, and the daily activity of prayer flow out of these Means of Grace. (Colossians 3:16; Acts 2:42)
- 8) The governing authorities of our country have been instituted by God. As Christian citizens of this nation, we pray for all in positions of authority. To the extent that laws are not contrary to the teachings in the Bible, we are compelled to abide by them. (Romans 13:1; 1 Timothy 2:1-2; Acts 5:29; Augsburg Confession XVI:6-7)
- 9) The triune God is the creator of all that exists. In thankfulness for His earthly blessings, we exercise responsible stewardship of His creation. (Genesis 1:1-2; John 1:1-3; Genesis 1:26-29; Psalm 8)
- 10) Our Father has given each person talents to be used to His glory. In response to His gifts, we are challenged and equipped to utilize our God-given talents to the highest level. (Proverbs 1:5; 1:7)

Purpose for St. Paul's Lutheran School

Adopted 2011, Reviewed Annually

St. Paul's Lutheran School exists to assist parents in carrying out their responsibility of teaching, equipping, and nurturing their children. The school serves in ministry by sharing the Gospel of Jesus Christ with the students, school families, the congregation and community, in accord with St. Paul's Core Values. The school provides:

- an engaging environment that challenges each student to discover, develop, and demonstrate his or her God-given potential – spiritually, academically, physically, emotionally, aesthetically, and socially;
- a spiritually equipped, well-trained, supportive, and accountable faculty and staff who trusts in God's care, seeks to grow in love for those they serve, strives for excellence in their skills, and adorns the Gospel of Jesus Christ with a godly life;
- resources to enhance communication with parents and disseminate information;
- opportunities for families to socialize and interact; and,
- facilities that are flexible and accessible to support and encourage all school programs and serve as a positive witness to Christ's presence in our community.

Legacy Tag Line

Adopted 2004

Developing Caring Servant Leaders.

St. Paul's Lutheran School develops caring servant leaders by equipping its students with an excellent academic and spiritual foundation for life, through a biblical worldview that always places Christ at the center.

HISTORY OF THE SCHOOL

St. Paul's Lutheran School is located at the intersection of Ballas and Manchester Roads in the city of Des Peres, a western suburb of the city of St. Louis, Missouri. St. Paul's is one of many Lutheran elementary schools located in the St. Louis metro area.

St. Paul's Lutheran School opened in the fall of 1849, the same year the congregation was organized in May. Classes were held in a log church from 1849-1860. The pastor served as the teacher in the school until 1860 when the congregation called its first teacher. A new brick church building was dedicated in 1867. The log building continued to serve as the school until 1883 when a new one-room brick building was erected next to the 1867 church. The brick church was replaced in 1938 with a new stone church. The congregation added a framed parish hall to the classroom. The one-room school building and the parish hall were removed in 1952 when a new four-room school building was constructed. By 1958, four teachers were serving the school.

A kindergarten class was added in 1959, using a rented classroom at the neighboring Lutheran Children's Home (currently Des Peres City Hall). Four classrooms, an office, and a multi-purpose room with kitchen facilities were added in 1963.

A prekindergarten class was added in 1971. Then in 1985, the congregation built a new sanctuary and added extra bathroom facilities, a health room, science room, and an art room to the north end of the existing school building.

In 1992, St. Paul's congregation purchased property on Ballas Road (south of Manchester) and created St. Paul's Outreach Center. A preschool class for three-year-olds was added at that time, and the facility grew to offer child-care for two- through five-year-olds and a before & after school program. Infant and Toddler Care was added in the fall of 2001. This facility is now known as St. Paul's Early Childhood Center.

Full-day Kindergarten classes began in the fall of 1999. Full and Half-day Kindergarten programs are currently offered.

With the consistency of enrollment and membership in the school and of the congregation, the members of St. Paul's voted to "Go Forward" with a new school building on the Early Childhood Center grounds for students in Kindergarten – 2nd Grade. Students from K-2, Pre-School, and Pre-Kindergarten moved into that facility in fall 2001. In spring 2007, the congregation embarked on another building project at the church, "I Press On," which came to completion in spring 2008 with new parking, a balcony expansion, narthex expansion, and a new ministry building, all on the North Campus (NC). In fall 2009, we celebrated our church and school's 160th anniversary year with activities that focused on "service".

As part of the "Tell the Next Generation" campaign, a new K-8 building project began in January of 2018. Relocations of various classrooms took place over the summer of 2018. The new 3-story K-8 building was scheduled for an August 2020 opening. Simultaneously, the Early Childhood Center remodeled the old South Campus to add classrooms for the youngest students. The new ECC buildings (eastland and westland) and the K-8 new building were ready in summer of 2020. The new K-8 building was dedicated on Sunday, August 16, 2020. In summer 2021, an additional four classrooms were constructed on the third floor, while major renovations took place at the ECC, including a new kitchen.

St. Paul's Lutheran School has gone through a national accreditation process in 1997, 2004, 2011, 2016 and most recently 2022. St. Paul's currently holds National Lutheran School Accreditation as well as Missouri Non-Public School State accreditation.

St. Paul's Lutheran School joined the St. Louis Lutheran Elementary School Association (LESA) as a charter member in 2001-2002. This association of over forty Lutheran Schools from the St. Louis Metro Area provides support for school ministry in the areas of curriculum development, accreditation, teacher mentoring, leadership, and marketing.

Significant school enrollment trends have been noted:

| | | |
|----------------------------|---------------------------------------|---------------------------------------|
| <u>1950</u> – 45 students | <u>1980</u> – 191 students (PK-8) | <u>2010</u> – 218 students (K-8 only) |
| <u>1960</u> – 138 students | <u>1990</u> – 233 students (PK-8) | <u>2015</u> – 175 students |
| <u>1970</u> – 168 students | <u>2000</u> – 255 students (K-8 only) | <u>2022</u> – 215 students |

ST. PAUL'S CONGREGATION

St. Paul's Lutheran Church and School has been a member of the Lutheran Church—Missouri Synod since 1849. The congregation is in the Missouri District of the LCMS. The congregation is a member of the St. Louis Lutheran High School Association in support of Lutheran High School North and Lutheran High School South. Children attending St. Paul's Lutheran School and continuing at one of our area Lutheran High Schools have the possibility of thirteen full years of formal Christian education.

The congregation is an enthusiastic supporter of St. Paul's Lutheran School. Prayer, time, talents, and financial resources all reflect the support of the school in the overall congregational mission. St. Paul's offers new member classes of instruction for adults who want to join St. Paul's Lutheran Church.

CHILDREN'S MINISTRIES

St. Paul's congregation supports children's ministries by providing a MOPS Program, a Parents' Day Out Program, an Early Childhood Program, Sunday School programs, and the Lutheran Day School. In September 2005, the congregation began a new worship service specifically designed for families with young children. That service, named "Living Stone," is held in the school gymnasium.

SCHOOL PROGRAMS

St. Paul's Lutheran Church and School conducts full-day programs for infants through five year old children at the Early Childhood Center, located four blocks south of the church and School on Ballas Road. Early childhood education is an important stepping stone for the child's developmental stages of physical, emotional, social, academic, and most importantly, spiritual growth. St. Paul's school program begins with kindergarten age students and runs through eighth grade.

All curricular areas are presented from a Lutheran Christian understanding of the Word of God as found in the Bible. Daily devotions and religious instruction times are held for all students. A weekly chapel service is held in the sanctuary or faith families meet in the gym. Daily life at St. Paul's includes the discipline, training, and expectation of Christian growth of all students.

Kindergarten through fourth grade classes are mainly self-contained. Additional teachers provide instruction in physical education, music, art, Spanish, and computer. Grades five through eight are departmentalized and have a middle school concept and mini-course and elective opportunities. Fifth grade is designed as a transition year where students begin departmentalization. St. Paul's has an academic honor roll for students in grades 5-8. Students in grades 5-8 may also participate in music (choir and band) and after-school sports (soccer, volleyball, basketball, cross country, cheerleading, and track). There is an opportunity to serve on the Lutheran Junior Honor Association from 2nd semester 6th grade through 8th grade. There is also a yearbook committee for 8th grade students.

All students are required to participate in co-curricular activities for their grade levels, such as chapel, science fair (5th & 7th), 8th grade play, spring musicals, a Christmas service (K-8), and spelling, geography, and Bible bees, etc.

Students attend St. Paul's Sunday worship services and participate by singing, serving as acolytes, playing instruments, and attending children's sermons.

St. Paul's conducts a hot lunch program and offers a resource room for qualifying students.

Strings instruction and piano lessons are also offered during the school day.

A Christ-centered curriculum of readiness, instruction, and experience is presented in these subjects:

- **Religion:** doctrine, Bible history, memory work, church history, worship, and liturgy
- **Art:** experiences, appreciation, and history
- **Technology:** word processing, data base, spreadsheets, typing skills, and projects
- **Health:** personal health, hygiene, safety, fitness, and first aid
- **Language Arts:** reading, literature, grammar, composition, public speaking, spelling, and handwriting
- **Mathematics:** general mathematics, consumer mathematics, pre-algebra, and algebra
- **Music:** theory, appreciation, hymn study, singing, choir, strings, and piano
- **Physical Education:** conditioning, flexibility, lifetime skills, activities, sports, sportsmanship, and rules of the games
- **Science:** earth, life, and physical science
- **Social Studies:** citizenship, current events, geography, history, and sociology
- **Foreign Language:** Spanish is currently taught to Kindergarten through Grade 8.
- **Co-Curricular:** School Choir, musicals, drama, band, Academic Team, Robotics, and LJHA

PHILOSOPHY OF CURRICULAR AREAS

RELIGION CURRICULUM PHILOSOPHY

Adopted: December 1996, Rev. January 2011, October 2015, August 2021

St. Paul's Lutheran School believes, teaches, and confesses that the most important element of the curriculum is the Gospel of our Lord Jesus Christ as revealed in the Word of God in both the Old and New Testaments. At every grade level, the message of the Gospel is not only integrated into the religion curriculum but is also a mindset for both academic achievement and in daily life experience. The curriculum teaches the knowledge of the Word of God as well as applying the message of the Gospel to each student individually. The curriculum at each grade level is structured to provide a new depth of understanding both academically and personally.

Students are surrounded by the message of the Gospel as it is taught in religion class, its implications are applied to all subject matter, and it is then observed in the lives of both fellow students and staff.

ART CURRICULUM PHILOSOPHY

Adopted: December 1996, Rev. Spring 2001, October 2010, October, 2015, August 2021

Each student at St. Paul's is a work of art, formed by the Master Artist, God, our Father. During art, students use their God-given talents of hands, mind, and heart to express feelings, thoughts and ideas in material forms. Students gain an understanding of the basic elements of art and enjoy opportunities to apply them in their original art work. As master artists are studied, students learn to appreciate God's gifts in others, as they learn to appreciate and critique artwork created throughout the centuries.

TECHNOLOGY CURRICULUM PHILOSOPHY

Adopted: May 2008, Rev. December 2010, Rev. October 2015, August 2021

St. Paul's Lutheran School believes that technology awareness and use are important in the lives of its student. Students learn about and explore the ways technology can meet many of their needs. Using technology for school tasks will strengthen their ability to successfully participate in current and future endeavors.

Students will appreciate technology as one of God's gifts to man and view it as another effective way to share the Gospel of Jesus Christ with many people.

HEALTH CURRICULUM PHILOSOPHY

Adopted: February 2011, Rev. October 2015, August 2021

St. Paul's believes that the practice of healthful living will positively affect students in all areas of learning and life. Our primary concern is that students have a spiritual relationship with God, the Father, God, the Son, and God, the Holy Spirit, for without that relationship, they are not truly healthy. With this being achieved, students need to be equipped with the ability to make positive decisions that improve overall health (physical, mental, emotional, and social), prevent disease, and reduce health-related risk behaviors. Learning the sophisticated information regarding physical growth, personal health, disease prevention, and safety and family living will help students be healthy beings. Knowing first aid and safety as well as the factors that affect the environment of their neighborhoods and communities will help make them responsible citizens. Because Health is truly holistic, it is incorporated into many different subjects.

LANGUAGE ARTS CURRICULUM/ENGLISH PHILOSOPHY

Adopted: December 1996, Rev. May 2006, September 2010, July 2015, August 2021

Effective communication in English is essential in everyday life. It helps us grow in the knowledge of God's Word with which the Holy Spirit gives us faith. The Christian communication skills which the children build at St. Paul's will help them do this.

Language arts are essential for students to communicate in oral and written formats. Speaking and writing clearly are important skills necessary to participate and excel in society. Mastering language arts skills help students to be successful in their personal lives, schooling, and jobs.

Through the language arts experiences at St. Paul's, students learn the structure of the English language, how to make clear choices when speaking, how to organize and communicate ideas in writing, and how to use technology. These skills also help them to be successful in other subject areas.

LANGUAGE ARTS CURRICULUM/HANDWRITING PHILOSOPHY

Adopted: October 2010, Rev. July 2015, August 2021

Writing is one of our greatest gifts. It enables us to communicate across distance and over time. Writing can convey a simple greeting from one person to another or carry complex knowledge from one generation to another.

Handwriting is important for two reasons. First, writing is a hierarchical skill that starts with learning the correct way to write letters. Proper letter formation is important so others can read what is written. Students also need to be quick and efficient for note taking, a key study skill.

The second reason it is important is that studies show that with handwriting the key act of putting written language down forces the student to focus on what is important. It helps the thinking process. Students who do not master legible letter formation are at a disadvantage of those who do.

LANGUAGE ARTS CURRICULUM/READING-LITERATURE PHILOSOPHY

Adopted: November 1996, Rev. May 2000, May 2005, September 2010, July 2015, August 2021

The Language Arts-Reading and Literature program is a Balanced Literacy program which incorporates listening, speaking, reading, writing, spelling, and thinking. Integrating instruction across the curriculum enables students to make critical connections to all subject areas. Individual needs are met by using a variety of instructional activities that provide for different learning modalities, varying language proficiencies, and individual learning styles. Strategic readers learn, practice, and apply strategies as part of this process through a variety of communicative and visual arts including technology. Authentic literature is a foundation of life-long love of learning.

The students of St. Paul's Lutheran School have educational opportunities in reading/literature that foster high expectations for learning, responsibility, and academic performance. We provide students with these necessary skills to become successful and independent readers. Our expectations are that reading skills are applied in all curriculum areas in order to foster an understanding that reading is an essential tool for learning.

The students are equipped to share the message of the Gospel with others through reading, writing, listening, and speaking.

LANGUAGE ARTS CURRICULUM/SPELLING PHILOSOPHY

Adopted: October 2010, Rev. October 2015, August 2021

Spelling is an integral part of the writing process and an essential part of the students' total experience with language.

Spelling is not just a matter of memorizing words; spelling also involves forming and revising concepts about the written language. Students should use strategies that reflect their individual development stages; therefore, the teaching of spelling must be supported by an integrated curriculum that provides continuous reinforcement, strategies for proofreading, and high frequency words to produce fluent, competent writers.

While spelling is an individual class within our curriculum, spelling is also taught within the context of reading and writing. It is taught functionally through proofreading experiences with writing that is authentic and meaningful, and it is taught systematically through words lists of useful, patterned, and developmentally appropriate words, as well as from words derived from familiar text.

The Spelling program is integrated to include sound and word recognition, vocabulary, listening, writing, and spelling knowledge. Students should be able to use their spelling knowledge as a tool for writing, vocabulary development, reading comprehension, and reading fluency and rate.

MATHEMATICS CURRICULUM PHILOSOPHY

Adopted: December 1996, Rev. May 2002, May 2006, November 2010, June 2014, August 2021

Students at St. Paul's Lutheran School are challenged to use their God-given abilities in mathematics to prepare them for life and service in God's kingdom. The mathematics curriculum provides the necessary study of number concepts, operations, patterns, measurements, and the integration of technology.

Problem solving and high-level thinking skills are encouraged, stimulated, and developed. Students learn these skills and concepts through materials, manipulatives, and technological tools.

Through the study of mathematics, students will recognize structure and relationships in mathematics and in other areas as part of God's creation and order in our lives.

MEMORY WORK CURRICULUM PHILOSOPHY

Adopted: October 1996, Rev. December 2010, October, 2015, August 2021

The spiritual nurture of children is the most critical dimension of Christian education. Students gain Christian knowledge and truths through daily class instruction, life experiences, and the memorization of Scripture passages and belief statements in the Christian faith.

Students will memorize selected Bible passages, hymn verses, and doctrinal statements presented from the Lutheran catechism which provide growth in understanding the Christian faith. When memorized and discussed in class settings, these truths provide a structure for spiritual growth and are important for students to know and believe.

MUSIC CURRICULUM PHILOSOPHY

Adopted: November 1996, Rev. November 2010, October 2015, August 2021

Music is a creation of God and finds its highest fulfillment in the proclamation of His Word and in grateful response to His creative, redemptive, and sanctifying work in the lives of His people.

As a Lutheran school we believe that music is an integral part of our school curriculum and of the life of each student. Good stewardship prompts us to lead each child to acknowledge God as the Creator of this gift, to gratefully receive this gift, and to respond by developing it to its fullest potential as a tool of self-expression and communication.

PHYSICAL EDUCATION CURRICULUM PHILOSOPHY

Adopted: March 2004, Rev. February 2011, October 2015, August 2021

I praise you, for I am fearfully and wonderfully made. Wonderful are your works; my soul knows it very well. (Psalm 139:14)

Our Heavenly Father knows each and every student from before their conception. He loves them and takes care of them. He provides them with bodies that are His temples. In response to His goodness, students are to take care of their bodies by being physically fit.

Physical Education is a comprehensive developmental program giving students the knowledge, skills, and values that will develop and enhance their sense of well-being and maximize their quality of life. The curriculum is diverse enough to allow students the opportunity to participate in activities which provide success and enjoyment but also teach skills. Through the Physical Education experience, students should have the opportunity to develop cooperation, tolerance, sportsmanship, leadership, loyalty, respect, and honesty. Through Physical Education, students will realize the value of wholesome physical activity and will remain physically active throughout their life.

SCIENCE CURRICULUM PHILOSOPHY

Adopted: November 1996, Rev. Spring 2002, October 2010, October 2015, August 2021

The science curriculum at St. Paul's Lutheran School is an inquiry based curriculum which emphasizes and informs students about God's creative acts in the origin and preservation of the universe. Students will be scientifically literate as they discover and communicate the wonders of God's creation and learn the responsibility to care for and preserve that creation. Students will also strive to have a sense of curiosity, responsibility, and personal awareness of the world in which they live and interact.

St. Paul's students participate in a variety of laboratory experiences which nurture scientific thinking, problem solving and creativity as they learn to treat God's creation in a respectful and knowledgeable manner.

SOCIAL STUDIES CURRICULUM PHILOSOPHY

Adopted: February 1996, Rev. May 2001, December 2010, October 2015, August 2021

Social Studies teaches the relationship between people, their world, and the one true God. The disciplines of geography, history, current events, economics, sociology, anthropology, psychology, political science, and archaeology are studied to see this relationship and how it changes our lives.

Students must understand the past to explain the present and prepare for the future. They must understand their world and its people to know their place in it. The students must know about other cultures in order to appreciate their own culture. Students must be a caring neighbor and good stewards of the world God has given them. Students should strive to be positive representatives of their nation, community, family, and especially of their Lord.

The fingerprints of the Triune God have been evident in the past and His plan continues to work in the lives of our students and all people.

FACULTY and STAFF

St. Paul's currently has thirteen full-time teachers, one full-time administrator, four part-time teachers, one full time teacher aide, and an excellent support staff of secretaries, cooks, bus drivers, maintenance, a part-time school counselor, and a part-time nurse. St. Paul's pastors lead chapel services, teach 8th grade confirmation (religion class), and often meet with other classes and students. Fourteen of our seventeen faculty members are graduates of the Concordia University System or have completed the colloquy program of the Lutheran Church – Missouri Synod. Members of the faculty have bachelor degrees in education and hold a current state license in Missouri, or in the state of their university. Eight faculty members have master degrees. Professional growth is a priority among the faculty and administration.

ENROLLMENT, CLASS SIZE, and CLASS ASSIGNMENTS

Enrollment at St. Paul's Lutheran School includes the completion of an Application for Admission with a non-refundable enrollment fee, an interview with the principal, and a birth certificate (new Kindergarten students) or the most recent report card (Gr. 1-8 transfer students). Previous school and immunization records and a physical are also required of all new students to St. Paul's. Children entering Kindergarten must be five years old before August 1st.

Class size in grades 1-8 is limited. These policies are explained further in this handbook. The limit in full-day and half-day kindergarten is twenty students per section. Other limits are 1st-2nd grades 22 students per class, 3rd-4th grades 24 students per class, and 5th-8th grades 26 students per class.

Priority for enrollment is as follows:

- 1) Students and families currently enrolled in Grades K-8,
- 2) St. Paul's Lutheran Church members,
- 3) Students with no church membership,
- 4) Students who are Lutheran, but not members of St. Paul's,
- 5) Students who are members of another denomination.

Re-enrollment is completed electronically each January. Re-enrollment is to be completed by the designated date in March to ensure enrollment for the coming school year. A non-refundable re-enrollment fee is collected each year.

When classes are held in two sections, class assignments are made at the end of the school year for the following fall. They are announced in a summer issue of the school newsletter. Assignments are made by the teachers of the current and next year's classes in consultation with the Resource Teacher. Consideration is given to the following: equal numbers of boys and girls, previous mix of students, a mix of student academic ability and learning styles, student behavior, and organizational needs.

St. Paul's School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities afforded or made available to students of the school. St. Paul's does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of our educational policies, administration of our admission policies, athletics, and other school administered programs.

FINANCIAL SUPPORT

St. Paul's Lutheran School is operated and maintained by the members of St. Paul's Lutheran Church. The combined costs of the building, salaries, materials, equipment, maintenance, utilities, etc., represent a large annual outlay of funds. All members of the congregation whether they have children enrolled in the school or not, are asked to give financial support to the overall programs of the church and school through regular offerings.

Member and community families support the school financially through required tuition and other fees. Information regarding tuition and fees is available through the school office. Tuition and fees pay a significant portion of the cost of operating the school. Individual fees are assessed to families for the school lunch program, interscholastic sports program, aftercare and activity fees. Fees are also assessed for band, piano, and string instruction.

FACILITIES

The new K-8 school facility opened in August 2020 and provides 32,000 square feet of educational space. The building is a three level structure with large collaborative space on each level. St. Paul's is blessed to have a downstairs safe room/library, main level art studio and upper level science and STEM labs. We thank St. Paul's congregation for investing in the "Tell the Next Generation" campaign for the \$9.3 million new space.

The North Campus also includes Hagenmueller Hall, the multi-purpose room/gym that is named after long time principal, Mr. Ernest Hagenmueller, who retired in 1994. The gymnasium has been equipped with air conditioning and a new gym floor (2008), new windows (2011), new bleachers, locker rooms, and a new kitchen (2012), thanks to the wonderful efforts of many people. Besides K-4 music, physical education classes, sports activities, plays, music lessons, etc., the building is also used on Sunday mornings for the Fellowship Breakfast and in the evenings during the week by congregational and community groups. The gym is also used for the Living Stone Worship Services. Construction of the new school building at the North Campus involved demolition of the 1985 addition, which took place in January 2019. In summer of 2021, four additional classrooms were constructed in the K-8 building.

The new playground is located on the lower level next to the new school building and opened in November 2020. Des Peres City Park, located to the north and east of the school, is also used for school programs (i.e., P.E., art, science, etc.).

The church sanctuary is used for weekly chapel services, the school Christmas worship service, and the eighth grade graduation service. Additional areas in the church are used for music classes, choir, band, piano, and string instruction, as well as other school-related special events.

The Early Childhood Center (ECC) is located 1/3 mile south of the church and school (823 and 829 N. Ballas Road) and now occupies two buildings (Eastland and Westland). The ECC holds full-day classes for infants through five-year olds.

The Parent's Day Out Program (PDO) is located in our church basement (12345 Manchester Road) and provides Christian care and learning for babies through five year olds. The PDO ministers to children of families not requiring full time enrollment in our ECC.

RESPONSIBILITIES OF THE HOME

In both commands and promises, God expresses His earnest concern for the Christian training and education of children. God's Word gives parents the first position of responsibility and influence in child training. The church provides assistance, but no church agency can be a substitute for the home. A Christian school assists in making the task for the Christian home easier by daily supporting and reinforcing the parents' effort in Christian child training.

Lutheran schools distinguish themselves by providing an in-depth, Christ-centered formal education. In addition, St. Paul's Lutheran School strives to achieve the high standards of Christian living set forth by God in support of the parents' role. To be successful in these efforts, faculty members and parents need to become partners in the education process. The following specific list is offered for parents in their partner role as it relates to involvement in the school:

1) REGULAR and PUNCTUAL SCHOOL ATTENDANCE

Parents should make every effort to see that their children are regular in their attendance and on time for school and classes. Consistency in attendance is essential for progress in learning, since new subject matter builds upon old concepts. Breaking the sequence interrupts the learning process for both the student and the class. In this regard, family vacations during school days are discouraged. Tardiness also upsets the routine and normal progress of the student and class.

2) REGULAR ATTENDANCE AT WORSHIP, SUNDAY SCHOOL, and BIBLE CLASS

One of the marks of a Christian is the desire for active and regular participation in corporate worship and the study of God's Word. God wants all of His people to worship Him, thank Him, and know Him in fellowship with others. He speaks to us through His Word and instructs us to train our children. (Mark 10:14, John 21:15 and Matthew 18:5). Regular attendance at worship, Sunday School, and Bible Class present other opportunities for all family members to grow in knowledge and faith.

3) HOME DEVOTIONS, BIBLE STUDY, and PRAYER

Devotions, religion lessons, and prayer are an important part of the school day for faculty and students. Participation in home devotions, religion lessons, Sunday School, and prayer with members of the family can be rewarding for all. Prayer requests for families, students, faculty, and staff members should always be considered. Appropriate devotional materials can be recommended by faculty members and can also be borrowed from the school or church library.

4) SUPERVISION OF HOMEWORK ASSIGNMENTS

Taking an active part in your child's learning by asking about his lessons and assigned work sends a positive message. Parents develop a sense of responsibility within the child when they encourage and provide examples of organizational skills to be used at school. Supervising homework and assisting with homework are two different actions. A student should be responsible for completing his own homework. If homework is not completed properly, parents can review the work to help children organize material for study purposes.

5) ACTIVE PARTICIPATION IN PARENT MINISTRIES, VOLUNTEERING, SERVICE PROJECTS, PARENT GROUPS AND BOOSTER ACTIVITIES

The FOCUS group concentrates on fellowship, opportunities, communication, unity, and service to further strengthen St. Paul's as well as:

- foster knowledge concerning present-day needs of Christian education,
- support any worthy endeavor of the school to further Christian education, and
- promote cooperation and fellowship between the school and the family.

Strong schools have parents that are actively involved by volunteering in their child's school. St. Paul's asks parents to volunteer in various capacities. Opportunities for volunteerism are explained in a summer mailing and can be signed up for online via the school's website.

These purposes support the parent – teacher partnership in the Christian education of the child. Improving this relationship, points to continued quality and a strong unity of purpose between the home and school. St. Paul's has a volunteer service statement for parents to follow.

6) FINANCIAL RESPONSIBILITY

Parents are responsible for the prompt payment of all tuition and fees. Church member parents are also reminded to financially support the overall ministry of the congregation through regular tithes and offerings. The financial support of families with children in our Lutheran School indicates a genuine interest and an honest concern by the congregation to provide a program of formal Christian education. A needs-based scholarship fund is available.

7) MODEL CHRISTIAN PRINCIPLES THROUGH HOME ACTIVITIES *Adopted June 2010*

Parents need to support the school and Biblical standards taught, just as the school needs to support our school families by modeling Christian principles and standards with children. Besides corporate worship, prayer life, and the modeling of service to church and school, this should include parental monitoring of social networking sites, cell phone usage, video, movie, and gaming selections, website choices, music lyrics, and reading materials. These activities and choices at home can influence our school student relationships, Christian expectations and behavior, and thereby directly impact our school's learning and spiritual environment. We ask for your support of these standards.

ST. PAUL'S GENERAL INFORMATION AND POLICIES

The following pages contain current school policies and general information about St. Paul's Lutheran School in Des Peres, Missouri. The faculty has input in policy development and the School Board reviews and approves all policies.

New policies and procedures may be adopted for the 2020-2021 school year that will not be reflected in this handbook. There is a specific health and safety plan that will be published as a separate document.

ABSENTEISM (see ATTENDANCE, SCHOOL)

ACADEMICS

St. Paul's strives to provide a quality Christian education. St. Paul's faculty annually updates various parts of the written curriculum. A written curriculum for each academic area is available for review in the school office. Grade level curriculum highlights are available for each class. Textbooks and supplementary materials, as well as digital and electronic devices support St. Paul's curriculum.

AFTER SCHOOL CARE FOR STUDENTS (see SPLASH)

AIDES, TEACHER

Teacher aides are used when the need is present and when it is financially feasible. The aides provide additional help to both students and teachers. Traditionally, one or two aides assist our teachers.

APP, ST. PAUL'S

Developed July 2014, Revised May 2018

Please learn more about our St. Paul's school app. The program is designed for easy communication between the school office and home. St. Paul's Lutheran Church and School has an app for your electronic devices. It can be used to easily access the school and church calendars, register for events, reference the lunch menu, weekly school bulletin, receive school alerts, contact St. Paul's employees, listen to Bible studies, and much more. The St. Paul's App can be found in the App Store for Apple devices and on Google Play for Android devices.

ARRIVAL/DISMISSAL/SUPERVISION PROCEDURES,

Revised 2021

Changes may occur once the plan below is put into practice.

Safety for students, staff and all people involved is the main concern when implementing arrival and dismissal procedures. Arrival and dismissal procedures involve congestion in our parking lot, especially just before and right after school times. Families who can adjust to an earlier arrival or a later pickup time are encouraged to consider this option. *A staggered/assigned dismissal time may be needed and will be communicated if implemented.*

Morning Arrival - Morning arrival into the school building may occur between 7:30 and 8:00 a.m. Students are to enter the building through one of two designated doors: 1- The south end of the new school if just being dropped off and unaccompanied or 2- The north end main lobby entrance if driver parks on the north end and escorts student into the building. Parents entering the building, except for special Wednesdays, are asked to leave classrooms by 7:55. At 8:00, both doors will be locked. All school doors will be locked throughout the school day. Late arrivals will have to be identified then "buzzed" into the building via the north end (front) door, come into the building and sign in for tardies. If parents need to drop off prior to 7:30 a.m., written permission needs to be requested and then obtained from the principal. Students will be supervised in a designated room on each of the three floors from 7:30 – 7:45 and then be dismissed at 7:45 a.m. to proceed to their lockers and classrooms. Students are to be in their seats at 8:00 a.m. or they are tardy.

St. Paul's has three driveways facing Ballas Road—**ONLY ONE (first driveway, the far south end – Ballas and Manchester corner by the church) is to be used to ENTER for morning arrival time or afternoon dismissal time.** The middle driveway will be blocked off. **ONLY ONE (third driveway/far north end near the park) is to be used to EXIT for grades K-4.**

Families wishing to drop off only may form the two lines parallel to the gym and wait for staff to direct you forward. All students who are being dropped off (no parent entry) are to enter the south school door. Families wishing to escort younger students into the building or have business in the office need to park and escort your child/ren into the main entrance of the building (near the playground) prior to 7:55 a.m. Parked cars, when exiting, may merge into the third/south driveway or exit via Des Peres Park.

“Free Coffee” Wednesdays will return this year. Parents are welcome to come into the building, socialize and enjoy some coffee in the main floor lobby. Parents participating in this must park on the north end and use the front entrance.

After School Dismissal Times

Revised 2017, 2020, 2021

Students (K-1) are to be in their homeroom by 3:00 for final dismissal, announcements, handouts, and closing prayers. K-1 dismissal time will be **3:10**.

Students (2-8) are to be back in homeroom by 3:05 for final dismissal, announcements, handouts, and closing prayers. The students are to wait for permission from their teachers to go to their cubbies and lockers. Grades 2-8 students will be outside by 3:20 p.m.

Afternoon Dismissal

Revised August 2018, January 2019, 2020, 2021, 2023

Changes may occur once the plan below is put into practice.

[Afternoon Dismissal Map](#)

Students are dismissed at **3:10 (K-1), 3:15 (2nd-4th) or 3:20 (5th-8th)**. K-4 will gather outside the south door, and 5-8 will gather at the south end of the old school building. You will receive an assigned pick-up time from the office. **Please make sure to follow your assigned pick-up time so that we can avoid a back up of cars on Ballas road.** Note that if you arrive early, you will be asked to park in the north lot and walk on the sidewalk to pick up your student.

During dismissal, from 3:10 – 3:30, students will be under the supervision of the faculty and staff. If weather conditions are not favorable for outside dismissal (sleet, rain, etc.) students will be dismissed from their designated hallways or the gym. Staff will be using walk-talkies to call for students and staff will ensure the student gets safely into their vehicle.

All drivers are to form four lines in the designated area outside the gym. Cones will mark each line. Enter from the first driveway/south parking lot entrance and proceed north forming four lines. Drivers who need to park are asked to use the north parking lot.

Drivers are to stay in their vehicle while in the carpool line. Drivers are not to move from carpool lines until directed by St. Paul's staff. This will help ensure the safety of students. Drivers are also asked to refrain from cell phone use.

Students will be staged as families in four groups and will be dismissed to the first car in each row. As the car in front of you leaves, please pull forward and the next family group will be dismissed. Please ensure that your car sign is visible to the staff member calling family names.

Students wait with teachers in designated spots until 3:30 p.m. At 3:30, students will be brought into the school building and taken to the SPLASH after-school care program.

Students walking or riding to school

If parents grant permission for students to walk to and/or from school, or ride a bicycle, a written note is required one time at the beginning of each academic year, stating such permission and destination.

Supervision during After School Extra-Curricular Activities

If a student is staying after school to participate in a scheduled practice or in another after-school activity, he/she will be under the direct supervision of the coach or teacher. When a late practice is scheduled, students may stay after school under the direct supervision of the coach or designated parent.

In order to ensure the safety of all who use our facilities and to preserve and maintain our school property, children attending after-school activities must be supervised by the designated parent. Students and visitors are not to run or play in the hallway or restroom. Those who do not adhere to these guidelines may be asked to leave an activity or be prohibited from attending future events.

Expectations of Supervision during Extra-curricular activities

- **All students who attend an event are to stay in the place where the event is being held.**
- Spectators are to sit on the bleachers and not on the stage.
- **Parents are expected to supervise their children at all extra-curricular events.** We ask parents to know at all times where their children are and make sure they are not endangering themselves, others, or property. Children will not be allowed on the playground or inside the new building. This includes playing in the parking lot, walking to and from the soccer fields in Des Peres Park or walking to any place of business nearby.
- Students may come to an event only if they are accompanied by an adult. The adult may be another parent or relative. If an adult other than the parent is to supervise the students, the parents must notify the school with a written note the morning of the event. The note should inform the school which adult will be responsible for the student.
- All individuals attending after-school or weekend events are expected to behave in a Christian manner. Respect for others and for property should be shown at all times. Respectful behavior is expected in all areas of St. Paul's Lutheran Church and School, as well as at other churches and schools where events are being held (i.e. no running in hallways, no playing on stage, being polite to visitors, etc.).

ASBESTOS

St. Paul's NC is inspected every three years for possible asbestos. OSHA requirements are kept up to date and are on file. Proper asbestos took place in former NC classrooms which were removed for new construction. There is no asbestos in the new K-8 school building.

ATHLETICS, School Athletic Policies and General Information

The following pages reflect St. Paul's athletic policies and procedures.

ATHLETIC POLICY FOR ATTENDANCE & PARTICIPATION

Adopted June 2005, Revised 2020

St. Paul's student athletes must be eligible (see Eligibility Policy) in order to participate in games, practices, and tournaments. St. Paul's student athletes are expected to be committed to the program.

PARTICIPATION

Participation in St. Paul's athletic programs is a privilege, and students are expected to meet certain standards to remain eligible for participation. A permission to participate form is required.

Fees for sports participation must be paid by the first regularly scheduled game of that sport. Failure to do so will remove a student from participation until the fee has been paid. The fee pays for the cost of officials and tournament entry fees. No child will be denied the privilege of

participating because of cost. Families whose children may be discouraged from participating because of the sports fee should speak with the Athletic Director or principal.

PHILOSOPHY

The athletic program at St. Paul's is viewed as "co-curricular" as well as "extra-curricular". The athletic program is an extension of the physical education program. While participation in the athletic program is not mandatory, all students are strongly encouraged to participate. We also make every effort to provide a quality program for all who wish to participate. Our program has the following goals:

- to foster good Christian sportsmanship and give witness to our faith,
- to provide a positive athletic experience for participating students,
- to teach skills, help students achieve personal goals, and improve their skills and knowledge of athletic activities,
- to teach team concepts of unselfishness, working together, and helping teammates,
- to provide fun and positive competition between area Christian schools, and
- to glorify God by using His gifts to participate in physical activities and sportsmanship.

All teachers, parents, school and church staff, and students are to work together in helping St. Paul's meet these goals and glorify God with our athletic skills.

ATHLETICS/SPORTS OFFERED AT ST. PAUL'S

- Students in grades K through grade 8 may participate in fall Cross-Country meets which are often held at local Lutheran High Schools and other locations in the St. Louis area.
- Girls in grades 5 through 8 may participate in fall volleyball.
- Boys and girls in grades 5 through 8 may participate in fall soccer.
- Boys and girls in grades 3 through 8 may participate in winter basketball.
- Girls in grades 6 through 8 may participate in cheerleading.
- Girls and boys in grades 5 through 8 may participate in spring track.
- Boys in grades 6-8 may participate in spring volleyball.
- Various sports camps are offered for students in grades 1 through 8 in the summer.

GOALS OF ST. PAUL'S ATHLETIC PROGRAMS

Revised June 2005

The goal of St. Paul's athletic program is that all students learn the following concepts and skills:

- **GLORIFY GOD**– to understand and acknowledge that all physical, mental, and spiritual abilities are gifts from God, to be thankful for these gifts, and use them to glorify our Lord and Savior
- **UNSELFISHNESS** – to learn and demonstrate the "we," "us," and "our" attitude, instead of "me," "my," and "I"
- **TEAMWORK** – to achieve goals as a group, help others, and support each other in word and actions
- **CHRISTIAN SPORTSMANSHIP** – to learn how to compete as a Christian, treating officials and opposing teams with respect and Christ-like concern
- **KNOWLEDGE** – to learn games, skills, rules, strategies, and concepts of teamwork
- **IMPROVEMENT OF SKILL** –to enhance physical abilities, better coordination and skills to accomplish given team goals
- **PHYSICAL FITNESS** – to improve cardiovascular and muscular fitness, increase stamina and mental concentration, and improve overall health

- **ENJOYMENT** – to enjoy ourselves and have fun as we learn, grow and become more positive representatives of our school, family, and Lord

TRANSPORTATION FOR ATHLETICS

All travel and transportation responsibility rests with parents. It is the parents' responsibility to get their child to games, meets, matches, etc. Parents should work out transportation prior to the day of the event. Coaches should be informed of arrangements. We discourage last minute arrangements made in the parking lot prior to departure. Parents and athletes are asked to annually sign the "Permission to Participate and Travel Form."

For liability reasons, St. Paul's discourages coaches from transporting players unless absolutely necessary.

Parents should pick up their athlete promptly at the end of practice or games.

PARENTAL SUPPORT OF THE ATHLETIC PROGRAM

The athletic program at St. Paul's will be successful and benefit students if parents are supportive of the philosophies and goals of the program and the school. The school expects the parents to support the program in the following ways:

- Parents are to model Christ to their children and to those we meet at games and tournaments. Try to imagine how Jesus would act if He had a son or daughter on either team – because He does.
- Be on time to pick up students from practices and games. Coaches will not always be available to wait for late-arriving parents, as they have other responsibilities and commitments.
- Always promote Christian sportsmanship at games and tournaments. Support the efforts of students, coaches, and officials in a way that others will see Christ in our behavior. We want to be a Christian witness to visitors, opposing players, parents, and especially to our own children.
- Do not undermine a coach's authority at home, in the car, at games, or practices. A coach's effectiveness is eroded if doubts about his/her decisions are discussed with athletes. Likewise, a player's performance is eroded if the player is fed doubts about his/her coach. If there are questions about a coach's decision, do not discuss it with the student/athlete. The Bible teaches us to go directly to the person when we have concerns with that person (Matthew 18: 15-20).
- We expect parents to assume transportation responsibilities to and from practices and games. Please work out car pool arrangements well in advance. (See Transportation for Athletics)
- A fee is charged for participation in track/cross-country, volleyball, soccer, basketball and cheerleading to help defray the costs incurred by our program. Sports that do not involve game officials or special uniforms are exempt from this fee. Sports fees are to be paid by the first game.

ATHLETIC PARENT/PLAYER/COACH'S MEETINGS

A parent is expected to attend all pre-season sports meeting(s) applicable to his/her child(ren). In this meeting, the following topics should be discussed and answered: schedules, transportation, practice and pick-up times, expectations for players, expectations of coaches, proper uniforms, proper conduct, playing time, philosophies, etc. There are also pre-season meetings for coaches.

ATHLETIC TEAM PURPOSES and PURPOSES

Junior Varsity Teams (Grades 5 & 6) are designed to be instructional in nature. If numbers are needed, fourth graders have been used to fill JV teams. An emphasis is placed on the teaching of fundamentals, strategies, teamwork and participation.

League rules stipulate that students in grades 5-6 may play on varsity level when numbers are needed or when skill level is appropriate. They may only play on both varsity and JV seasons when numbers are needed on either level. This applies to either gender for any sport.

- Attendance is expected for all grade 5 & 6 team practices, games, and tournaments. Any attendance exceptions need to be addressed to the individual coaches (i.e., church functions, illness, funeral, family commitments, etc.).
- One unexcused absence will not result in any penalty. Each additional unexcused absence will be reflected during the next game. Playing time will be impacted during the next available game or tournament game.
- The student athlete is not allowed to participate in athletics if they have been absent during the school day. Students missing a partial day (less than 4 full hours) may participate if healthy.
- The student athlete is asked to make the commitment of becoming a team member for the entire season unless eligibility is in question.
- A grade 5 & 6 volleyball, basketball, or soccer season is not to exceed 20 total games/matches per season (including tournaments).

Varsity Teams (Usually grades 7 & 8) are also designed to be instructional in nature, and although participation is very important, a higher level of skill, participation, and competition will be evident. Winning is certainly not the only goal, but it becomes more evident in the coaching expectations.

- Attendance is expected for all grade 7 & 8 team practices, games, and tournaments. Any attendance exceptions need to be addressed to the individual coaches (i.e., church functions, illness, injury, funeral, family commitments, etc.).
- Any unexcused absence from a practice or game will be reflected in the next game. Playing time will be impacted during the next available game or tournament game.
- The student athlete is not allowed to participate in athletics if they have been absent during the school day. Students missing a partial day (less than 4 full hours) may participate if healthy.
- The student athlete is asked to make the commitment of becoming a team member for the entire season unless eligibility is in question.
- A grade 7 & 8 volleyball, basketball, cheerleading, or soccer season is not to exceed 13 total games/matches per season (excluding four tournaments, city-playoffs, and the state tournament). Tournament schedules for grades 7 & 8 should not exceed four weekends (excluding city playoffs and state).

These policies and the terms within will be reviewed, explained, and emphasized during an annual pre-season coach's meeting with the Athletic Director.

Coaches will clearly express their expectations, procedures, playing time, and implementation of policies at their pre-season meeting for parents.

ATTENDANCE, SCHOOL

Adopted January 2005, Reviewed Annually

Consistent and punctual attendance is critical to academic success and is expected of all students at St. Paul's Lutheran School. (Missouri law requires "continuous and regular" attendance for students.) Students are to attend school unless prevented from doing so by illness or family emergency. Family vacations, consequently, are discouraged during regularly scheduled school days. Any absence known about ahead of time should include a request for homework prior to the absence.

If a student must be absent from school, the school office should be notified by phone, e-mail, or in person the morning of the absence by 9 a.m.

If a student must be dismissed prior to the end of the school day, the school office should be notified using the following procedure is followed:

- 1) Parent/guardian electronically signs the student out in the school office.
- 2) The office calls the teacher to release the student to the office.

Excessive absenteeism during one academic year will be handled in the following manner:

- 1) If a student accumulates the equivalent of **ten (10) full-day** absences and prior contact has not been made, the homeroom teacher will schedule a conference with the parents. (The teacher has the discretion of conferring with the parents any time absences become a concern.)
- 2) If a student accumulates the equivalent of **twenty (20) full-day** absences, the principal will have a conference with the parents. (At this time the principal has the authority to require written verification from a medical doctor for all future absences due to illness?)
- 3) If a student accumulates the equivalent of **thirty (30) or more full-day** absences, he/she may face retention for the next school year.

ATTENDANCE, CHURCH

Adopted 1995

Students who are members of St. Paul's Lutheran Church are expected to attend church services and Sunday school regularly. Since this is such a vital part of the student's Christian education and development, the school requires member students to attend weekend church services at St. Paul's Lutheran Church at least 50% of the time. Should any student fail to comply with the 50% attendance requirement, a report is sent to the Senior Pastor. The student's family may be assessed regular tuition rates and/or fees. Church attendance is taken weekly in the classrooms and is reviewed each quarter by the school faculty, principal, and pastors.

BAND PROGRAM

St. Paul's offers an instrumental band program for students in grade 5 (Beginning Band), grade 6 (Intermediate Band) and in grades 7-8 (Advanced Band). Group lessons are held twice a week during the school day with an instructor from the Lutheran High School Association Music Department. The students are also involved with concerts usually held at Lutheran High School South. A weekly Honors Band program is also held during the year at Lutheran High School South for eligible students. The school and the individual band students pay a fee for this program.

BULLETIN (K-8 School Bulletin) – K-8 Weekly School Newsletter

Revised 2017

The weekly newsletter, ***K-8 SCHOOL BULLETIN***, will normally be distributed and e-mailed on Tuesdays, and serves as the main communication tool from the school office to all school families. School and church-related news items have priority for space in this newsletter. The deadline to submit school news items is 8:00 a.m. each Friday morning prior. The bulletin can be received via hard copy if indicated in Fast Direct. The bulletin will also be sent electronically via a communication program and will be available on St. Paul's school website.

A ***Weekly E-Letter*** will normally be sent from the office to your e-mail accounts, usually on Thursdays. Please keep your e-mail address current with our school office.

BUS RULES

St. Paul's buses are used for class field trips. On extended trips for upper grade students, or where more students are being transported, buses from a local bus company will be used. *2021 COVID safety procedures- rules may be in place for safe bus usage.*

Students who ride St. Paul's school buses or any other buses (field trips) are to follow St. Paul's discipline policy statements. Other guidelines include:

- No running on the bus at any time;
- No throwing of objects on the bus or out of bus windows;

- No hands or other body parts outside the bus windows;
- Stay seated in designated seats - no walking around when the bus is in motion;
- No excessive noise or shouting; be respectful to fellow students and drivers;
- Remain silent when the bus stops at railroad tracks.

CELL PHONES

Adopted November 2007, Revised June 2009, 2015, 2020, 2022

Cell phones are not encouraged at school. If a parent feels the need to give permission to his/her child to carry a cell phone to school, the parent needs to state his/her permission in writing and give a copy to the school principal and homeroom teacher. **If permission is granted in written form, the student must understand the cell phone is to remain turned off and be given to their homeroom teacher during school hours. Cell phones will not be allowed in class anytime throughout the school day. While under school supervision outside of school hours, permission to use cell phones must be granted by the supervising teacher/person.**

If a teacher or staff member sees or hears a cell phone during the school day, he/she will take the phone from the student and take it to the principal.

On the first offense, the principal will release the phone to the parent.

Upon a second offense, the principal will release the phone to the parent and meet with the student.

Upon a third offense, the principal will release the phone to the parent and meet with the student and parents.

Upon the third offense, the student’s phone (if parent permission is still granted) must remain in the office during office hours. The student will be responsible for bringing the phone to the school office and picking it up from the office.

CHAPEL, FAITH FAMILIES, and CHAPEL OFFERINGS

Faith Families Adopted 2012, 2021

St. Paul’s observes weekly chapel services, now on Thursday mornings. Parents and guests are welcome to join us for chapel and reverently participate in the chapel services.

Faith families were created in 2012 to create a community feeling among the students. Students for each grade level make up the faith families. These groupings will sit together for chapel, conduct service projects, and meet approximately once per month for a casual worship activity in the gym. Faith families encourage 7th and 8th grade student leadership.

Offerings are designated for local or world-wide missions or community charities. The designated monthly offerings are publicized in the weekly SCHOOL BULLETIN. Parents are encouraged to assist their children in bringing regular offerings to chapel as well as Sunday school and church.

CLASS SIZE

Adopted April 2005, Rev. Jan. 2007, June 2010, 2020

Class size guidelines for our all children’s ministries are set by the School Board of St. Paul’s Lutheran School.

General guidelines for the school include the following:

- Kindergarten (half-day)20 students per section
- Kindergarten (full-day)20 students per section
- Grades 1-4.....22 students per section
- Grades 5-826 students per section

Class Size Summary:

Upon review of enrollment projections, the School Board will annually determine class sizes for the following academic year, taking into account the general class size guidelines set forth above, student educational and age-appropriate needs, staffing, programs, curriculum decisions, and budgetary considerations. The school board will strive to abide by the general guidelines and to maintain smaller class sizes in younger grade levels whenever possible. Class sizes will also determine the availability of teacher aide assistance.

CLOSINGS, SCHOOL

St. Paul's will close school when necessary because of snow or inclement weather. If a closing is needed for other reasons, appropriate phone calls will be made to inform families. Should inclement weather arrive while school is in session, St. Paul's will normally remain in session until the end of the school day. Parents may come early and pick up their children at any time in this situation.

Information regarding the annual area winter SNOW WATCH can be heard on most major TV stations (KSDK, KMOV, KTVI) in the St. Louis area beginning around 4:30 a.m. Please do not call the school for information about morning school closings—listen to the continuous local morning news reports. St. Paul's is part of a phone-call networking system (School Messenger) that will attempt to call each home with school closing information. Information will also be on the school website and school app.

CO-CURRICULAR ACTIVITIES

Among St. Paul's co-curricular activities are the following: art displays, Christmas services, choir singing on Sundays, geography bee, spelling bee, Bible bee, musicals, plays, field trips, and the science fair. These activities enhance the overall programs at St. Paul's and are part of the curriculum; therefore, participation is required.

COMMUNICATION

Revised 2015, 2017, 2019

One of the best ways that parents can help their child succeed in school is to be involved in his/her education. This starts with timely, quality communication. This policy acknowledges the need for stakeholders to communicate in a courteous and respectful manner at appropriate times with timely feedback.

Quality relationships are at the core of good communication. This cannot be underestimated. Quality communication between all parties is essential to providing the best environment for educating young children. Communication is not just one way; it requires parents, students, and staff to be able to communicate their aspirations, concerns, and ideas.

To minimize the risk of miscommunication, we ask students, parents, and staff to follow these basic principles:

- 1) Miscommunication is usually the number one cause of conflict. Check facts before you react.
- 2) Be aware that children often see things through their world and their perspective.
- 3) Follow Matthew 18; go to the person privately and do not make your matter public.
- 4) Go to the staff member closest to the situation. Speak to the most appropriate person first. Do not take the issue to other staff members until you have SPOKEN to directly to the staff member.
- 5) Do not put your issue or concern on social media.
- 6) Timing is critical and can be difficult. Generally, if it is bothering you, don't wait. Don't wait until student/parent/teacher conferences.
- 7) Be aware that some situations may take more time to appropriately resolve.
- 8) Do not approach another child.
- 9) If your concern is with another parent, talk to them in private.

- 10) Do not speak on the behalf of others. Please speak to your needs only. Do not use phrases such as “everyone thinks so”, or “I was talking to others, and we think...”. This applies to parents, staff members, and board members.

COMMUNICATION TIPS

- Be courteous, positive, and diplomatic.
- Do not send an email or other public posts when you are angry.
- Avoid comments such as “You should have...”; “You are mistaken about...”. Instead, use pro-active language, such as, “Could we please talk about...” or “I need to check on something”.
- Model polite language using manners: “Thank you for your time.” “Please, could you...” These polite phrases go a long way in building good relationships.

School news is communicated in a variety of ways:

- the weekly newsletter, *K-8 SCHOOL BULLETIN*, available in a hard copy, electronic version, and/or the website
- a weekly E-letter to parent e-mail accounts
- *Fast Direct* (a program for financial accounts, grades, etc.)
- the school website: www.stplutherschool.org
- cell phone text messaging
- school app
- teacher or office initiated e-mails
- teacher newsletters
- phone calls
- written notes
- scheduled parent conferences
- Social Media (Facebook, Instagram)

DES PERES CITY PARK

Des Peres City Hall and Park are adjacent to St. Paul’s property on the North Campus. Occasionally, classes meet in the Park for art, physical education, science, or recess. Parent permission slips for student use of Des Peres City Park are not required as the park is considered part of our educational property.

DISCIPLINE

*Discipline Policy and Changes Adopted by St. Paul’s Lutheran School Board
Adopted Jan.1995, Rev. 97, 05, 06, 08, 09, 10, 13, 14, 15, 17, 19, 23*

The Fourth Commandment, Luther’s Small Catechism

The authorities whom God has placed over us.

Thou shalt honor thy father and thy mother, that it may be well with thee, and thou mayest live long on the earth.

What does this mean? We should fear and love God that we may not despise our parents and masters, nor provoke them to anger, but give them honor, serve and obey them, and hold them in love and esteem.

Who are parents and masters? Parents are father and mother; masters are all those who by God’s ordinance are placed over us in the home, in the state, at school, and at the place where we work.

DISCIPLINE STATEMENT and GUIDELINES

Discipline comes from the word “disciple,” which means “follower.” Since by nature one can follow good or bad examples, training is necessary to become a follower (disciple) of good behavior. Discipline at St. Paul’s Lutheran School involves training in good, Christian behavior, providing good behavior models, and expecting all students to be “followers” of that behavior.

The faculty has the sincere desire to build and maintain a positive teaching and learning environment. Two such ingredients for this environment are respect for the well-being of each other and setting a positive example.

Giving witness to the Christian faith in daily living is an integral part of our educational program. The daily efforts of St. Paul’s teachers are directed toward enabling each child to become a self-disciplined and learning-directed person.

Discipline at St. Paul’s Lutheran School is an expression of the practice of building a community. *Discipline That Restores* provides strategies to create respect, cooperation and responsibility in the classroom. Primary attention is focused on becoming more respectful, responsible, and accountable. All members of the community strive to voluntarily and consciously experience and nurture right relationships with others as reflected in our St. Paul’s Lutheran School mission statement. This approach requires discipline through accountability, which begins with self-examination and self-control, and includes personal and communal responsibility. It encourages truth-telling because there is no fear of punishment. Mistakes can be made right. This method of accountability, known as the Restorative Justice Discipline process, has been adapted for use at St. Paul’s and is further outlined below.

St. Paul’s Lutheran School has agreed on a set of standards that reflect its understanding of becoming a more respectful and responsible community. St. Paul’s Lutheran School seeks to provide opportunities for personal and social growth and development within the context of our school community. Discipline is viewed as a means of encouraging individuals and groups to be accountable to the stated objectives of the school community and to each other. *Discipline That Restores* has been adopted as our accountability system.

GENERAL SCHOOL EXPECTATIONS

- Students will exemplify Christian living.
- Students will show respect and concern for themselves and their property.
- Students will show respect and concern for others and their property.
- Students will show respect and obedience to teachers and other adults.
- Students will use acceptable language.
- Students will dress modestly and respect the dress code.
- Students will be considerate of school property.
- Students will listen and have appropriate behavior in the classroom.
- Students will remain on school/church property unless accompanied by an adult.
- Students will obey all St. Paul’s rules and procedures as well as state laws.
- Students will conduct themselves in a manner of behavior that reflects well upon the school and larger communities. Students will develop the role of being responsible and accountable citizens of the world.

St. Paul’s Lutheran School strives to provide an atmosphere which will be conducive to academic, social, and emotional growth for all. This environment thrives when one considers not only one’s own interests, but also the interests of others. The school community, students, teachers, administrators, staff and parents are not only to avoid endangering the academic, social, or

emotional lives of each other, but are also to encourage one another and provide positive assistance when possible. The spirit of this vision is one of concern for and service to others.

During the first week of classes, each teacher will create a **respect agreement** with their class/es which is signed by the teacher and all students. All students are expected to abide by the **respect agreement** while in their classroom and in other school settings (library, cafeteria, etc.). In addition to their **respect agreements** and the state Educational Code standards, the following are some standards that all are expected to abide by:

- St. Paul's Lutheran School is a drug-free environment.
- Exercise wholesome thought and speech patterns. Use of profanity and coarse joking, particularly that which is degrading to gender, ethnicity and/ or people groups, is not acceptable and will result in the discipline process.)
- In an effort to minimize awkward situations, and to protect their personal relationships, students are expected to refrain from inappropriate public displays of affection.

ST. PAUL'S DISCIPLINE GOALS

While we aspire to be a community of mutually caring and uplifting Christian relationships, we also recognize that we, who are involved in community, are imperfect people. Our student discipline at St. Paul's Lutheran School is intended to be a process that:

1. is fair and just;
2. will enhance the academic purpose and atmosphere of the campus;
3. is educational and developmental for the students involved, encouraging student maturity by providing students with the opportunity to learn from their mistakes;
4. provides opportunity for reconciliation of those who have been harmed or disrespected, enabling the restoration of each involved individual to each other and to the community;
5. encourages student responsibility by holding them accountable for their own actions including making restitution for damages;
6. enhances the safety and wellbeing of all people on campus; and
7. improves individual and school academic success.

ST. PAUL'S DISCIPLINE PROCESS

Adapted from Discipline that Restores by Ron & Roxanne Claassen

When a student's behavior is disruptive to the teacher or other students, the following process is to be followed to help the student modify their behavior and to regain the student's cooperation with their teacher and other adults at the school.

STEP 1: Teacher/Student Constructive Reminders

- The student is made aware of his/her disruptive behavior.
- The student is invited to modify his/her behavior.
- The student who modifies his/her behavior and becomes cooperative is thanked, encouraged and supported.

If the student does not modify his/her behavior, proceed to Step 2.

STEP 2: Respect Agreement Reminder

- The student is constructively reminded of the respect agreement he/she helped create and signed.
- The student who modifies his/her behavior and becomes cooperative is thanked, encouraged and supported.

If the student does not modify his/her behavior, proceed to Step 3.

STEP 3: Love and Logic/Active Listening

- The teacher respectfully speaks to the student.
 - using Love and Logic; or
 - the teacher invites the student to talk and listen using Active Listening skills. The parent/guardian will be notified.
- The student who modifies his/her behavior and becomes cooperative is thanked, encouraged and supported.

If the student does not modify his/her behavior, proceed to Step 4.

STEP 4: Teacher Reviews the Next Options with the Student

- The teacher restates to the student that there is a conflict and invites the student to choose Option 1 or Option 2 below that they think will be the best way to deal with the conflict. The parent/guardian will be notified.

If the Student Chooses **Option 1**, a time is arranged for a meeting.

Option 1: Student/Teacher Meeting

- If an agreement is reached to correct the behavior, the Discipline Agreement form is filled out and signed by teacher and student. A follow-up meeting is scheduled.
- The student who makes an agreement and signs it, is thanked, encouraged, and supported.
Follow-up Meeting:
- The teacher and student meet at an agreed upon time to revisit the signed agreement and decide together if
 - all of the agreements are being kept. If all are being kept, they decide if they want or need another follow-up meeting.
 - all of the agreements are not being kept. If all are not being kept, then they decide on a time for a follow up meeting or proceed to the Reflection Corner.
- When all agreements are being kept, they celebrate and recognize that “When agreements are made and kept, trust grows.”

If the Student Chooses **Option 2**, a time is arranged for a meeting with a mediator.

Option 2: Student/Teacher Meeting with a Mediator

- If an agreement is reached, the Discipline Agreement form is filled out and signed by teacher, student and mediator. A follow-up meeting is scheduled.
- The student who makes an agreement and signs it, is thanked, encouraged, and supported.
Follow-up Meeting:
- The teacher and student meet with the mediator at an agreed upon time to revisit the signed agreement and decide together if
 - all of the agreements are being kept. If all are being kept, they decide if they want or need another follow-up meeting.
 - all of the agreements are not being kept. If all are not being kept, then they decide on a time for a follow-up meeting or proceed to the Reflection Corner.
- When all agreements are being kept, they celebrate and recognize that “When agreements are made and kept, trust grows.”

If the Student Refuses to Choose either **Option 1 or Option 2**, proceed to the Reflection Corner.

STEP 5: Reflection Corner

- The teacher completes the Reflection Corner referral form, gives it to the student, and the student goes to the Reflection Corner and gives the form to the person responsible for the Reflection Corner.

- The Reflection Corner moderator reads the referral and gives the form back to the student to complete (sometimes the student needs some help in getting started on completing the form constructively).
- The student completes the form, discusses their responses with the Reflection Corner moderator, and revisits Step 4 and chooses Option 1 or Option 2

If the Student Decides not to choose Option 1 or Option 2 after the Reflection Corner meeting, a Family Conference is scheduled.

STEP 6: A Family Conference

- The Reflection Corner moderator or administrator schedules a Family Conference. The first conference may just include the student, parent(s), teacher, and a mediator. The mediator leads the discipline process meeting. If agreements are reached, the Family Conference Agreement form is written and signed by all. A follow-up meeting is scheduled.
- If at the follow-up meeting, all agreements have been kept, then all are thanked and encouraged and together they celebrate and recognized that “when agreements are made and kept, trust grows.”
- If agreements are not reached or if the agreements made are not kept, proceed to Step 7.

STEP 7: School Authority Structure

- For the family who does not reach an agreement at the Family Conference, the Principal will bring the matter to the attention of the Board of Education. Upon review, the Board of Education members will make a decision for the student and family, at all times following the St. Paul’s discipline principles, and develop a behavior contract that the student and family must abide by in order to remain as a student at St. Paul’s Lutheran School. This behavior contract may include revisiting any Step of the discipline process outlined above.
- If the family is not agreeable to signing the behavior contract, or the student behavior does not improve, the matter will be referred back to the Board of Education for a decision to be imposed.

DISCIPLINE (MAJOR INFRACTIONS)

Examples of Major Infractions

Cheating and/or Forgery

Bodily Harm, Physical Abuse, and/or Moral Misconduct

Intentional Destruction or Stealing (Personal or School Property)

Tobacco/Alcohol/Drugs/Weapons (Possession, Use of, or Under the Influence)

Consequences for Cheating and/or Forgery:

- Upon the first offense, the student will be given an alternate assignment or test with a 10% reduction in grade received. The teacher will initiate Step 1 of the discipline process with the student. The teacher will contact parent(s) and the incident will be recorded in the student’s cumulative file.
- Upon the second offense, the student will be given an alternate assignment or test with a 20% reduction in the grade received. The teacher will contact parent(s) and administrator and the incident will be recorded in the student’s cumulative file.
- Upon the third offense, the matter will be referred to the School Authority.

Cheating/forgery will be defined as the following behaviors:

- 2) Copying or allowing homework to be copied.
- 3) Cheating on quizzes or exams (i.e. stealing test materials, using cheat notes, signaling answers, copying answers or allowing answers to be copied.)
- 4) Plagiarism is using the work or words of another and NOT giving credit to the author.

Consequences for Bodily Harm, Physical Abuse, and/or Moral Misconduct:

The student/teacher and administrator will work through Step 4 of the discipline process.

Consequences for Intentional Destruction or Stealing (Personal or School Property):

Depending upon the severity of the offense, the administration may notify the appropriate authorities. In addition, any of the following actions may be taken by the administration.

- 1) A specific dollar amount will be assessed for the damage or loss on the first offense. Parents will be contacted by the principal. Payment and/or replacement must be made within three (3) school days unless other arrangements have been made. All such action will be noted in the student's file.
The Student/teacher will work through Step 4 of the discipline process.
- 2) Referral to an outside agency may be discussed. All such action will be noted in the student's file.

Consequences for Tobacco/Alcohol/Drugs/Weapons (Possession, Use of, or Under the Influence):

The student/teacher and administrator will work through Step 4 of the discipline process.

- 1) The severity of the infraction may result in expulsion.
- 2) An automatic recommendation of expulsion will be made to the Board of Education upon the second offense.

HOMEWORK

Homework is considered complete when ALL work, on a given assignment, is done to the best of the student's ability at the designated due date and time. As teachers, we understand that there may be times when work is not completed because of lack of understanding by the student. If this occurs, please contact the teacher before school.

Homework Expectations:

- 1) Students will hand in completed homework on time.
- 2) Students will be expected to have needed materials for each class period.

When homework completion exceeds expectations, rewards may be given to individuals and/or the class for excellence. Each teacher will select appropriate rewards, including positive communication home.

Consequences for Incomplete Homework (Grades 5-8)

Homeroom teachers are responsible for tracking the number of incomplete assignments for their homeroom students through the use of the electronic monitoring system in place. When homework completion does not reach expectations, the steps listed below will occur.

Cumulative Quarter Consequences for Incomplete Homework (Grade 5-8):

Homework is considered complete when ALL work, on a given assignment, is done to the best of the student's ability at the designated due date and time. As teachers, we understand that there may be times when work is not completed because of lack of understanding by the student. If this occurs, please contact the teacher before school.

An *infraction* is defined as *one incomplete or late assignment*.

- 1) Upon each infraction, a mark will be placed in the record book. A 5% reduction on the grade will be assessed to the assignment. ***If the assignment is not given to the teacher the next school day, the grade will be reduced by 5% each day until received. The student is expected to complete and return the work the next school day (not the next time the academic class meets).***

- 2) Upon the *second and third* infractions, a “Notice of Incomplete Work” note will be sent home with the student to be signed by a parent/guardian and returned to the homeroom teacher the next school day. If the note is not returned to the homeroom teacher the next school day, the student/teacher will work through Step 2 of the discipline process.
- 3) Upon the *fourth and fifth infractions*, the student/teacher will work through Step 4 of the discipline process.
- 4) Upon the *sixth and seventh* infractions, the student will complete Step 5 of the discipline process.
- 5) Upon the *eighth* infraction, Step 6 of the discipline process (Family Conference) will be implemented.
- 6) After other agreed upon plans have been exhausted, Step 7 of the discipline process (School Authority Structure) will be implemented.

After each quarter is completed, each student will begin with a clean slate.

PUNCTUALITY/TARDY

Attendance is essential for student success. When students miss school, they miss educational opportunities. Teachers plan lessons weekly. They use assessment information to help them plan lessons that are targeted toward helping all children experience growth. When a student is tardy, he/she misses learning opportunities. It is essential that students not only attend school every day they are healthy, but that they arrive early enough to prepare for the day.

St. Paul’s school day begins promptly at 8:00 a.m. One of the most valuable life skills a student can learn is taking the responsibility of arriving at school every day on time. This skill can be easily accomplished and is a valuable asset for their future. One of the most important times of the school day is the morning. This is the time when important school news is announced, and teachers define the plans for the day. The whole tone of a child’s day is set in the first moments of the school day. Please help support your child in learning habits that will help them be successful at school and throughout life.

SCHOOL DAY SCHEDULE

7:30 a.m. Students may arrive.

7:45 a.m. Students are to leave supervised areas and make their way to classrooms.

8:00 a.m. Students are to be in their classrooms and ready to learn (no longer in hallways, by lockers, etc.)

8:00 a.m. Late Arrivals: At 8:00 a.m. all exterior doors are locked for safety purposes. If arriving after 8:00 a.m., parents must escort students into the school (being admitted using the buzzer [doorbell]). The student, along with their parent/guardian escort, must check into the school office before entering the classroom. Students should enter the classroom and sit at their desk as quietly as possible as to not disturb the rest of the class.

TARDY

Students that are late to classes during the school day will be considered tardy and the teacher will note the tardy in their records.

EXCESSIVE TARDIES/CUMULATIVE

Excessive tardiness is defined as being tardy more than 10% (18 times) during the school year. Students who have excessive tardies will take part in Step 7 of the discipline process (School Authority Structure).

EXCUSED TARDIES

An excused tardy includes a medical or dental appointment or late arrival due to inclement weather or excessive traffic issues. Other extenuating circumstances will be reviewed by the principal.

St. Paul's staff is confident that you will support our efforts in helping your child achieve his/her potential in school by having your child to school and in class on time.

Christ-Centered Curriculum:

All students need and deserve a safe and comfortable learning environment. Staff members shall report any incident of harassment, intimidation, or non-inclusion to the principal. New empathy/inclusion curriculum entitled "Second Steps" will be part of each K-8 academic year. Social learning helps students navigate situations to develop deeper connections to peers, teachers, and the school community. Second Steps provides social/emotional learning which assists students and schools to thrive.

Qualities of a Christ-Centered school culture include:

- Empathy and connection
- Cooperation among students
- Consideration of others
- Peer conflicts are incidental
- Peer conflicts move toward resolution
- Everyone takes personal responsibility for their actions
- There is a shared attitude of repairing hurt and misunderstanding
- Coercion and intimidation are discouraged; mutuality and justice are encouraged
- When an impasse is encountered in peer relationships, adults help to foster resolution
- Shy individuals are invited into play and engage in activities
- Very active and excitable children are taught skills to calm and regulate their emotions and behavior
- Parents support and foster effective repair and conflict resolution among siblings and between parents and children
- Parents and teachers share a mutual understanding and process to address peer conflicts collaboratively

Non-Christ like behavior may include:

- intentional attempts by one or more individuals to inflict physical hurt and/or psychological distress on one or more victims over which the individuals hold an imbalance of physical or psychological power, with the individual actually being, or perceived to be, dominant over the victim
- intentional behavior which causes harm to a student or the student's property
- intentional behavior which causes a reasonable student to fear for his/her physical or emotional safety or for the safety of his/her property
- intentional behavior that substantially interferes with a student's education
- any acts of intimidation or harassment that are sufficiently severe, persistent or pervasive in that they create an intimidating, threatening, or abusive educational environment for a student
- any intentional act or conduct toward a student which is based on an actual or perceived trait or characteristic of the student and which creates and objectively hostile school environment
- any threat of retaliation for the reporting of any of the foregoing acts.

Non-Christ like behavior may be direct, with face-to-face physical or verbal confrontation, or indirect, with less visible actions, such as spreading rumors or social exclusion. These activities may be physical, verbal, written, or electronic, and can take the form of slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, attacks or threats. Although a single attack on a victim, if severe enough, can be accurately described as non-inclusive and non-empathetic behavior, it more often refers to a series of negative actions that occur frequently over time.

Depending upon the severity of the offense, the administrator may skip the initial steps in the discipline process. The school board becomes involved if or when needed.

- 1) The student will be sent to the principal's office, infraction noted in student's file, parent(s) contacted.
- 2) A conference will be held with the parent(s), teacher, and principal. A note of disciplinary action will be added to the student's cumulative file.
- 3) Referral to an outside agency may be discussed. A note of disciplinary action will be filed in the student's cumulative file.
- 4) A behavior contract will be developed if necessary.
- 5) The student may be expelled from school under the direction of the School Board.

DEFINITIONS AND ADMINISTRATION OF DISCIPLINE

In-School Suspension:

The student is suspended from attending regular classes. The student will be expected to work on class assignments in a designated area. The student will be counted as absent for classes missed while serving an in-school suspension. Homework for the next day will be completed in an acceptable manner. The parent(s) will be notified. The student is suspended from all extra-curricular privileges during in-school suspension.

Suspension:

A student is suspended from regular classes and will not be allowed to attend school. The student will be expected to work on missed assignments while suspended. Acceptable standards will be expected for missed assignments. The parent(s) will be notified. Students will be suspended from all extra-curricular privileges during suspension.

Expulsion:

Expulsion is the termination of the student's enrollment in the school. St. Paul's Lutheran School reserves the right to expel any student for persistent or severe misconduct or failure of parent(s) or student(s) to comply with school rules and standards.

St. Paul's Lutheran School Board has the sole authority to expel students without further approval of any other officer, board, or assembly of St. Paul's Lutheran Church. No tuition or other fees paid to the school shall be refunded upon expulsion.

Corporal Punishment:

St. Paul's Lutheran School will not administer corporal punishment.

SUMMARY OF DISCIPLINE STATEMENT

These progressive steps are guidelines. The extent to which they are implemented in any specific case is to be determined by the sole discretion of the faculty, staff, and administration of St. Paul's Lutheran School. Certain behaviors of a severe nature, but not identified in this policy, may result in immediate action not herein identified.

Teachers and administrators will not always be aware of misbehavior that is taking place, but they will be as consistent as possible in correcting behavior that is disruptive to the learning environment. Parents can be a great help and influence by supporting the teachers. Parents with concerns about classroom discipline should first contact the teacher to discuss the problem before bringing the issue to the administration personnel. (See Grievance Policy)

1 John 3, verses 23 – 24: *And this is his commandment, that we believe in the name of his Son Jesus Christ and love one another, just as he has commanded us. Whoever keeps his commandments abides in God, and God in him. And by this we know that he abides in us, by the Spirit whom he has given us.*

DRESS CODE, STANDARIZED DRESS CODE

Adopted 1999, Rev. 2001, 06, 07, 09, 10, 11, 13, 14, 15, 17, 18, 20, 23

A neat, well-groomed appearance is a reflection of the pride and joy in one's life as a child of God. Our dress code is designed to create that positive image. Parents are expected to support this standardized dress code in preparing their children for school each day and are responsible for their children's appropriate dress at all times. This policy is to be observed by students from the time they arrive at school until they are picked up.

Of course, students should observe acceptable standards of cleanliness and modesty. All clothing should be clean and in good repair without rips, holes, or frayed edges. Mending is permissible with the same color fabric. No glitter, sparkles, or sequins are permitted. In addition, students may be asked to dress differently for the symphony, choir performances, class chapels, and other special events. Exceptions to the dress code may be made for "special days" that may include, but are not limited to, spirit, sports themed, team dress, Student Council sponsored, or teacher approved days. The faculty and School Board reserve the right to review the dress code at any time. The faculty reserves the right to determine the appropriateness of student dress and appearance.

St. Paul's has worked with local and national vendors to produce viable and affordable choices for our students. Please honor these vendors, as we have developed special relationships with them, and they, in return, support our school in various ways.

ACCEPTABLE SCHOOL DRESS

All colors of polo or oxford collared shirts and knit collared dresses are required to have the St. Paul's new rounded cross school logo embroidered on the item.

PLAID SKIRTS/JUMPERS ("SHIFTS")/SKORTS

- Black and Gold Plaid available through Lands' End
- Skirts and skirts must be worn at the natural waistline (rolling of skirts is not allowed)
- Must be worn nearer to the knee

KNIT DRESSES

- Black (from any vendor) – must be collared
- Gray (from any vendor) – must be collared
- Must be worn nearer to the knee

PANTS, SHORTS, PLAIN JUMPERS, PLAIN SKIRTS

- Khaki (from any vendor of your choice)
- Black (from any vendor of your choice)
- Gray (from any vendor of your choice)
- Tailored – pleated or flat front or knit in appropriate color
- No denim, cargo, or knit (shorts)
- To be worn at the natural waistline, conforming to body type, not dragging on the floor
- No shorter than four inches above the knee

SHIRTS - *All colors need to be logoed

- Polo or oxford collared shirts (from Dot the I, Lands' End, or vendor of your choice)
- Black
- White
- Gold
- Maize
- Honey Gold
- Gray
- Gray

- A long or short sleeve shirt or turtleneck is worn under standard dress shirt, the color of undershirt must be WHITE or BLACK.
- No logos, patterns, embroidered designs, or pictures other than St. Paul's approved logo
- No laces or zippers
- Shirts must be tucked in at all times so waistband of lower garment is visible
- Students may also wear neckties containing no offensive words or images.

SWEATERS/CARDIGANS

- Same guidelines as shirts, however no logo will be required on any sweaters. Logos would be optional to add to sweater colors of white, black, gold, maize, or gray.
- Cardigan, crew, V-neck sweaters, and vests are allowed in the appropriate sanctioned colors.
- No logos, patterns, or pictures (other than the approved St. Paul's logo)
- Collared shirt or turtleneck must be worn underneath

SWEATSHIRTS/HOODIES/FLEECE

- All sweatshirts and hoodies must have either our approved SPL Logo or an approved spirit wear design.
- Fleece must have the SPL Logo. Other designs are not allowed.
- Reference website or previous communication for definitions on approved SPL logo or other approved designs.
- Black (from any vendor of your choice, but needs logo)
- White (from any vendor of your choice, but needs logo)
- Gold (from Dot the i Embroidery)
- Gray (from Dot the i Embroidery or Lands' End)
- Collared shirt or turtleneck must be worn underneath

SHOES

- Need to provide protection for all types of school activities
- Closed-toe
- Non-marking soles (both casual and athletic)
- Velcro, laces, buckles, etc. need to be fastened at all times
- Snow boots are not acceptable for indoors

SOCKS/TIGHTS/HOSE

- Matching socks should complement the outfit (solid color or with very small logo)
- Ankle, crew, or knee socks allowed. Need to be visible above the shoe
- LEGGINGS: White, gray, or black tights or white, gray, or black leggings are allowed but must be worn with socks

UNDERGARMENTS

- Appropriate for school
- Not to be visible through garments

SCOUT UNIFORMS

- May be worn on designated Scout days
- Sash or vest may be worn with standardized dress

ADDITIONAL ACCEPTABLE OPTIONS

SPIRIT WEAR

- Approved St. Paul's spirit wear may be worn each Monday of the school week with approved dress code bottoms. The principal may allow jeans on certain spirit wear days or other special school days, but that is not the standard for each Monday.

ACCESSORIES

- Hair accessories should coordinate with outfit (prefer **black/gold/white** St. Paul's colors, but will allow red, purple, grey, and maize if it complements the outfit).
- Earrings may be worn only by girls.

MAKEUP

- Should be used sparingly to enhance one's natural, God-given beauty

UNACCEPTABLE WEAR FOR ALL STUDENTS

- Outerwear in the classroom (non-St. Paul's logo hoodies or non-spirit wear approved items).
- Denim (shirts, pants, jumpers, skirts, and shorts) unless designated for a special dress day.
- Hats, caps, sunglasses in the building
- Hair colored in an unnatural way
- Body piercing (except girls' ears)
- Wallet chains
- Jewelry supporting anti-Christian values
- Tattoos

RESOURCES

- St. Paul's website will have details for dress code questions
- Lands' End will have a custom website link for St. Paul's families.
- Questions can be addressed to the Principal, Faculty Members, and/or School Board Members.
- Approved vendors: **Just Me Apparel, Dot the i Embroidery, Lands' End**

PHYSICAL EDUCATION CLOTHES

Fifth through eighth grade students are to have the following items marked with their name for PE class:

- Non-marking athletic shoes (no Crocs for any PE class - K-8th grade)
- St. Paul's T-shirt, available through the bookstore, is to be worn only during PE but may also be worn for after-school athletics.
- Black athletic shorts (no Spandex)
- White socks
- Jogging/warm up suits may be used during PE class at teacher direction.

STEPS TO ADDRESS NONCOMPLIANCE OF DRESS CODE

- 1) The first time clothing is worn to school that does not comply with the school dress code, the student will receive a verbal warning.
- 2) For repeated violations, the student may be removed from class, the parent will be called, and the student will not be allowed to return to class until appropriate clothing is brought to school for the student. The student may also serve a noon detention for repeated dress code violations.

EARLY DISMISSAL DATES

St. Paul's school calendar includes various early dismissal dates. Parents are to note these special days and make arrangements for these 11:00 a.m. dismissals. Students are to be picked up within 15 minutes after the dismissal time. The SPLASH program is provided on early dismissal days. If students are going home with other families, communication to the teacher and or school office is needed.

ELECTIVE/MINI-COURSE PROGRAM

Sixth through eighth grade students are offered mini-course as well as elective class selections each semester. Fifth grade students may participate in band and choir activities, but will not participate in the upper grade elective program. The classes are designed to enrich the regular curriculum. Options include School Choir, classes specializing in art, science, math, church history, and social studies as well as other topics of interest. Upper grade students receive a sign-up sheet at the beginning of each semester explaining their elective choices.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Adopted April 2000, Revised June 2013, 2017, 2019

INTRODUCTION:

Participation in extra-curricular activities such as Student Council, grades 3-8 interscholastic sports, Academic Team, Lutheran Junior Honor Association, etc., is a privilege. St. Paul's students are expected to meet both grade and behavior standards to remain eligible to participate. This eligibility has no effect on participation in co-curricular activities such as choir, elective classes, and field trips.

DEFINITIONS:

Eligible = the student may participate in any extra-curricular activity including events, practices, games, and tournaments.

Probation = the student's progress is closely monitored while the student continues to participate in extra-curricular activities including events, practices, games, and tournaments. This period begins the day of midterm or report card distribution through two weeks (including all weekends).

Ineligible = the student's progress is closely monitored; however, the student does NOT participate in any extra-curricular activities including events, practices, games, and tournaments. This period begins the day of midterm or report card distribution until the next grading period/report card distribution (including all weekends).

ELIGIBILITY COMMITTEE:

The Eligibility Committee consists of all fifth through eighth grade teachers, assistant principal and principal. This committee will review students' grades and behavior, determine students' eligibility status, maintain records of eligibility, and communicate the students' status to students, their families, coaches, and faculty.

POLICY:

Grade Standards – The Eligibility Committee will review all students who have at least one “F” or two “D’s” (or the equivalent percentages) or one or more “I’s” - in all curriculum areas or one “U” (unsatisfactory) in electives and place them on probation, declare them ineligible, or continue their ineligibility according to the procedure that follows.

Behavior Standards – The Eligibility Committee will review all students who demonstrate persistent and/or excessive misbehavior and place them on probation, declare them ineligible, or continue their ineligibility according to the procedure that follows.

PROCEDURE:

All students are eligible for extra-curricular events until the Midterm 1 report. At that time, all students who do not meet grade or behavior standards will be put on probation for two weeks.

At the conclusion of probation, the Eligibility Committee will review students' progress. Those students who meet minimum grade and behavior standards will be taken off probation. Those students who have not improved will be ineligible to participate in extra-curricular events until the next grade period.

At the conclusion of all other grading periods (Midterm 2, 3, or 4 or Quarter 1, 2, 3) students, except those who are currently ineligible, who do not meet minimum grade or behavior standards will be placed on probation. (Students who are currently ineligible and still do not meet the minimum grade or behavior standards will remain ineligible until the next grading period.) At the conclusion of probation, the Eligibility Committee will review those students' records. Students who meet grade and behavior standards will be taken off probation and will become eligible. Students who do not meet grade or behavior standards will be declared ineligible until the next grading period.

EMERGENCY PROCEDURES/CRISIS TEAM

A number of emergency procedures are in place and are reviewed regularly for the safety and well-being of the students, faculty, and staff. All students are expected to adhere to all safety regulations. Students participate in fire, tornado, and earthquake drills designated by our public safety commission. St. Paul's has a Crisis Management Team that reviews policies and procedures.

EMERGENCY FORM

Each family is required to complete a yearly emergency contact form prior to the beginning of school. Families must inform the school office when information changes throughout the year (i.e., moving, new cell phone numbers, etc.).

EXTRA-CURRICULAR ACTIVITIES

St. Paul's offers an extra-curricular program for students in grades five through eight. Athletic programs include cross-country, soccer, volleyball, basketball, cheerleading, and track. Coaches hold meetings with parents and students prior to the season to explain student commitment and expectations. Christian sportsmanship and good attitudes are stressed and are expected of every player, coach, and spectator. Academic Team, Lutheran Junior Honor Association (LJHA), and the Yearbook Committee (grade 8) are also extra-curricular activities.

FEES/FINANCIAL PAYMENT POLICY

Revised, Aug. 2014, July 2015, July 2016, July 2020

St. Paul's **requires** all families to set-up automatic monthly tuition payments from a checking account through the current on-line servicing company Vanco Services. Vanco Services offers a reoccurring payment plan referred to as "The Simply Giving Program" endorsed by Thrivent. Exceptions will be allowed for those wishing to pay their tuition in full by August 31st or set up a bi-annual payment plan. An authorization will be retained from each family indicating the amount for tuition and any other fees remitted on a regular, monthly basis, e.g. lunch program, athletics, band, after school fees, etc.

If a checking account has insufficient funds on the date the payment is drawn from the families' account, Vanco will debit St. Paul's for the return and charge a return fee. When a return notification is received by the Financial Administrator, an email will be sent to the school family inquiring as how best they wish to handle the missed payment. This email will also be sent to the Principal and the School Office Administrator to inform them of the returned payment. In addition, any fee incurred by St. Paul's for the return payment will be charged to the family as a "General" fee.

If the payment has not been replaced within 5 business days, the Financial Administrator will send notification to the family requesting the payment be made up as soon as possible. This letter will be copied for the Principal, the School Office Administrator, a member of the School Board, and the Senior Pastor. If no response is received and the payment is not replaced by the end of the month the payment is due, a first attempt phone call will be made by the Financial Manager.

If tuition and fee payments become two months late, the Financial Administrator or Office Administrator will contact the families and ask for a written response for a plan to pay off the late tuition or fees. The Principal will be copied on those communications.

If tuition and fee payments become three months behind, the School Board Chairman and Principal will require a personal meeting with the school family and future enrollment could be in jeopardy.

Exceptions to the above procedures can be made on a case by case basis if approved by both the Principal and a member of the School Board in writing with the reason to waive the policy clearly documented.

Quarterly report cards and progress reports (including record transfers) will be held if tuition and fees are not paid according to the policy stated above.

FIELD TRIPS

Revised June 2008, June 2010, 2019

Field trips are designed to be an enhancement to the curriculum. St. Paul’s faculty strongly believes in the benefits of participating in field trips and off-campus events. Students must have a signed permission slip to attend any off-site field trip. Students are to act responsibly and adhere to all school policies, even on overnight trips, when attending field trips, and when riding buses to field trips. Parent and adult chaperones will accompany teachers when the faculty deems necessary. Emergency contact information is now required for all adult chaperones.

FOCUS, Parent Ambassador Group

Adopted July 2015

The current parent support group at St. Paul’s, named “FOCUS,” stands for Fellowship, Opportunity, Communication, Unity, and Service. FOCUS is the group that coordinates major events and works with volunteers. The goal of any parent support group is to support families, students, and teachers.

FOCUS, Activity Fee

Adopted July 2015, Rev. 2018

Each student is assessed an activity fee to support the costs of field trips, hymnals, Bibles, class parties, teacher appreciation, Faith Family shirts and supplies, and events that the FOCUS parent group provides. That fee is set annually by the School Board.

FORMS

Various standardized forms are used to enable communication between school and home. Many of these forms can be retrieved from the school offices or St. Paul’s school website.

- After-School Detention forms (green) will be used when inappropriate behavior occurs and results in the need to detain the student. These are sent home for a parent signature and are to be returned the following day.
- Emergency forms are to be completed by each new family by the beginning of the school year. Current families are asked to update and or confirm their information is current in the school’s online student information system (currently Fast Direct) by the first day of school each August.
- Field Trip forms are used to provide information and for permission to attend field trips. (No verbal permission will be accepted.)
- Health and Immunization forms are to be completed by each new student to St. Paul’s, by each 4th and 7th grade student, and by all students participating in sports.
- Homework Assignment sheets (blue) are used for students who are absent. A teacher or student will be assigned to keep track of these assignments for the absent student.
- Late Arrival/Return form (yellow) is used when students arrive after 8:30 a.m. or return to class.
- Medication forms are to be completed to allow a student to take medication at school.
- Notice of Incomplete Work form was revised in 2015 for students in 5th – 8th grade to be used in accordance with the incomplete work policy.
- Permission to Participate and Travel Form – for interscholastic sports.
- Tardy form (white/yellow copy) is to be used when students arrive before 8:30 a.m.

GRADE POINT AVERAGE and HONOR ROLL

Revised February 2005, June 2013, June 2018

GPA (Grade Point Average) is calculated each quarter for students in grades 5 – 8. GPAs are calculated by “weighting” classes.

GPA is calculated using the following scale. The core subjects of religion, English, math, science, social studies/history, and literature are “weighted” 100%. Music, PE, health, memory, computer, Spanish, and spelling are “weighted” 40%.

| | | | | | |
|----|------|----|------|----|------|
| A | 4.0 | B- | 2.66 | D+ | 1.33 |
| A- | 3.66 | C+ | 2.33 | D | 1.0 |
| B+ | 3.33 | C | 2.00 | D- | .66 |
| B | 3.0 | C- | 1.66 | F | 0 |

Students in grades five through eight may earn academic honor roll status each quarter. “Honors with Distinction” will be given to students whose GPA is 3.9 or higher. “High Honors” will be given to students who earn a grade point average of 3.5 -3.89 on a 4-point scale. “Honors” will be given to students who earn 3.0 -3.49. This list is posted in each upper grade classroom, in the hallways, and is published in the K-8 SCHOOL BULLETIN.

GRADING SCALE

Academic and behavioral progress of students is evaluated on a quarterly system in the form of a report card. St. Paul’s also uses mid-quarter progress reports. The following grading scale is used by St. Paul’s Lutheran School:

| | | | | | | | | | |
|-------|----|-------|----|-------|----|-------|----|------|---|
| 100 | A+ | 91-92 | B+ | 83-84 | C+ | 73-74 | D+ | 0-64 | F |
| 95-99 | A | 87-90 | B | 77-82 | C | 67-72 | D | | |
| 93-94 | A- | 85-86 | B- | 75-76 | C- | 65-66 | D- | | |

GRIEVANCES

Reviewed June 2017, 2019

Difficulties and problems will happen. In an effort to improve the level of communication when difficulties arise between faculty, staff, students, and/or families, apply the passage from Matthew 18:15 (NIV), “*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.*” This serves as our guide in resolving conflicts:

- 1) **Personal Communication** – As identified in Matthew 18:15, it is the direction of the Holy Scriptures to **FIRST** communicate your grievances to the person against whom you have the grievance. Grievances or conflicts often are based on poor communication or lack of information. In step #1, each party has an opportunity to clarify their position, more fully understand the other party’s position, and begin communication to resolve the grievance/conflict. Parents that have concerns about classroom instruction or procedures are to first speak with the class teacher.
- 2) **School Principal** – If, after completing the first step, you feel the grievance/conflict has not been resolved, the matter should then be brought to the attention of the School Principal to be discussed in a private, personal conference.
- 3) **School Board** – If the grievance/conflict has not been resolved in the first two steps, the matter may be brought to the attention of the School Board Chairperson.

Within the Christian spirit, conflicts between individuals should never be brought up in public (i.e., PTL meetings, discussions with other parents, Voter’s Assembly meetings, or School Board meetings). Pastoral counseling care is an important tool that can be used to address situations beyond those stages listed above.

GUM

Gum is not allowed during any classroom or school activity involving the students of St. Paul’s unless a teacher has given approval for a special occasion and/or event. Teachers should not distribute gum as a reward.

HEALTH AND IMMUNIZATIONS

**August 2020*

- Physicals are required for all new students to St. Paul’s and all students entering fourth and seventh grades.
- Sports physicals are needed annually for students participating in the inter-scholastic sports program.
- Medication permission forms need to be completed by parents/guardians prior to medication being dispensed at school.
- A part-time school nurse works at St. Paul’s.
- Immunization records are required for each St. Paul’s student.

- Food allergies must be reported to the school office **and** homeroom teacher. Parents need to provide written documentation, instructions, and possible medications as directed by a physician. Parents and administration must review policies/procedures with appropriate school personnel (i.e., nurse, teachers, cook, secretary, and/or assistant principals).

St. Paul's must follow the State of Missouri guidelines and laws concerning student immunizations. Current requirements include immunization against diphtheria-pertussis-tetanus, polio, measles, mumps, and rubella. Students under the age of six are also required to start on the Hepatitis B immunization process. Immunization requirements are updated yearly through our school nurse.

*In unique years, specific health guidelines will be published in a separate document (ex: COVID-19 health and safety plan). 2021-2022 health specifics will be shared in a separate document.

HOMEWORK

Revised June 2005

Homework is an integral part of the educational program at St. Paul's Lutheran School. It is an extension of classroom instruction and may be used to introduce, reinforce, and evaluate learning. It is often assigned to check for understanding of material. In addition, it provides children with the opportunity to assume some responsibility for their own learning. Completing homework assignments can help students learn to set priorities and wisely manage their time. It can also help them develop the important life skills of self-reliance and perseverance.

Teachers at St. Paul's assign homework in a thoughtful and responsible manner. They work hard to ensure that students find the assigned work meaningful and, just as importantly, that those students have the skills and abilities to successfully complete it. If parents have questions or concerns about homework, they should contact their child's teacher.

In addition, students are encouraged to read for pleasure each week. Reading on a regular basis improves vocabulary, comprehension, and critical thinking, skills that are essential for success in school and for life-long learning.

LIBRARY

Revised June 2011, June 2018, 2020

St. Paul's library has over 6,000 selections at various reading levels. Grades K-4 students have scheduled library times within each homeroom. Parent volunteers often assist with library times. Check-out length for St. Paul's library books is one week for lower grades and two weeks for grades 5-8. Late fee charge for overdue books will be assessed. The new library provides a bright, inviting space for our students and is named in memory of former student Rachel Schmotzer.

LIBRARY, Procedures

Adopted March 2009

- 1) The school library at St. Paul's contain easy to read books, fiction, biographies, non-fiction, and reference books.
- 2) Books can be checked out for one week at a time for grades K-4 and two weeks at a time for grades 5-8.
- 3) If a child does not return his/her book(s), he/she may check out one book on the next library visit.
- 4) If the book(s) are not returned by the third visit, the child loses check-out privileges until the book(s) are returned.
- 5) If a child loses his/her book, the parents will be notified and will be billed for a new book through the school office. This book will be purchased by the campus librarian.
- 6) If a library book is damaged, the parent will be charged the cost to replace the book.

- 7) Teachers may check out books as needed and keep them as long as needed.
- 8) Reference books should not be removed from the library for more than one class period at a time. It is the teacher's responsibility to return reference books to the proper place at the end of the class period.
- 9) Teachers encourage students to use the library. Use of the library is subject to availability, and regular visits are to be coordinated by the faculty coordinator.
- 10) The library is often staffed by parent volunteers that will be trained by the faculty or a parent coordinator.
- 11) If a class will miss a regularly scheduled visit, the teacher is to notify the parent volunteer for that week.
- 12) The library will close 2-3 weeks before the end of the school year to complete inventory.
- 13) Procedure for the acquisition of new books:
 - a. All books placed into the school library will be entered into the computerized library system and filed with the appropriate bar code.
 - b. All books purchased or donated will be reviewed and evaluated for content before being placed into circulation.
 - c. The review will be conducted by the faculty librarian. If needed, the librarian may ask for additional help from other faculty members, the principal, and the pastor.
 - d. Books with questionable content (information contrary to Christian Lutheran beliefs, inappropriate pictures or diagrams etc.) will only be placed into circulation at the library if they are found to have significant value over and above the content in question. These books will have a disclaimer placed in the front of the book. This disclaimer will be on bright colored paper. The UPC label will also be marked noting the concerns.
 - e. The volunteers will be trained to call attention to the books with disclaimers to make sure the student understands the book contains questionable content, but has value as a resource in the library.
- 14) The disclaimer for the front of books is as follows:

PLEASE NOTE!

Adopted January 2004

Dear St. Paul's Student and Parent:

This book has been reviewed by faculty members of St. Paul's Lutheran School and has been found to have statements which are contrary to Christian Lutheran beliefs found in the Bible.

We believe, however, that this book has value for learning beyond these statements and have chosen to include it in the library for your use and reference.

Please contact the school office (314-822-2771) if you have any questions regarding this notice or have questions about the material or statements in this book.

Thank you!

St. Paul's Lutheran School Faculty

LIBRARY, Adolescent Library Policy

Adopted Aug 2009, Revised June 2018

St. Paul's Lutheran School is committed to sharing Christ's love and providing an environment and opportunities for students to develop their God-given potential spiritually, academically, physically, emotionally, and socially. One way to develop the academic, emotional, and social aspect is through reading.

Our library is committed to providing good literature to students in both non-fiction and fiction formats. We recognize that as students grow and mature, their preferences in reading materials grow and mature as well. Therefore, the library offers adolescent literature that is appropriate for students in grades 7-8; however, it is placed in a special area of the library.

All adolescent literature offered in the library has been read by at least one teacher. Content in the books is carefully considered for language, themes, sex, Christian beliefs, and violence. Some of the books may contain mild content of the above. However, it is felt that the overall content of the book has significant value and therefore belongs in the library.

In order for a student to check out a book from this section, he/she needs to have the permission form signed by his/her parent allowing permission to do so. This form will need to be signed each year. Parents may designate types of books allowed to be check-out by their child (ex: language permissible, adult themes not).

St. Paul's encourages its students to read. We are aware though that some parents prefer to monitor what their children are reading. We encourage this and encourage all parents to dialogue with their children about what they read and the content in the books. If you have questions concerning the content of a book, please contact the principal.

LOCKS AND LOCKERS

Revised 2020

All students will be assigned a homeroom cubby or a hallway locker. They are to use the space for their personal belongings during the school day. Lockers are the property of the school and are to be treated with care. Students having difficulty with their locks or lockers should inform the teacher. **Tape and other adhesives are not to be used on the new lockers.**

LOST AND FOUND

Lost and found is located near the school office. Students may receive permission to examine the area to claim lost items at any time. At least twice a year, items are put out for display and if no one claims them, they may be donated to local charities and or saved for St. Paul's Rummage Sale in June.

LUNCH PROGRAM

Revised June 2010

St. Paul's offers a hot lunch program for students and staff. Lunch rates are adopted by the School Board annually. Payment is to be made ahead of time for lunch and milk, so the student has "credit" prior to ordering and eating in the hot lunch program. The account is then charged when the student eats school lunch or drinks milk. Lunch prices are announced during the summer. In order to promote balanced nutrition, students must choose three menu items and a drink. They may also choose from a variety of additional food items. Please note the following hot lunch program rules and procedures:

- Students may only come through the lunch line and salad bar one time so they need to make their choices wisely.
- Students must take an entrée, a drink, plus one other item from each menu listed. Other items can be added from the salad bar, roll, or dessert. Students must take three of the five listed items to constitute a school lunch.
- Students are encouraged to eat what they take to model "good stewardship"; however, they will not be forced to eat everything off their plate.
- Good table manners are expected, and inappropriate lunchroom behavior will be addressed.

- Students are encouraged to visit with friends and enjoy their lunch time; however, shouting and loud noises are not allowed.
- Students are not allowed to trade food.
- Soda is not allowed.
- If families choose to pack cold lunches, we encourage you to pack healthy meals. Too often, candy, salty treats and other choices are high in sugar and fat.
- Hot outside restaurant food (i.e. McDonald's, Taco Bell, etc.) is not allowed unless it is planned by the school for a special lunch day. Cold pizza, sandwiches, salads, etc. are allowed.
- **Parent helpers are required to assist in the lunch program one time per school year.** Helpers are scheduled on Tuesday, Wednesday, and Thursday. Work in the lunch program involves assisting the cooks in setting up for the meal, washing dishes and utensils, and clearing and cleaning tables after lunch. Parents may "buy out" of their work time in the lunchroom for a \$100 fee.

LUTHERAN JUNIOR HONOR ASSOCIATION

Adopted 2020

LJHA is designed for Lutheran schools to recognize students in grades 6-8 who exercise leadership, servanthood, and discipleship, while excelling at academics and to foster these qualities through service projects and other activities. St. Paul's is a charter member of this newly formed organization.

MEDICATION PROCEDURES

The giving of prescription and non-prescription medication at school is discouraged; however, if medication is to be administered at school, the medication must have a label showing the name of the child, the name of the medication, the dosage amount and schedule, and the physician's name. A signed permission form (*) from the physician and the parent is necessary for both prescription and non-prescription medication. Adults need to bring medication to the school office for safekeeping and dispensing by school personnel. Medication should not be transported to school by the student. All medication is locked in the office. (*) *One copy of the medication form is located in the back of this handbook.*

MUSIC PROGRAM

St. Paul's offers an excellent music program for students. Areas include music classes, choir, strings (2nd grade and above), piano instruction (2nd grade and above), recorders (3rd & 4th grades), instrumental band (5th grade and above), and school choir (5th-8th grade). Please contact the Kantor or the school office for information about the music program.

PARENT-TEACHER CONFERENCES

Adopted June 2005, Rev. June 2006, 2009

St. Paul's Faculty believes that students in grades 1-8 should take part in leading the first Parent-Teacher-Student Conference of the school year. The students will be "coached" on how to conduct their conferences, emphasizing their strengths and areas to improve upon in academics, spiritual growth, physical growth, and social relationships. Teachers and parents will certainly have input during the first quarter conferences. First quarter conferences are required.

The Faculty will set aside time after the Midterm 3 grading period to conduct optional parent-teacher conferences for school parents; however, teachers and parents may certainly schedule meetings or conferences as needed.

PARKING

Parking is to be in designated parking spaces only. Please obey all fire lane restrictions. Cones may be used for morning drop-off, PE classes, funerals, or other activities held at church and school.

PLAYGROUND

Revised June 2010, 2020

Recess/playtime is a necessary part of the physical and social development of each student. It should be an enjoyable, safe time for all involved. These rules and guidelines are produced by the St. Paul's Faculty in order to keep a safe, controlled environment for students. The new playground opened in November 2020.

Students are allowed to use the playground and playground equipment during designated recess times, free times, and physical education classes. Students are not to use the playground between 7:30 – 8:00 a.m. (arrival times) and 3:15 – 3:30 p.m. (dismissal times). All playground rules must be observed.

General playground rules: St. Paul’s students are to:

- use their best judgment for safety, be polite and courteous, and follow all adult directions;
- be supervised on the playground by St. Paul’s teachers and personnel at all times;
- never leave the playground area without teacher or staff permission;
- use swings as designed – no standing or riding double on the single swing;
- use climbing bars as designed – no standing or walking on top;
- use slides appropriately – no climbing up or tossing items on;
- never throw loose items, snowballs, etc.;
- use playground balls and other equipment in designated areas. Equipment should not be used in areas that could potentially damage other school property (i.e. doors, screens, windows);
- stay off the playground during morning drop-off and afternoon pick-up times;
- bring in all equipment taken out by the class or by an individual.

PROPERTY

All student and school property is to be treated with care and respect. Students will be held responsible for damage to school property (i.e. textbooks, lockers, desks, equipment, technology, etc.). Fees for destroyed property will be assessed to the family prior to the last day of school.

RECOGNITION PROGRAM FOR STUDENTS *Adopted 1999, Rev. 2009, 2010, 2015, 2018, 2021, 2022*

All students have been given abilities and talents by their Creator. In an effort to recognize and encourage our students in the use of their talents, a recognition program for all kindergarten through eighth grade students has been established. Recognition awards are given during chapel services at the end of each semester. Students will receive a count of their points once per year. All new students receive a St. Paul’s pennant. Recognition is given for the following areas of school participation and achievement:

- Academic Bees (school, local, and state)
- Academic Team
- Church attendance
- Honor Roll
- Lutheran Junior Honor Association
- Mileage Club
- Music and Choir programs
- Perfect Attendance (no tardies or early dismissals)
- Principal’s Reading Challenge
- Reading programs
- Robotics
- Science Fair
- Singing in Church
- Sports programs (Grades 3-8)
- Student Council
- Sunday School attendance
- Yearbook

Recognition levels are:

- 10 points – Star for pennant
- 20 points – Star for pennant
- Each additional 15 points (i.e. 35, 50, 65) – a Gold Star of Distinction is given to place on the pennant.

Sample points are:

- .5 points per quarter for perfect church or SS attendance with one absence allowed
- .5 points per quarter for honor/high honor roll
- .5 points or 1.0 points (depending on participation or place) for Bible bee, geography bee, or spelling bees
- .5 points for each reading program completed per year
- .5 – 2.0 points for music per semester
- .5 points for track, cross country; and cheerleading
- 1.0 points for BB, VB, and Soccer,
- .5 points per semester for student council, NJHS, and others.

As part of the Wellness Policy, St. Paul's encourages walking during recess and adopted a Mileage Club Program.

- 1 point for clear level (20 cards)
- .75 points (15 cards)
- .5 points for gold (10 cards)
- .25 point for silver (5 cards).

REPORT CARDS and MID-QUARTER PROGRESS REPORTS

Revised July 2016

Quarterly Report Cards are issued to all Kindergarten through 8th grade students. Parent/Teacher/Student Conferences are held following the first quarter report card. Beginning at 2nd quarter, report cards and progress reports will be held for families who do not have financial accounts current. Please reference FEES/FINANCIAL POLICIES for further clarification on held records.

Mid-quarter progress reports are sent home to all students in grades one through eight at the midpoint of each quarter. The report is to be kept by parents; however, we ask parents to sign the report card/midterm envelope within one week of distribution and return the envelope to school.

RESOURCE ROOM PROGRAM

St. Paul's offers a resource program through a teacher on St. Paul's faculty. Currently that role is served by a special education teacher. Parents or teachers who become concerned that a child may have special needs are to first discuss it with the other person to set up a program of evaluation with the learning consultant and/or the principal, since appropriate procedures for observations, screenings, and testing may be necessary.

ROLLER BLADING - SKATEBOARDING

The use of roller blades and skate boards is not allowed inside the school building. The church and school do not allow roller-blading or skateboarding on the parking lot.

SAFE ENVIRONMENT – Neglect or Abuse

It is the intent of St. Paul's Lutheran School to provide a safe and secure environment for all students and staff so that excellent teaching, learning, and Christian living may take place. The teachers and staff have been instructed in safety concerns and have had training in addressing abusive and harassing behaviors. Students or individuals who violate these guidelines may receive disciplinary action. St. Paul's Lutheran School abides by the State Child Protection and Reformation Act that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report these concerns to the administrator and to the Missouri Department of Family Services.

SCHOLARSHIPS and FINANCIAL ASSISTANCE

Revised July 2005, 2006, 2019, 2021

Financial assistance is available for tuition through an Endowment Fund (Hart Fund), a St. Paul's Scholarship Fund, and the Sponsor a Student Program. Contact the school office as early as possible for information and application materials.

There is a currently a scholarship specifically designated for seminary families that have school age children. Applications for scholarships are to be completed by April 15 to be considered for the academic year's tuition assistance.

A new program, named Sponsor a Student, was adopted by the School Board in 2019. Periodic reminders and financial challenges will be shared with school families and congregation members.

SCHOLARSHIPS, HIGH-SCHOOL

Revised June 2007

St. Paul's member eighth graders planning to attend an area Lutheran high school in the fall and current St. Paul's member Lutheran high school students are eligible to apply for a "needs-based" scholarship awarded each year by the School Board.

At each year's graduation service, one eighth grade student is awarded an academic award called the Principal's Scholarship. This academic award is given to the student who will attend an area Lutheran high school and who has earned the highest grade point average from their combined seventh and eighth grade years. Currently, the Scholarship is worth \$2,000 (\$500 each year of attendance) if a 3.0 GPA is maintained.

SCHOOL CALENDAR

St. Paul's Lutheran School Board annually approves the school calendar and then it is published for the coming school year. A copy of the current school calendar is sent home in the summer mailings and is included in this booklet. Families are encouraged to keep the calendar available for quick reference throughout the year. The calendar is also on St. Paul's website and accessible on the school app.

SPLASH (St. Paul's Lutheran After School Homework Program)

Revised 2020

The after school program is designed to provide the children of working parents with a safe, well-supervised, Christian atmosphere after school. The program offers choices in non-academic activities, free time with peers, quiet homework time (if desired by parents) and a snack. For a fee of \$10 per day, students may stay until 6:00 p.m. daily. There is a late fee of \$10. If there are more than three late pick-up times within 30 days, privileges will be relinquished for two weeks. If fees are not paid by the end of an academic quarter, records will be held. If fees are not up-to-date at the end of two months, privileges will be relinquished until fees are paid. Families whose children are involved in the after school care program will be given a code for building entry at the south end of campus for entry from 3:30-6:00 p.m. Outside doors will remain locked during SPLASH. Emergency forms are required to participate and can be obtained at Early Bird Day or through the school office. Care is provided on Early Dismissal Days and No School Days for an additional charge. Lunch will also need to be provided by the family, as a school lunch will not be available on these days. At least six students (Kindergarten-8th grade) need to preregister to attend for Early Dismissal Days and No School Days one week prior for care to be available.

STUDENT COUNCIL

A Student Council program is conducted each year under the guidance of faculty members. Traditionally, officers from grades 6-8 are elected by the student body, and representatives from grades 3-8 are elected by their homeroom classes. The Student Council is a service organization enabling students to participate in planning successful school activities and outreach ministries. The Student Council also serves as a communication tool for student and faculty ideas. This program is under review and may see changes in the near future.

SCHOOL SUPPLIES

School Supply lists by grade are published each year at the beginning of July. Several items are available to purchase through the school including PE shirts, student Bibles, Luther's Small Catechism and Science Fair display boards (usually available by December). Please see the school office for details.

SUPERVISION OF STUDENTS, BEFORE AND AFTER SCHOOL *Adopted 2005, Rev. June 2013*
(See also After School Care and Arrival/Dismissal)

To ensure the safety of all who use our facilities, and to preserve order and maintain school property, supervision by St. Paul's personnel, and often by St. Paul's parents, is necessary. We expect all students to behave in a Christian manner. Respect for others and property should be shown at all times. The following policy is for students, parents, and staff at St. Paul's.

TARDIES (see **Discipline, Punctuality**)

TECHNOLOGY *Rev. June 2013, June 201, July 2016, June 2017, 2021, 2022*

St. Paul's school is equipped with Smartboards and other technology such as Chromebooks, laptops, and i-pads. The campus has wireless capability. All computers and media devices have internet capabilities. Due to internet capabilities, all students are asked to sign a computer use policy each year regarding the proper use of the computer and the internet. A technology committee creates the plan for technology upgrades. Smartboards and laptops were replaced during the 2021 school year. Additional Chromebooks and i-pads were purchased for student use. Teachers have the right to collect cell phones and/or smart devices in the morning and/or during testing to ensure no texting or research is conducted during the school day.

TELEPHONE *Revised June 2006*

Classroom telephones are designed for communication by the teachers. Students are not to use the classroom telephones unless directed by the teacher. The telephone in the school office is to be used by students for emergencies. Students may not use the office phone for personal reasons (i.e., forgetting routine homework, uniforms, changing after-school plans, etc.). With permission, students may use the office phone to call parents because of school activity schedule changes, to call at the direction of a teacher or the principal, to return a call in an emergency, and the like. Teachers/Coaches who allow students to use the phone must grant permission. Parents are discouraged from using the phone in the school office as well as that is designated for school business.

TELL THE TEACHER MORE (August Visits)

All homeroom teachers at St. Paul's will attempt to schedule a school visit with each of their students prior to the start of school. Many topics regarding classroom and school activities for the new school year are covered. The visit provides an excellent opportunity for the teacher, student, and parent to become acquainted and to discuss special topics.

TESTING *Revised June 2017, 2022*

Testing procedures are used as a measurement of student progress.

- The KIDS (Kindergarten Inventory of Developmental Skills) test may be given to prospective kindergarten students. This test is sometimes given as part of prekindergarten programs.
- The Iowa Basic Skills Test - Edition 10 has been given to students in kindergarten through seventh grade in the spring. Other national tests are being reviewed by the administrator.
- The Iowa Basic Cognitive Test is given to students in grades three and six each spring.
- Eighth grade students take a high school placement test (HSPT) in the fall as a tool for high schools to use when enrolling a student.
- Teachers regularly use published curriculum tests and their own tests to evaluate progress.
- Testing of students with special needs occurs in cooperation with the Special School District of St. Louis County or private testing can be secured by parents.

TIMES OF SCHOOL *Revised June 2009, 2020, 2021*

- A regular school day for K-8 students runs from 8:00 a.m. to 3:10 or 3:15p.m (2nd-8th).
- Half-day Kindergarten classes are held from 8:00 – 11:30 a.m.
- An early dismissal day ends at 11:00 a.m. and does not include lunch

TUITION and FEE SCHEDULE

The School Board annually studies and approves tuition rates and other fees for the coming school year. The proposed rate is built into budgets and presented to the Church Council of St. Paul's. Call the school office (314-822-2771) for each year's annual tuition and fee schedule or reference the school website.

VALUABLES

Revised June 2008, 2020

Students are not to bring valuables to school. This includes items such as: large sums of money, electronic devices (excluding phones), video games, cameras, jewelry, sports collectibles, etc. Purses and other items should not be left unattended and should be locked in student lockers. Students are not to bring electronic devices on field trips, unless granted specific permission from the teacher and principal.

VISITORS

Visitors are welcome at St. Paul's at any time the school is functioning as "normal." Parents and other visitors will need to be "buzzed into" the buildings. Parents and other visitors should make arrangements for visits and granted permission into classrooms at least twenty-four hours prior to the visit. All parents and visitors should check in at the school office upon arrival and sign-in for permission to be on the premises.

VOLUNTEERS

Volunteers are a vital part of any successful educational program. They enhance programs by providing service to students, teachers, and staff at St. Paul's. St. Paul's FOCUS sponsors and coordinates many different volunteer opportunities at school. Volunteers are to adhere to all school policies. Volunteers should check in at the school office upon arrival and sign-in for permission to be on the premises. Volunteers are greatly appreciated!

Service Statement

Adopted June 2008, Revised June 2018

The School Board has implemented guidelines to encourage volunteer service in the various programs of the school. Maintaining a high quality of education, while keeping tuition at a manageable level, requires the generous cooperation of all our families. St. Paul's parents have a history of volunteering above and beyond in a multitude of capacities. It is the goal of the school board to involve all parents of the school, to spread out the responsibilities, and to increase the community spirit of the school.

Discipleship is to receive instruction from Jesus Christ through His Word, to believe that Word by the power of the Holy Spirit and to spread and live that Word in life. Using our time and talents in support of St. Paul's school through volunteer service is one way in which we can live that Word.

Guidelines for Volunteerism

- Each school family is asked to commit to a minimum of three discipleship (volunteer) opportunities.
- To allow each family time to plan, a list of volunteer opportunities will be made available through summer mailings and/or on the school's website.
- Sign up will take place when back to school information is sent out in late July/early August; however, some positions will have been filled prior to this due to the nature of the job and online options.
- Volunteers are required to complete and turn in to the office the "St. Paul's Volunteer Guidelines" prior to volunteering.

Background Checks

- If volunteers are asked to work with students individually or in an unsupervised small group, they will be required to obtain a thorough background check.
- All other volunteers will be asked to remain under the direct supervision of the teacher, staff member, or principal.
- Paperwork and forms ensure background information is received from all volunteers.

Note: It is understood that not all volunteer opportunities will have an equal time commitment and that many families will go well beyond the minimum of three opportunities. Our prayer is that each family will

willingly use their time and talents. St. Paul's staff is grateful for all volunteers. Additional family involvement benefits our school and the individual serving.

Christian Witness and Behavior

- First and foremost, St. Paul's is a Christian school, so appropriate behavior is expected by any volunteer. This includes, but is not limited to, appropriate language and actions. Volunteers must be drug-free, sober, and refrain from tobacco use at any school event. In instances of disagreement or conflict, volunteers should avoid publicly criticizing another student, staff member, or parent.

Student and Volunteer Safety

- A volunteer should never meet a student off campus or work with a student behind closed doors.
- When meeting with students always stay visible to at least one other staff member, leaving the door to the room or space open.
- Report any illness or injury to the nurse, secretary, or principal immediately.
- No inappropriate touching. Relationships are built when volunteers and students spend time together. Smiles are encouraged, but hugs should be initiated by the student and only be given if another adult is present.

Student Behavior

- Never physically discipline a child.
- Report any inappropriate behavior to the child's teacher.
- Seek principal counsel if inappropriate behavior is consistent.

Supervisor

- The classroom teacher or staff member may act as a direct contact or supervisor for a volunteer.
- Ultimately, the principal is the director of the volunteer program.
- If complaints, questions, or suggestions are being made, please refer to the principal.
- These guidelines should be distributed and reviewed with each volunteer prior to their service.

Time

- Even though the work is volunteer in nature and no pay is exchanged, the school will count on the volunteer to be on time or even early for their service. Promptness is expected.
- Contact the school office (either NC or SC) of the staff person you are to report to as soon as you know you will be absent from your time of service.

Dress Code

- Dress for the activity for which you have volunteered. Avoid inappropriate or suggestive clothing.

Communication

- Any questions regarding your service or these guidelines and expectations should be addressed to the school principal.
- The principal will be the one to discuss suggestions or complaints with you.
- If any communication from school to home is part of your volunteer service, that note or form of communication must be approved by office staff or the principal.
- Each volunteer must complete the background paperwork and disclose all accurate information required on such forms.

WELLNESS POLICY

Adopted June 2006, Rev. 2013, 2016

St. Paul's, following direction from our federal government and local school districts, has adopted a wellness policy. Listed below are policy areas and strategies. A full copy of the wellness policy is available in the school office.

Policy Area #1: Nutrition Education Goals

Strategy A: Implement nutrition education which provides adequate nutritional knowledge and behavioral skills that emphasize the benefits of healthy eating.

Policy Area #2: Physical Activity Goals

Strategy B: Implement a comprehensive physical education program that provides opportunities for every student to acquire essential life skills, develop fitness, and gain knowledge about the short-term and long-term benefits of a physically active and healthy lifestyle.

Strategy C: Maintain and/or increase opportunities for students to engage in movement, exercise, and physical activity during and after the school day.

Strategy D: School staff will support and encourage “Walking Wednesdays” during before school time from 7:30 – 7:45 a.m. with the younger students at the South Campus.

Strategy E: Younger grade levels will be encouraged to use “mileage club” walking program for a minimum of five minutes two times per week, prior to recess activities, encouraging all grade levels to continue in their walking and movement activities.

Policy Area #3: Nutrition Guidelines

Strategy F: Maintain a quality school meals program that is appealing, varied, healthy, and also complies with nutritional standards.

Strategy G: Ensure that students have appealing healthy choices in foods outside of the school lunch program.

Strategy H: School staff will eliminate or greatly reduce class rewards such as candy, pizza, parties, sugary items, soda, etc.

Strategy I: Families are encouraged to bring low sugar, low calorie, pre-packaged birthday treats. Water or low calorie/sugar juices are acceptable. No soda is allowed for birthday treats.

Strategy I-2: The St. Louis County Health Department strongly encourages that all foods brought in from home be pre-packed and contain ingredient labels. With the increased number of students with food allergies, there is a growing need for this change to take place.

Policy Area #4: Goals for Other School-Based Wellness Programs

Strategy J: Promote overall wellness by responding to the spiritual, mental, social, emotional, and intellectual needs of all students.

Strategy K: Promote and protect student health and well-being.

Strategy L: Teachers will work with the school counselor and/or nurse, as well as with each other to share joys, successes, or concerns which are brought forward at “Village” meetings, which take place at least once per week to discuss pertinent needs of students.

Strategy M: Faculty and office staff will be given pedometers to track physical activity during the day, setting periodic goals for overall wellness.

Strategy N: Staff members under Concordia Health Plans are encouraged to utilize the health programs and incentives in the “Vitality” program.

Policy Area #5: Plan for Measurement and Evaluation

Strategy O: Evaluation of St. Paul’s wellness plans will be monitored annually (and as needed) by members of the wellness committee. The members will include the following: the principal, a school board member, a physical education instructor, the school nurse, a representative of the school lunch program, and a parent.

WORSHIP (also see Attendance, Church)

Revised, 2015, 2017

Worship life is a vital part of St. Paul's mission and philosophy. We expect parents to support worship life and encourage their children to regularly participate in weekly worship services and Sunday school. St. Paul's member students are required to attend weekend church services at St. Paul's at least 50% of the time. We also encourage school families to have home devotions and an active prayer life. This is monitored, reported on academic records, and shared with St. Paul's Pastors.

St. Paul's holds church services on Saturday evenings at 5:00 p.m. and Sunday mornings at 8:00, 9:30, and 10:45 a.m. in the Church Sanctuary and the Living Stone Worship Service at 10:45 a.m. in the School Gymnasium. The Adult Bible Class and Sunday School hour is from 9:25 a.m. – 10:25 a.m.

CONTACT INFORMATION

School Principal

Mrs. Dawn Walker

E-mail: dwalker@stpaulsdesperes.org
(314) 822-2771, Extension 300

St. Paul's Lutheran School

1300 North Ballas Road

Des Peres, MO 63131

(314) 822-2771

Assistant Principals: Ms. Heather Hemler & Mrs. Katie Eyster

Office Administrator: Mrs. Rachel Gerhardt

Secretary: Mrs. Ginger Thomas

St. Paul's Lutheran Early Childhood Center

823 North Ballas Road

Des Peres, MO 63131

(314) 822-9219

Director: Mrs. Bev Gruenwald, Extension 400

Parent Day Out Program

(314) 822-0347, Extension 205

Location: St. Paul's Lutheran Church – lower level

Director: Mrs. Elizabeth Knehans

St. Paul's Lutheran Church

12345 Manchester Road

Des Peres, MO 63131

(314) 822-0447

Rev. Dr. Glen D. Thomas, Senior Pastor

Rev. Tanner Wade, Associate Pastor

Rev. Lawton Thompson, Assistant Pastor

Director of Family Ministry: Mrs. Sharon Shearman

Financial Administrator: Mrs. Laurie Barnett

FAX number(s)

(314) 822-6574 - school

(314) 822-3555 - church

St. Paul's School Website

www.stplutherschool.org

Facebook

<https://www.facebook.com/stpaulsschoolecc>

St. Paul's Staff E-Mails

Most St. Paul's church and school staff have been assigned work e-mail addresses formatted with their first name's initial and last name followed by stpaulsdesperes.org (i.e.: *lastname@stpaulsdesperes.org*) and you should be able to access most school and church staff by e-mail. (With the exception of Senior Pastor Glen Thomas – gdtomas@stpaulsdesperes.org).