



Summer 2019

St. Paul's Lutheran School welcomes you and is glad you are here! A few changes have occurred since last year, but you will find that our commitment to God's Word in our walk together will not change because God does not change. While St. Paul's Lutheran School certainly strives and provides the best educational experience possible for our students, our ability to teach God's love to our students each day brings us the greatest joy.

God's Word describes our purpose very clearly in Psalm 78:3-7. Verses 3 & 4 say: *"What we have heard and known, what our fathers have told us, we will not hide them from our children; we will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done."*

What a wonderful privilege this is! We intentionally teach and live our lives in word and deed so that others can see our witness of God the Father, God the Son, and God the Holy Spirit. We want to teach the next generation about God, what He has done for us, and assist both you and your children in their walk with the Lord.

This brings us to our theme for the 2019-2020 school year: Joy: Fully Loved. The theme verse from 1 Thessalonians 5:16-18: " Rejoice always, pray continually, give thanks in all circumstances; for this is God's will for you in Christ Jesus."

I hope that you will come to visit, enjoy lunch and activities, and help us be the witnesses as God expects. We know that you want your time with St. Paul's to be more than a mere financial commitment; instead, it will be a valuable investment in the eternal welfare of your child. Therefore, you can also tell the next generation about Christ and the freedom that only He gives to love one another.

Serving You in Christ,

Nathanael Poppe
Principal

Preaching, Teaching, and Reaching

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Rev. Michael Pottschmidt, Pastor

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Table of Contents

1	Welcome
2-3	Table of Contents
3	Mission Statement
3	The Philosophy of St. Paul's School
4	Objectives of Christian Education
4-5	Admission Policy
5	Support and Administration
5-6	Fees
6	Financial Support
6	Extended Care Fees
6-7	Dress and Grooming
7	Early Arrival at School
7	School Day Schedule
8	Tardiness and Absenteeism
8-9	Leaving After School – Student Dismissal Procedure
9	Bad Weather Days
9	School Parking
9-10	Acceptable Use Agreement
10	Curriculum
10	Homework Policy
10-11	Resource Room
11	Report Cards, Mid-Term Reports and Parent Conferences
11	Testing and Evaluation
11	Student Records
11-12	Immunizations
12	Medical Emergencies
12	Administration of Medicine and Drugs
12	Illness
12-13	Communicable Diseases
13	Communicable Disease Policy
14	Wellness Policy on Nutrition and Physical Activity
14-15	School Services
15	Instrumental Music
15-16	Extra Curricular Activities
16	Physicals for Sports
16	Children Participating in Worship Services
16	Good Shepherd Care Community and Concordia Senior Center
16	Confirmation
16-17	Student Offering
17	Friends in Faith Parent-Teacher League
17	Volunteers
17	Transportation
17-18	Rules and Regulations for Bus Riders
18	Procedure When Disagreement Occurs

18-20	Discipline, Conduct, Playground, Gym and Hallway Rules
20	Property Damage
20-21	Misbehavior Consequences
21-22	Seclusion, Isolation, Restraint, or Restrictive Interventions
22-23	Harassment/Bullying
23	Search and Seizure Policy
23	Nondiscriminatory Policy
24	Handbook Updates
24-25	2019–2020 St. Paul’s Lutheran School Calendar
26	Directory
27	Asbestos Hazard Emergency Response Act
28	Early Childhood (EC) Dress Code
28	EC Behavior Expectations / Discipline
28	Toilet Training Expectations
29	Admittance of Two Year Olds
29	Morning Expectations / Drop-Off Procedures
30	Pick Up Procedures
30	Late Pick Up Policies
30	Food Allergies
30	Birthdays
30-31	PS/PK and Extended Care Basic Daily Schedule
31	Transportation
31-32	Extended Care Definition /Rates
32	Days of Operation

Mission Statement

The mission of St. Paul's Lutheran School is to proclaim the Gospel of our Lord, Jesus Christ. Through a loving and caring Christ-centered Lutheran environment, we assist students and families in spiritual, intellectual, physical, emotional, and social growth, empowering them to serve God in his kingdom.

The Philosophy of St. Paul's School

Man was created in God's image, a unique creation, endowed with reason, senses, and an immortal soul. But since the fall of Adam, all men are sinners in need of salvation. By the Holy Spirit's enlightenment, man is led to eternal salvation and the sanctified life in Jesus Christ. His capacity to learn enables him to develop God-given talents, discover his unique characteristics, and place them in loving service to God and his fellow men.

Under the guidance of Christian education, formal foundations of education are laid and developed in a systematic manner, based strictly on God's Word, and giving attention to the worth and welfare of each student. The acquisition of attitudes, knowledge and skills, in community with fellow sinners redeemed by God through Jesus Christ, leads to the shaping of behavior that glorifies God as we use our time, talents, treasure, and tissue (our very selves) as the expression of our Christian faith.

Objectives of Christian Education

1. To fulfill the divine command to diligently and faithfully teach God's Word;
2. To thoroughly instruct the student in the fundamentals of Christian belief as given in God's Word;
3. To assist the student in developing skills which will enable them to live a useful and productive life;
4. To prepare the student to function as a Christian in a secular society;
5. To provide daily Christian fellowship as a powerful influence in building Christian character and Christian living;
6. To support family and home life for the purpose of strengthening the very base of society;
7. To stabilize, extend, and strengthen the church and the congregation through youth well-grounded in Scripture;
8. To encourage youth to consider professional church work as a career.

Kindergarten – Grade 8 Admission Policy

Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy and policies of St. Paul's Lutheran School.

All children are expected to take part in the religious instruction and devotions of the school. All school families are expected to be regular in attendance at worship services and Sunday school at their home congregations.

St. Paul's Lutheran School is open to all who desire Christian education for their children. To enter kindergarten, a child must be five on or before August 1. Acceptance to grade 1 through 8 is dependent upon evidence of successful completion of the prior grade level. All children attending school must use restrooms independently.

St. Paul's Lutheran School reserves the right to determine final grade placement for any applicant or present student based on educational needs.

St. Paul's Lutheran School is maintained primarily to provide Christian education to as many children as possible. To the extent that space permits and special needs can be met, non-members are encouraged to apply for enrollment. A system of priorities is necessary to give the Board a guide for recommending the approval of applicants. Pupils will be accepted in the following order:

1. Family membership of St. Paul's Lutheran Church, St. Matthew's Lutheran Church and Holy Cross Lutheran Church
2. Children already enrolled from previous years
3. Sister congregations

4. Other Lutheran bodies
5. No home church
6. Children of parents who hold membership in other church denominations

Application forms and health forms are available through the school office. Parents (especially those of upper grade students) may be required to have a conference with the child's teacher as well as with the principal before the child is admitted for the first time. Records and transcripts, from the previous school, will be consulted; and tests may be administered for placement.

Upon admission to the school, and for annual updates, parents must provide the following information (forms provided by the school): physician's health statement; copy of birth or baptismal certificate; transcript (first grade and up); field trip authorization; emergency contact information; emergency medical authorization. If applicable, written documentation of child custody may also be required. Students learn best when they see evidence of full support, cooperation, and communication between parents, teachers, and the congregation. Non-Lutheran parents are encouraged to attend the Adult Information Class that features the doctrine of the Lutheran faith so they will understand what their children are being taught in school.

Registration for the next school year will occur in the spring. Anyone not able to register at this time should contact the school office. All outstanding fees must be paid or arrangements made for payment before re-enrollment. Admission of new students will also depend upon residence with a parent, academic achievement, previous conduct, or in special cases, Board approval.

Support and Administration

St. Paul's School is financially supported and supervised by St. Paul's Lutheran Congregation. It exercises its supervision through a six-member Lutheran School Board. The Board sets policies governing the school within the framework of the Constitution and By-laws of the congregation, and the spirit of the congregation's commitment to Christian Education.

Fees

The Church incorporates salaries, benefits, and facility expenses within its budget; the school budget covers all other expenses. Congregation members support the school ministry through regular offerings as well as matching fund and gift offerings.

Band and athletic fees (charged per sport) are \$30 each except for basketball which is \$40. A student may practice, but these fees must be paid before the 1st event or game for a student to participate in the event or game. As the ministry of the church expands, impact on the school and church budgets is reflected in the fees charged to the school families (St. Paul's members, LCMS church members, and community members).

A deposit of \$50 per child must be made at the time of enrollment to guarantee a place for the child. The remaining amount must be paid in one of two manners: 1) Payment in full, by semester, or in 10 smaller equal payments using cash, check, credit card, or electronic fund transfer; 2) Any other arrangements must be made with the school office or business manager.

Should a family become 45 days behind in the payment of fees during the school year, a notice shall be sent by the Principal and Business Manager requesting that arrangements be made for the payment of said fees. Should a family become 60 days behind in the payment of fees, they shall be requested to have a conference with the Principal and Business Manager to reach a mutually agreeable method for the payment of said fees. Failure to attend this conference could result in the dismissal of students from school. Should a family be 75 days behind in payment of said fees, acceptable arrangements must be made with the school board through the Principal and/or Business Manager.

No family shall be more than one semester behind in fees (or without a documented arrangement for payment). If a family is more than one semester behind, they must petition the School Board for continued enrollment. Payment arrangements will be in writing and must be followed to be exempt from petitioning the Board.

Financial Support

Families that cannot pay the full fees may negotiate a payment plan that reflects sincere commitment to providing support or seek financial aid through the Leckband Scholarship Fund. The proposal is presented to the Principal and a Financial Aid Committee with final approval accepted or rejected by the Lutheran School Board.

Extended Care Fees

Any AM arrival from 6:00-8:00 with notice	\$8.50 per day or \$110.00 per month per student
Any PM use from 3:15-6:00 with notice	\$8.75 per day or \$112.50 per month per student
Use of both AM and PM care with notice	\$11.50 per day or \$140.00 per month per student
FULL DAY with notice (6:00 am – 6:00 pm)	\$18.00 per day per student
NO NOTICE FULL DAY	\$35.00 per student

Extended care will NOT be available for public school students on “CES No School Days” when St. Paul’s is in session.

Dress and Grooming

The clothing students wear to school should at all times reflect Christian decency and modesty, appropriate for school activities. Shoes that promote safe play should be worn (flats rather than platform or heels). Athletic shoes must be worn on the day physical education is scheduled. Skirts and shorts must be fingertip length. Leggings and tights may only be worn under a skirt, dress, or shorts. No midriff skin should show.

Examples of prohibited dress or appearance include, but are not limited to:

Preschool – Grade 3

- 1) Exposed undergarments
- 2) Garments that are see-through
- 3) Excessively tight, torn, or sagging garments
- 4) Attire exposing belly, bottom, or back
- 5) Attire with offensive messages or illustration
- 6) Any adornment such as chains or spikes that

Grade 4 – Grade 8

- 1) Exposed undergarments
- 2) Garments that are see-through
- 3) Excessively tight, torn, or sagging garments
- 4) Attire exposing cleavage, belly, bottom, or back
- 5) Attire with offensive messages or illustrations

- | | |
|---|--|
| reasonably could be perceived or used as a weapon | 6) Any adornment such as chains or spikes that reasonably could be perceived or used as a weapon |
| 7) Flip-flops and sandals without back straps | 7) Flip-flops and sandals without backs |
| 8) Strapless shirts | 8) Strapless shirts or tank tops |

Shorts may not be worn to school from December through February because of the chance of cold weather. If the teacher questions whether any clothing does not meet these guidelines, the child may be sent to the office. If it does not meet the guidelines, suitable clothing will be provided by the school or parents will need to bring other clothing before the child may re-enter the classroom.

Parents should dress modestly as a role model for children and with respect for Christian values. Sleepwear, exposed undergarments (or lack of), ill-fitting clothes, and provocative attire are not appropriate.

If you have questions about dress or grooming issues, ask BEFORE it is worn.

Early Arrival at School

1. Students arriving before 7:30 a.m. are signed into extended care and fees will be charged. Students must enter through the east door of the school corridor.
2. Students arriving between 7:30 – 7:40 a.m. should go to the South Building Vestibule. At 7:40 a.m., a teacher will escort students to the holding room (gym) until the teacher gives permission at 8:00 a.m. to go to their classroom. Students should be dropped off between 7:40 and 8:15 a.m. on the east side (ally) of the school building.
3. Students arriving after 8:15 a.m. must go directly to the school office to get a tardy (blue) pass.
4. Band students are to be in the music room ready to begin class Monday through Friday at 7:45 a.m. They need to enter through the alley gym door. Students are released at 8:15 a.m. to report to their homerooms.

School Day Schedule

Prior to 7:30	No doors are open. Students will be signed in to extended care and fees will be charged.
7:30 – 7:40	South Building front doors are open for entrance. Students may gather in the Vestibule.
7:40	Students may be dropped-off at the alley gym door for holding room and band room accessibility. <u>Band students MAY NOT enter through the front of the North Building.</u> Students' names are recorded upon entrance to the holding room (this assists with accountability during emergency evacuation). No electronics are used in the holding room or on school premises without clear teacher permission and supervision.
7:45	Band for students in grades 6, 7, and 8, attendance taken for these students
8:00	Students dismissed from the holding room, classrooms open
8:00 – 8:10	Students may be dropped-off at the east door of the school corridor
8:10	Classes Begin. A tardy (blue) pass is required for student's teacher and tardies will be recorded in the school office.
8:15	Early Band ends.
8:30	PS-8 Chapel 1 st & Last Wednesdays 8:30 K-8 and 9:15 PS/PK 2 nd & 3 rd Wednesdays
3:15	School dismissed

Tardiness and Absenteeism

Parents and/or guardians are to notify the school secretary of their child's absence prior to the beginning of the school day, 8:15 a.m. The reason for the absence is required. If the school is not notified about the student's absence, the school will call the home in order to verify the student's absence.

1. Students arriving between 8:10 and 10:00 a.m. should report to the office and will be marked as tardy. Students arriving after 10:00 a.m. or leaving before 2:00 p.m. will be considered ½ day absent. Students leaving after 2:00 p.m. will be marked as an early out tardy.
2. The principal will consult with the parent or the guardian following five tardies occurring in a given quarter. Five tardies in one quarter will be considered as one day absent.
3. Students are expected to make up missed homework. Parents are expected to pick up missed assignments and books **after school** unless arrangements have been previously made with the teacher.
4. Church and Sunday School attendance will be taken weekly.
5. If a child misses more than ten school days per semester, a doctor's excuse may be required of that student.
6. Failure to comply will result in a parent-teacher-principal conference. Any absences without parental notice will result in no credit for that day.

Leaving After School - Student Dismissal Procedure

When school is dismissed, children are expected to leave immediately.

1. All bus riders will be dismissed and board their bus at the designated bus areas.
2. All walkers and bike riders will be dismissed from their classrooms to the Lunch Room. They will be escorted to a cross walk AFTER buses are loaded and the car line is finished.
3. Students going to Extended Care will go directly to their extended care room. A caregiver from Extended Care will escort them to any other area where they need to go.
4. Teachers will dismiss car riders from the gym door or playground into the alley behind school. Drivers need to form a line on Orange Street and will enter the parking lot through the south entrance on Fifth Street. A continual line of vehicles will proceed through the alley gate heading north. A teacher will bring the children to their respective vehicles.
5. An adult will stay with the students until all students have been picked up. Parents are asked to pick up students promptly. After 15 minutes, students will be signed into extended care and fees will be charged.
6. Following school dismissal, students participating in after-school functions must remain on school property until the activity begins. If the activity is not scheduled immediately after

school, students are to leave the premises and return at the appropriate time. When the activity is finished, students are to leave promptly.

7. Fifteen (15) minutes after the activity ends, students will be signed into extended care and fees will be charged.

Bad Weather Days

St. Paul's Lutheran School follows the closings of Concordia Public Schools. Text messaging is available and is initiated as soon as the determination is made. An email will also be sent via electronic methods. The following stations will broadcast school closing: KMMO 1300 AM and 102.9 FM, Marshall; KSIS 1050 AM and KSDL 92.3 FM, Sedalia; KXXKX 105.7 FM, Knob Noster; KCTV channel 5 (KCTV5.com); KMBC channel 9 (kmbc.com); WDAF channel 4 (Fox4kc.com).

When school is dismissed during school hours, every effort is made for students riding the buses to call home well in advance of the closing. Parents should make sure that students know where they are to go if no one is to be home in the event school is closing.

School Parking

During the school day, visitors should park in the church parking lot or in the parking area north of the Parish Office. The alley behind the school is not to be used for an exit going south. Vehicles should never enter the alley from the north. Observe the DO NOT ENTER and RESERVED sign.

Acceptable Use Agreement (AUA)

SPLS Technology

With the use of computers, iPads, media equipment, mobile devices and electronic networks, SPLS is expanding technology access for students, parents, and staff. With this access comes the responsibility for appropriate use. Students, parents, and staff are expected to maintain **Christian ethics** in making appropriate decisions regarding their technology use provided by SPLS. In general the AUA requires efficient, ethical, and legal utilization of the network/non-network resources. Thus, the following principles will be applied:

1. Failure of users to abide by the AUA guidelines may cause suspension from use as deemed necessary by the administration.
2. In accordance with the AUA guidelines, the SPLS administration in its sole discretion will deem what is inappropriate use and all such decisions by the administration are final.
3. If SPLS incurs a financial cost due to user misuse or intentional malicious action, the user will bear the sole responsibility for the financial cost incurred.

SPLS Technology Users

SPLS has taken reasonable precautions to restrict access to controversial materials. We firmly believe that the valuable information and interaction available on the Internet far outweigh the

possibility that users may procure material that is not consistent with the goals of SPLS. It is the user who controls the material accessed. With this in mind, we believe that it is imperative to teach our community members to make Christian choices about the type of material they access.

Electronic networks are “public places” and user actions are visible to other users on the network. Transmission and viewing of any material that is in violation of any U.S. or state regulation is naturally prohibited. Use of Internet activities must be in support of ministry, education and research consistent with the goals, objectives, and policies of the SPLS entity. SPLS has the right to monitor network use to ensure that the network continues to function properly for all of its users.

Personal technology devices are to be used under the direction and in compliance with directives set by the classroom teacher and SPLS administration. Personal technology devices are the sole responsibility of the owner, thus SPLS is not responsible for any damaged, lost or stolen device.

(DUE TO OUR USE OF LAPTOPS WHICH MAY BE TAKEN HOME, GRADES 5-8 HAVE AN ADDITIONAL EXPANDED AUA ADDENDUM TO SIGN & RETURN BEFORE THE LAPTOP CAN BE TAKEN FROM SCHOOL GROUNDS.)

Curriculum

Each spring the faculty reviews a curricular area to be updated for the next school year. Their recommendation will be made to the Lutheran School Board. The subjects to be reviewed will be on a six year cycle.

Homework Policy

Due to the individual learning styles, homework policies are set by each teacher and explained to parents/guardians at home visits or at the back-to-school event and to the students at the beginning of the school year.

Resource Room

Teachers or parents may request individual or small group instruction in the resource room for students experiencing academic difficulties.

Priority placement in the resource room is given to students who have been properly evaluated and have shown a need for special education as determined by the provisions of P.L.94:142, a federal program administered through the local public school. The evaluation of a student may be initiated by either the parent or the teacher. Results of the evaluation are shared with parents, the student's teacher, the resource room teacher, and the principal. Once an evaluation has been made a course of action, including scheduling and details of further help, will be determined for the student so that his/her learning difficulties may be addressed.

Each teacher provides enrichment opportunities within the regular class day. We have also implemented an Enrichment Program (Grades 3 - 8) for students who meet criteria developed by our classroom and resource room teachers. Students are evaluated in accordance with these criteria and are recommended for placement in the enrichment program of the Resource Room.

Placement into either of these programs of the Resource Room requires parental consent and may be enhanced or withdrawn after communication with the classroom teacher and parent.

Report Cards, Mid-Term Reports, and Parent Conferences

Report cards are issued quarterly. Parent Teacher or Student Led Conferences are held twice (the second conference MAY be optional – this will be discussed with the teacher prior to the 2nd conference) during the academic year. Both parents and teacher(s) are encouraged to arrange additional conferences when areas of concern deem necessary.

Mid-term reports are issued midway through each quarter. Parents are to sign the report and return it to school.

Testing and Evaluation

In the spring all students are administered the Stanford Achievement Tests. The Otis-Lennon School Ability Test is administered to the first, fourth, and seventh graders. Students' test results are sent home with their final report cards.

Additional testing and evaluation is provided for students having difficulty performing routine work at their grade level. Such formal testing is implemented through the Concordia Public Schools with parental permission.

Student Records

St. Paul's School complies with the Family Educational Rights and Privacy Act of 1974. Parents have the right to inspect all records, files, and data directly related to their child(ren) as prescribed by law and any amendments. Anyone needing to view them should speak to the principal. Upon the attainment of their 18th birthday, a student may request that their records be viewed only by those whom they authorize to do so.

Parents wishing to clarify any information should discuss the clarification with the Principal and then may request a hearing with the Lutheran School Board.

Personal identifiable records or information is not released to any individual, agency, or organization without the written consent of the parents, except where permitted by law. A record of release is kept with the child(ren)'s file.

Immunizations

State law requires immunizations of all school children. It reads: "It is unlawful for any student to attend school unless the child has been immunized against polio, diphtheria-tetanus, Hepatitis B, measles, rubella, and mumps." A Parent/Guardian Immunization Exemption form or a Religious Immunization Exemption form must be provided yearly if you choose not to meet the following requirements:

All students are required to have two doses of the measles vaccine and a minimum of four doses of DPT with the last dose on or after their 4th birthday. Students entering Eighth grade are also required to have the Tdap booster. All 11-12 year olds should get a 2-shot series of HPV vaccine at least 6 months apart. A 3-shot series is needed for those with weakened immune systems and those age 15 or

older. All 11-12 year olds should get a single shot of a meningococcal conjugate (MenACWY) vaccine. A booster shot is recommended at age 16. A minimum of 3 doses of polio is also required with the last dose on or after their 4th birthday. All students are required to have completed the Hepatitis B series. Preschoolers through Eighth Grade are required to have the varicella vaccine (chickenpox) while Kindergarten through 3rd Grade students are required to have 2 doses of varicella.

Send updated immunization records to the school office. Parents of children deficient in immunizations will be notified. Failure to meet the above requirements may lead to suspension of the student from school until the requirements are met.

Medical Emergencies

If a medical emergency should arise during school hours, every effort will be made to contact the parents of the child concerned. Emergency forms give permission allowing necessary medical care and treatment. Keep emergency forms updated.

Administration of Medicine and Drugs

Students needing **any** medication during school hours must have a medication authorization form on file. This includes Tylenol, cold syrup, cough drops, etc. All medication will be kept in the school office. Prescription medication must be authorized, **signed by the physician and parent**, and returned to the school office before any medication may be given. Other non-prescription medication may only be given with parental consent. A new form must be completed for each new school year. Forms are available in the school office.

Illness

“Is my child too sick to go to school?”

Yes, if he or she . . .

- Has a fever: Exclusion from school twenty-four hours after fever.
- Has diarrhea: Exclusion from school twenty-four hours after diarrhea has stopped.
- Is vomiting: Exclusion from school twenty-four hours after vomiting has stopped.
- Has a rash: Exclusion from school until properly treated.
- Has head lice: Exclusion from school until treated with effective insecticide, and clothing has been treated (look for small white nits or eggs clinging to the hair shaft and scratching of the head).
- Has green or yellow mucus (either in the nose or being coughed up).

Please call the school office that morning to let us know of his/her absence. Should your child become ill at school, you or others listed on your emergency form, will be contacted to come and pick him/her up. If he/she is well enough to come to school, he/she is well enough to participate in the regular program, including outdoor activities. Students participating in sports who miss the last half of a school day are not permitted to participate in practice or contest the same day.

Communicable Diseases

Some diseases not controlled by immunization can spread rapidly through the school.

It is important that the family physician be consulted when there is reason to believe one of the following diseases has been contracted.

Mumps: Exclusion from school nine days from onset of swelling.

Pink Eye: Exclusion from school until treated.

Chicken pox: Exclusion from school for one week after eruption first appears.

Measles: Exclusion from school for one week after eruption first appears.

Scabies: Exclusion from school until child and family have been adequately treated.

Ringworm: Exclusion from school as long as lesions are present and spores persist.

Staph infection: Exclusion from school until treated.

Mono: Exclusion from school for at least one week after official diagnosis.

Strep: Exclusion from school for two days after treatment has begun.

Communicable Disease Policy

1. A student should remain out of classes or other school activity sponsored by the school if he/she is known to be afflicted with, or liable to transmit any contagious or infectious disease, unless the Lutheran School Board or its designee has determined, based upon medical evidence that
 - a. The student is no longer infected or liable to transmit the disease, or
 - b. The student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.
2. Any student permitted to attend classes with a chronic infectious disease must do so under specified conditions. Failure of the student to adhere to the condition will result in the student being excluded from school. Any student determined to have a chronic infectious disease and is not permitted to attend school will be provided instruction as per policy of school.
3. Students with a contagious or infectious disease, and their families, have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and the condition of such students will be informed.
4. The school will implement reporting and disease outbreak control measures in accordance with 19 CSR 20-20.010 through 20-20.060 and 20-28.010.
5. Parents/guardians will be notified according to state laws and policies.

Wellness Policy on Nutrition and Physical Activity

St. Paul's School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of St. Paul's Lutheran School that:

- The school will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.
- All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- St. Paul's will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

Students will be discouraged from sharing foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions of some children's diets.

St. Paul's encourages parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards listed in the policy. Carbonated beverages are not allowed as a student lunch beverage.

Snacks served during the school day or in after-school school-sponsored activities will make a positive contribution to children's diets and health. The teacher or adult supervising the snack will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

St. Paul's Lutheran School will create, strengthen or work to develop, implement, monitor, review, and as necessary, revise school nutrition and physical activity policies. The Wellness Committee also will serve as a resource for implementing those policies. It consists of a group of individuals representing the school, community, teachers, parents, students from the school, the lunch manager, a member of the Lutheran School Board, and the Principal. The Principal will take the initiative to fill the vacancies of the committee as needed.

The complete Wellness Policy on Nutrition and Physical Activity is available for view in the school office, or a copy of Board Policy 7105 may be requested from the school office.

School Services

Health: Good health is essential for every student's progress. St. Paul's School receives health services through the Lafayette County Health Office.

Complete records of immunizations, health examinations, and a record of communicable diseases are

maintained and kept in the school office. Students' rights and privacy are maintained. Faculty and staff have been trained in an exposure control program for bloodborne pathogens. An Exposure Control Plan is written and is in compliance with OSHA Bloodborne Standard-29 CFR 1910.1030. The Plan is reviewed annually and revised as often as necessary.

Lunch and Milk: All students are encouraged to participate in the School Lunch Program. However, students may bring their lunch from home. Microwave ovens are not available for student use.

Student Lunches	\$3.50
Single Extra Entrée for grades 3-5	\$0.50
Single Extra Entrée for grades 6-8	\$0.50
Two Extra Entrée for grades 6-8	\$1.00
Milk (K-8 students may purchase for snack break)	\$0.40
Adult Lunches	\$3.50

Lunches may be paid in advance. An email is sent weekly to parents as a reminder when student lunch account has a negative balance. Payments should be delivered to the school office. Monthly statements are sent home via email or US mail, upon request.

Beginning 2018-19 school year, St Paul's opted out of the federal government hot lunch program. However, a balanced meal is still our main focus. Fast-food or carbonated beverages are not permitted in the cafeteria.

At registration all students will be given the Free and Reduced Lunch Application. These forms are available in the school office and can be submitted at any time during the school year. Recipients of free and reduced lunches are kept private and are served the same quality lunch.

St. Paul's will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced price school meals. Toward this end, such information will be kept by the school secretary who is responsible for the identification and payment system of the Free and Reduced price program. The availability of school meals to all students regardless of income will be promoted by the school.

School Pictures: Students pictures are taken each year and are available before Christmas.

Yearbook: A yearbook is published annually, containing all students, faculty, staff, activities, and organizations. The yearbook is usually available before the end of the year.

Instrumental Music

Music has always been an important part of our Lutheran heritage. Instrumental music in fifth grade is part of the curriculum. Instrumental music is a before-school elective in grades 6, 7, and 8. A band fee will be assessed. Students must provide their own instrument or use a school instrument if available.

Extra Curricular Activities

All athletic programs promote Christian fellowship. This is accomplished through teaching the children:

- a. The rules and strategies of the game;
- b. To work with others as a team;
- c. To improve physical fitness and coordination;
- d. To handle competition in a Christian manner;
- e. To respect coaches, officials, teammates, and opposing players and fans;
- f. To enjoy participation in the sport.

There are no try-outs. All who want to participate may do so. “St. Paul’s Lutheran School Athletic Guidelines” is available in the school office.

Students are expected to be at scheduled practices and games unless ill or excused by the coach for valid reasons. Students who miss school the last half of the school day are not permitted to participate in practice or the contest that day.

Participation in athletics is a privilege – appropriate academic standing and behavior are required. St. Paul’s exercises the option to remove an athlete from participation in an athletic event.

A fee is charged each student who takes part in a competitive school sport. A student may practice, but all fees must be paid before the 1st event or game for a student to participate in the event or game.

Physicals for Sports

All students participating in an extra-curricular sport must have on file in the school office a current physical examination from a licensed physician *prior to the first practice or any games.*

Children Participating in Worship Services

At various times groups of school children are scheduled to participate in the regular Sunday morning and special worship services at St. Paul’s congregation, St. Matthew’s, Ernestville; Holy Cross, Emma; Immanuel, Sweet Springs; and Faith, Knob Noster. Parents should inform teachers prior to the service if their child is unable to attend.

Good Shepherd Care Community and Concordia Senior Center

Each month, a class from the school visits the Good Shepherd Care Community and the Concordia Senior Center. Since it is a part of the school day, all students take part in this service project.

Confirmation

The pastors of St. Paul’s Lutheran Church instruct the eighth grade class for confirmation.

Student Offering

Just as it is important for children to learn good habits of regular church attendance, so it is also important for them to learn to share what God gives them with others, especially in the support of their

church and missions for the spread of the Gospel. St. Paul's provides each student with envelopes for the school year so that each may "lay aside as God has prospered them." The children's envelope offerings are collected at school chapel services held at 8:30 A.M. each Wednesday. The money is used for St. Paul's and for a mission project emphasized that month. Parents are urged to be an example to their children in good habits of stewardship as well as in church and Sunday School attendance.

Friends in Faith Parent-Teacher League

In support of St. Paul's School and Christian education, a Lutheran Parent-Teacher League has been organized. Open Executive Meetings are announced in the Main Street Journal. Any parent or guardian having a student enrolled at St. Paul's Lutheran School is a member of P.T.L. Teachers of St. Paul's School are members. All members are welcome to attend the Open Executive Meetings. See the P.T.L. handbook for more information.

Volunteers

St. Paul's School has parent volunteers who assist in many activities at school. Our online registration form lists the volunteer activities in which parents may participate. Volunteers who commit to interacting with students on a regular weekly basis must provide the necessary information to perform the required background check.

Transportation

The school has access to buses that transport public school children, which are owned and operated by a private individual. Monthly fees are collected by St. Paul's School at the beginning of the month. Billing statements are sent home with students. Parents are urged to make payments as soon as possible after notification.

When the school organizes transportation for a school event, all students being transported by a car must follow Missouri's Child Restraint Law (RSMo 307.182):

- Children less than 4 years old or less than 40 pounds must be in an appropriate child safety seat.
- Children ages 4 through 7 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall.
- Children 8 and over or weighing at least 80 pounds or at least 4'9" tall are required to be secured by a safety belt or buckled into an appropriate booster seat.

Due to insurance regulations teachers WILL NOT buckle or unbuckle a student's seatbelt or car seat.

Rules and Regulations for Bus Riders

Rules, issued by Concordia R-2, conforming to the Missouri State Transportation Code, apply to all students riding the bus. The bus driver has the right to remove riders who are unruly and do not conform to the rules.

1. The driver is in charge of the bus and riders at all times.
2. Pupils obey and respect the orders of the drivers on duty.

3. The driver may assign any seat to any student.
4. Loud, unnecessary noise, shouting and scuffling is forbidden.
5. Pupils are to keep arms and/or any other part of the body inside the window at all times.
6. Throwing items of any nature is prohibited.
7. Any damage to the bus is to be reported to the driver.
8. Students are never to stand in the roadway while awaiting the bus.
9. Pupils must be on time - the bus cannot wait for those who are late.
10. If the bus provides a radio, the radio is to be used at the bus driver's discretion.
School authorities may prohibit the use of radios in the bus.

Procedure When Disagreement Occurs

When disagreement concerns arise between two or more people, the issue is best handled as Jesus taught. **Matthew 18:15-16 states how we should first attempt to resolve conflicts one-on-one.**

1. Without discussion with anyone else, speak to the person with whom the disagreement exists.
2. If agreement is not reached, take the matter to the adult in charge, then the classroom teacher, then the principal who may arrange a meeting with the teacher, parent, and principal.
3. If disagreement persists, ask the principal in writing to arrange a meeting with the Lutheran School Board.

Christian charity is the rule throughout, and all parties are expected to conduct themselves in a reasonable and Christian manner. No part of the problem should be made public or shared with another person. When the process is completed, the matter should be dropped, forgiven, and forgotten.

Discipline

"Let all things be done decently and in order." 1 Corinthians 14:40

St. Paul's Lutheran School's goal of discipline is to respect every person in the school, recognize their rights, and show love and respect for each person out of respect to God and His Word.

General Conduct

1. All children show respect and obey any adult in a supervisory role in school.

2. Children stay on school grounds during school hours unless escorted by the teacher.
3. Potentially dangerous items will be confiscated.
4. Chewing gum is not allowed. Eating during class is allowed with the permission of the classroom teacher.
5. Students are not allowed in the kitchen area, the office, the first aid room, storage areas, closets, restrooms, and other classrooms except with teacher permission.
6. Students are allowed to make telephone calls with teacher permission. Cell phone and other electronic equipment are not to be used on school grounds without teacher permission. Equipment is to be turned off and left in the backpack. Any equipment being used during the school day will be sent to the school office. Parents may retrieve equipment from the office.
7. Bicycles are parked in the racks provided. They are used only for transportation to and from school.
8. Skateboards are not permitted on the school premises.

Playground

1. Baseballs are not allowed on the playground.
2. Rocks, dirt, mulch, and snowballs are not to be thrown anytime.
3. Equipment may only be used for its intended use.
4. Students crossing 4th Street to the ball diamond cross at designated places.
5. Students using athletic equipment are responsible for its return to the proper storage area.

Gym Rules

1. Balls shall not be thrown either the length or the width of the gym when two or more classes are in the gym.
2. Balls are not to be kicked in the gym unless supervised by a teacher.
3. Only appropriate balls are to be thrown against the walls or backboards in the gym.
4. Scooters, hockey equipment, mats, and badminton equipment are to be used only in a supervised activity.
5. Follow grade level guidelines.
6. The bleachers are not to be used for play.

7. Hanging on the basketball rim or net is not permitted.
8. Students using athletic equipment are responsible for its return to the proper storage area.
9. Use safety precautions at all times.

Hallway Rules

1. Students are to walk quietly through the hallways.
2. When using the stairways, students are to always keep to the right taking one step at a time.
3. Keep the hallways clear.
4. Drinking fountains are used only for getting a drink. Using drinking fountains for disposal purposes may clog drains.

Property Damage

Students are to respect all property. Intentional damage done to school, church, or personal property will be assessed for restitution, either for repair or replacement. Parents will be assessed for replacement cost of lost textbooks and library books.

Misbehavior Consequences

Consequences for unacceptable behavior may include:

Verbal: The teacher will speak to the student, explaining the misbehavior, and the possible consequences.

Forfeiture of privileges: The teacher may revoke one or more privileges as deemed necessary. This may include removal from recess and extracurricular activities.

Extra Duties: The teacher may designate extra work. This could include the cleaning of closets, classrooms, drawers, playground, etc.

Isolation: The teacher may remove a student for misbehavior to an assigned area.

Detention: The teacher may detain a student by special arrangement with the parent(s). Detention requires hiring of additional personnel. Parents pay for this service.

Consultation: When a student does not respond to ordinary disciplinary action, more severe action must be taken. In these instances, a consultation with a parent, teacher, principal, and student is necessary.

In-School Suspension: During In-School Suspension (**I.S.S.**), the student is placed under supervision for a specified period of time while remaining in school. In-School Suspension requires

hiring of additional personnel. Parents pay for this service. All work assigned while the student is absent from the classroom will be completed in a specified period of time. The student's quarter grade will be dropped 2% for each day in suspension.

Out-of-School Suspension (O.S.S.): Out-of-School Suspension means the temporary excluding from school for a period of time. The principal shall meet with the student and his/her parents to discuss the problem and obtain all pertinent information from those involved. The principal shall then decide whether or not to suspend the student, and if so, the length of suspension. All work assigned while absent from the classroom must be completed within a specified period of time. The student's quarter grade will be dropped 3% for each day in suspension. The Chairman of the Lutheran School Board shall be notified before the suspension goes into effect. Written notice of suspension will be sent to the parents explaining the reason(s), length, and type of suspension. A copy shall be placed in the student's file.

Expulsion: Expulsion is permanent and is decided by the Lutheran School Board. A student may be expelled from St. Paul's Lutheran School only under these conditions: severe or repeated instances of disciplinary problems as laid down by the faculty, principal, and the Lutheran School Board.

Physical Contact – (fighting) Discipline Policy

First instance – The Principal will counsel the student(s) and together they will notify the parents by telephone or in person.

Second instance – The students will be placed on I.S.S.

Third instance – The student will be placed on O.S.S. and require that they see a counselor about anger management before returning to school.

Fourth instance – Expulsion.

Seclusion, Isolation, Restraint, or Restrictive Interventions

Recent changes in Missouri law (RSMo 160.263) require all school districts in the state of Missouri to develop a policy on the use of seclusion, isolation, and restraint, as well as other responses to emergency or crisis situations, in which student and/or educator safety is at risk. The Department of Elementary and Secondary Education was directed to develop a model policy. This policy is based on the premise that seclusion, isolation, and restraint are used only in response to emergency or crisis situations and should: (a) not be viewed as a behavior change or intervention strategy, (b) be implemented only under extreme situations and as a matter of last resort, (c) be implemented only by trained personnel, and (d) be accompanied by school wide pro-active positive supports to prevent the need for their use. This policy is not an endorsement of the use of seclusion, isolation, and restraint. A school district may adopt a policy prohibiting the use of seclusion, isolation, or restraint. This policy applies to all students. It is recommended that effective practice guidelines and training resources be developed that delineate district-wide prevention and individual student positive behavior support interventions to increase the likelihood that extreme responses to crisis situations will not be necessary.

Nothing in this section is intended to prohibit the use of time-out as defined in this section.

Definitions

Time out: Brief removal from sources of reinforcement within instructional contexts that does not meet the definitions of seclusion or isolation.

Seclusion: Confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

Isolation: Confinement of a student alone in an enclosed space without locking hardware

Types of Restraint:

Physical Restraint: Shall be used only in an emergency situation when less restrictive measures have not effectively de-escalated the situation or when specified by an IEP or 504 Plan

Mechanical Restraint: Shall only be used as specified in an IEP or 504 Plan with two exceptions:

1) Vehicle safety restraints 2) Law enforcement officers according to policy

Chemical Restraint: School personnel shall never use chemical restraints. School personnel shall never use aversive interventions that compromise health and safety.

Harassment/Bullying

Harassment and bullying are serious problems that can affect the ability of students to progress academically and socially. Such behavior is incongruent with who we are as the people of God. *“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law”* (Galatians 5:22-23). Our goal is that our students would, by God’s grace, live as the new creation that God has made them to be. St. Paul’s has adopted an Harassment/Bullying Policy, guidelines, and procedures for investigating incidents of harassment and bullying. It is available in the school office.

Harassment includes but is not limited to *verbal* abuse such as name calling, directing an obscene gesture, vulgar, offensive, or profane language, derogatory cartoons or drawings, general insolence, back talk, verbal refusal to follow directive, rule, policy, or procedure, or making a threat of physical violence to an individual or property belonging to any individual.

Another kind may include but is not limited to *physical* abuse such as striking, shoving, choking, kicking, intentionally making physical contact of an insulting or provoking nature with another person, or making physical contact that causes physical harm to another person.

The third kind of harassment includes but is not limited to *sexual* harassment such as leering, physical contact in a sexual way, unwelcome sexual advances, requests for sexual favors, exposition of sexually related materials, and other inappropriate verbal or physical conduct of a sexual nature.

Bullying includes but is not limited to disrespectful behaviors such as teasing, taunting, threatening, hitting, touching, and stealing that is initiated by one or more students against a victim. In addition to direct attacks, bullying can also be more indirect by causing a student to be socially isolated through intentional exclusion. Whether direct or indirect, bullying that is

physical or psychologically intimidating, occurs repeatedly over time, and creates a pattern of harassment and/or abuse will not be tolerated and is subject to disciplinary action.

The school will act promptly to follow the Harassment Policy Guidelines to investigate all complaints. Appropriate action will be taken to protect individuals from further harassment.

Retaliation against any individual who filed a complaint of harassment or against anyone who cooperated in an investigation will not be tolerated.

Missouri state law includes the following statements by which we must comply. "When any . . . teacher, principal or school official, has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the division in accordance with the provisions of sections 210.109 to 210.183.

Reasonable cause to suspect means a standard of reasonable suspicion, rather than conclusive proof. Reports are to be made immediately to the 24 hour, 7 day a week Child Abuse/Neglect Hotline telephone number (1-800-392-3738 & TDD 1-800-669-8689) maintained by CD. The Hotline is staffed by trained Children's Service workers whose responsibility is to accept the information and make the determination that the information constitutes a child abuse/neglect report.

Search and Seizure Policy

The School Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person and property of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. A request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. Search of a student's person shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. It shall be conducted with as much speed and dispatch as may be required to protect persons and property.

Non-Discriminatory Policy

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

programs. Reasonable adaptations may be available for students with physical or academic disabilities.

Handbook Updates

Updates to this Handbook will be announced in the weekly *Main Street Journal*.

Date	Event or Holiday		Date	Event or Holiday
Aug. 11	Back to School Event		Jan 1	No Extended Care (New Years)
Aug. 15	First Day of School (11:30 Dismissal)		Jan 6	School Resumes
Sept 2	Labor Day (No School or Extended Care)		Jan 20	MLK Jr. Day (No School)(Extended Care Open)
Sept 4	Breakfast for Everyone (7:30 AM)		Jan 26-Feb 1	National Lutheran Schools Week
Sept 6	Street Fair (11:30 Dismissal)		Jan 29	Early Dismissal 12:30-Teacher In-Service
Sept 13	Mid Quarter 1st		Feb 07	Mid Quarter 3rd
Sept 18	Early Dismissal 12:30-Teacher In-Service		Feb. 10-14	Winter PT Conferences (Optional)
Sept 26	PT Conference (11:30 Dismissal)		Feb 17	President's Day (No School)(Extended Care Open)
Sept 27	PT Conference (No School)(Extended Care Open)		Feb 19	Donuts for Dad (7:30 AM)
Oct 10-11	No School (LEA Convocation)(Extended Care Open)		Feb 26	Early Dismissal 12:30-Teacher In-Service
Oct 16	Early Dismissal 12:30-Teacher In-Service		Mar 06	End Quarter 3
Oct 18	End Quarter 1st		Mar 14	Gifts of Grace Benefit Dinner and Auction

Nov 04	Grandparents' Day (1:00 PM Dismissal)		Mar 25	Early Dismissal 12:30-Teacher In-Service
Nov 15	Mid Quarter 2nd		Apr 07	Mid Quarter 4
Nov 25-29	No School (Thanksgiving Break) (No Extended Care November 28 or 29)		Apr 8-13	Easter Break (No School)(April 10 and 13 Extended Care Closed)
Dec 4	Early Dismissal 12:30-Teacher In-Service		Apr 21	Fine Arts Night (5:30 Art/6:30 Music)
Dec 17	Christmas Concert (7 PM)		April 29	Early Dismissal 12:30-Teacher In-Service
Dec 20	End Quarter 2 (11:30 Dismissal)		May 6	Muffins for Mom (7:30 AM)
Dec 24	Christmas Eve Program (6 PM)		May 13	School Picnic/Spring Program
Dec 21-Jan 5	Christmas Break		May 14	Last Day of School Closing Service/Graduation (11:30 Dismissal)
Dec 24-26	No Extended Care (Christmas)			

Directory

Parish Office	463-2291
School Office	463-7654
School Fax	463-0037
School Website	www.stpaulsconcordia.org

STAFF

Julie Bonar	Business Manager
Nathanael Poppe	Principal
Gina Martens	Middle School
Tim Bradley	Middle School
Amy Woods	Grade 5
Strahan Larsen	Grade 4
Caitlin Frerking	Grade 3
Rachel Martens	Grade 2/Choirs
Judy Roepe	Grade 1
Janna Hess	Kindergarten
Sara Larsen	Early Childhood Lead Teacher
Rebekah Grass	PreSchool/Music
Jennifer Bickel	PreKindergarten
Kathy Frerking	Resource Room
Andrea Kueck	Science/PE
Betsy Lange	Art
Beth Hoppmann	Teacher Aide
TBA	Early Childhood Aide
Laurie Eckhoff	Early Childhood Aide
Grace Grass	Early Childhood Aide
Lori Brunkhorst	Early Childhood Aide
Julia Mueller	Counselor

Instrumental Music Director

Karol Meyer

PTL Chairman

Katie Maggert

Athletic Director

Aaron Marsh

School Secretary

Kathy Schuknecht

Office Assistant

Betty Umbach

Maintenance Supervisor

Donnie Fiene

Custodians

Mark Brandt/Susan Flandemeyer

Lunchroom Manager/Morning EC Supervisor

Connie Eckhoff

Head Cook

TBA

Assistant Cook

Barb Knapp

BOARD OF EDUCATION

Melissa Luebbert, Chairman

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Vacant, Holy Cross Rep.

Dear Parents/Members of St. Paul's:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 20, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable (easily crumbled or pulverized) and non-friable asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

St. Paul's Lutheran Church has conducted a complete inspection of its school facilities in July, 1994, utilizing Larron Laboratories of Cape Girardeau, Missouri. The results of this inspection have been included in a management plan which is available in the principal's office of St. Paul's Lutheran School during normal business hours, without the cost or restriction by representatives of the EPA and the State of Missouri, the public, including teachers, other school personnel and their representatives, and parents. St. Paul's will charge a reasonable cost to make copies of its management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren). The contents of the management plan and recommendations made in it are at St. Paul's School office.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the school building for any reason. St. Paul's Lutheran School takes very seriously the recommendations made in the management plan, which has been sent to the Missouri Department of Health for approval, and has been given approval to the management plan.

The person at St. Paul's Lutheran School trained to oversee asbestos activities and ensure compliance is Donnie Fiene, the school custodian and maintenance supervisor. As required in the Rule, Donnie Fiene is the single contact for the public to obtain information about asbestos-related activities in St. Paul's Lutheran School. You may reach Mr. Fiene at St. Paul's Lutheran School, 407 Main, during normal business hours. Thank you for your cooperation and understanding.

The school facilities were re-inspected July 1997, 2000, 2003, 2006 and 2009. No change in status was noted.

Sincerely,

St. Paul's Lutheran Church
July, 2015

Early Childhood Program and Extended Care Handbook Addendum 2019 - 2020



Train up a child in the way he should go, and when he is old he will not depart from it.
Proverbs 22:6

Dress Code (page 6-7)

Please note the following specific to PreSchool and PreKindergarten:

- Dress your child in comfortable play clothes with shoes suitable for active play.
 - Select clothing that enables your child to easily use the toilet independently.
 - All children need to have a labeled change of clothing, including socks and underwear to keep at school.
 - Children will need labeled coats, hats, mittens/gloves as we will spend time outside even in colder weather.
 - You are encouraged to send in snow boots, rain boots, etc. as we want our young children to explore and play in all weather.
 - Understand that children will be engaged in active learning experiences both in and outdoors. Such activities can result in accidental spots on clothing.
- **Please note, if items are sent in without a label, a teacher will label it.****

Illness (pages 12-13)

PLEASE do not send your little one to school if he/she is suffering from an illness. We do abide by the 24 hour free of symptom rule. This is not only for your child's safety, but for the well-being of others in the school.

Behavior Expectations / Discipline (pages 18-23)

Exceptions may be made with consideration of the age and developmental level of the student. All discipline matters will be handled in a loving, developmentally appropriate manner.

Toilet Training Expectations

PreSchool, PreKindergarten, & Extended Care students **MUST** be completely toilet trained. Occasional accidents happen and that is understandable. Should repeated accidents occur we will abide by the following steps:

- 1) If a child has more than two accidents during a week, the child will be sent home the day the third accident occurs.

- 2) The child is welcome to return to school once they have had an entire accident-free day at home (not counting the day they were sent home).

(Example: If the child is sent home on Wednesday---Thursday needs to be completely accident-free at home before returning on Friday.)

If necessary, further evaluation by the teacher and communication with the parent(s) will determine if the child can remain in the program until consistent toilet trained practices are in place.

Admittance of Two Year Olds

Children who have turned two years of age by January 1st of the upcoming school year may be eligible for admittance to the 3 year old PreSchool class pending:

- Parental Request
- Child is completely and independently toilet trained
- Passes teacher evaluation

Please Note: Children entering Kindergarten and 1st Grade do have to abide by the August 1st birth date cut off. If your child is admitted to our program as a two year old, you will need to take into consideration the option of repeating either PreSchool or PreKindergarten.

Morning Expectations / Drop-Off Procedures

Morning Extended Care begins in the downstairs room in the north school building at 6:00am.

Breakfast will be served at 7:00am. Access is granted via our video security system at the east door of the corridor connecting the two buildings.

Students who need to be dropped off for school prior to 7:30am **MUST** be enrolled in our Morning Extended Care Program. A \$15.00 fee will be charged to your bill if a child who is not enrolled in the program arrives for care prior to 7:30am.

Students arriving between 7:30am - 7:40am are to go to the south building vestibule. At 7:40am a teacher will escort students to the holding room (gym) until the teacher gives permission to go to their classroom.

Students arriving between 7:40am - 8:00am are to be dropped off through the flowing car line at the east gym door in the alley where a teacher will greet them.

Students arriving between 8:00am - **8:10am** can be dropped off through the flowing car line at the east sidewalk, between the buildings, where a teacher will greet them. Drivers can also park in a reserved parent parking spot to walk their child(ren) into the building.

Classroom doors open at 8:00am and class/learning experiences begin promptly at **8:10am**.

To maintain the flow of traffic please either use the continuous car line to drop your child(ren) off or park in a reserved parent parking spot in the east parking lot and walk your child into the building.

Please make use of east entrance doors. Access to the north building is also granted via our video security system at the east corridor entrance. Enter the parking lot via the south entrance and exit the parking lot via the east exit. Observe the DO NOT ENTER and RESERVED signs.

Pick Up Procedures

11:30am (Mornings Only Class) Pick Up

Teachers will dismiss students from the east doors facing the parking lot. Please park in one of the reserved spots in the parking lot or along 5th Street and walk to the door where your student will be dismissed by name. Students will not be released to walk alone through the parking lot.

3:15pm (Full Day Class) Pick Up

PreSchool and PreKindergarten will dismiss at the same time the K - 8th grade classes dismiss in the "big car line." Teachers will dismiss car riders from the gym door (during inclement weather) or the playground into the alley behind the school. Drivers need to form a line on Orange Street and enter the parking lot through the south entrance on 5th Street. A continual line of vehicles will proceed through the alley gate heading north. **To assist in the flow of the carline, please remain by your vehicle. A teacher will escort your child to you so you can then properly buckle him/her into his/her safety seat.**

Evening Extended Care Pick Up

Drivers picking up during the Evening Extended Care hours (after 3:15pm - 6:00pm) are to park in a parking spot in the east parking lot. Children may be on the playground or in the Extended Care room. Access to the buildings is granted via our video security system at the east corridor door.

Late Pick-Up Policies

Morning Classes dismiss at 11:30am and Full Day Classes dismiss at 3:15pm. If your child is not picked up within 15 minutes of dismissal, a **\$15.00** fee will be added to your bill for the additional care.

Evening Extended Care ends promptly at 6:00pm. If a child is picked up after this time, a charge of \$1.00 per minute past 6:00pm will be added to your bill.

PS/PK and Extended Care Basic Daily Schedule

6-8 AM	Morning Extended Care
8:00 AM	Morning Only and Full Day PS / PK Classrooms Open
8:10 AM	Morning Only and Full Day PS / PK Classroom Instruction Begins
11:30 AM	Morning Only PS / PK Classes Dismiss
3:15 PM	PS / PK Full Day Classes Dismiss Evening Extended Care Begins
6:00 PM	Evening Extended Care Ends

Food Allergies

If a child is allergic to certain foods, the teacher must be informed and a physician's action plan must be on file in the school office.

Birthdays

Birthdays are a special event for children which we do enjoy celebrating. If you choose to celebrate your child's birthday at school, please make prior arrangements with your child's teacher to determine what is appropriate. Please do not expect the teacher to pass out party invitations unless you have one for each child in the class. Please do not unexpectedly show up with treats or send in balloons, flowers, etc.

Extended Care Breakfast: Breakfast will be served at 7:00am to those in our Morning Extended Care Program. Students are welcome to bring a home breakfast. Please do not send in items that need to be reheated, carbonated drinks, or candy.

School Lunch: Lunch will be served to those in the Full Day Class(es).

Cost per school lunch, including milk is \$3.50.

Lunch Shift #1 - 11:00 am

Lunch Shift #2 - 11:30 am

Home Lunch: Students are welcome to bring a home lunch. Inform the teacher daily if a home lunch has been sent in. Please do not send in items that need to be reheated, carbonated drinks, or candy.

Class Snacks: A snack rotation will be sent home monthly for those in our PS and PK Instructional Classes. Families are asked to send in a snack for the class on their scheduled day. Snacks need to be nutritional. Please communicate with the teacher if you need ideas. To assist in the efficiency of snack time, please have items individually portioned and/or packaged.

Milk is available (additional \$.80 per week) with snack. Please let the teacher know if your child is not to have milk. Water is also available.

Extended Care Snacks: A small nutritious snack will be available for those in the Evening Extended Care Program. Students are welcome to bring in their own nutritious snack.

*On No School Days a snack is also provided in the morning.

Transportation (page 17)

Attention parents/guardians of Preschool and Prekindergarten age children who wish to make use of the bus service: It is your responsibility to contact the bus company to determine if appropriate seating is available for your child as there are some safety restrictions in regards to age, height, and weight. PLEASE let the school/teacher know if your child is riding the bus so we can meet them at drop off and be sure to get them on the bus at dismissal

Extended Care Definition / Rates

Extended Care (definition):

1. Before school hours 6:00am – 8:00am
2. After school hours 3:15pm – 6:00pm
3. Some days when St. Paul's Lutheran School is not in session
4. Early Dismissal Days for St. Paul's Lutheran School and/or Concordia R-2

Extended Care will NOT be available for public school students on “CES No School Days” when St. Paul’s is in session.

PLEASE NOTE: Students who are enrolled in our PreSchool or PreKindergarten classes have the option to receive Extended Care during their normally scheduled class time on St. Paul’s No School Days at no additional cost. However, this MUST be indicated on the monthly Extended Care Form and/or communicated with the teacher so we can schedule our staffing accurately.

Before and After School Monthly COMBO PASS (definition):

Rate per child that covers care before and after school hours on a daily basis. This includes some days when St. Paul’s is not in session and early dismissal days for St. Paul’s and/or Concordia R-2.

Extended Care Monthly Rates:

1. Before school hours monthly rate = \$110.00 per student
2. After school hours (includes early dismissals) monthly rate = \$112.50 per student
3. BEFORE AND AFTER SCHOOL COMBO PASS monthly rate = \$140.00

Extended Care Daily Rates :

*(*With Notice refers to giving at least a day’s notice if a change is needed in your monthly schedule.)*

1. Before school hours (6:00am - 8:00am) daily rate with notice = \$8.50 per student
2. After school hours (3:15pm - 6:00pm) daily rate with notice = \$8.75 per student
3. BOTH Before and After school hours daily rate with notice = \$11.50 per student
4. Days that St. Paul’s is not in session daily rate with notice = \$18.00 per student

***Extended Care will NOT be available during school hours for public school students on “CES No School Days” when St. Paul’s is in session.**

5. **NO NOTICE FULL DAY (NO SCHOOL DAYS ONLY) = \$35.00 per student**

Days of Operation

FOR THE SAFETY OF YOUR CHILDREN NO EXTENDED CARE WILL BE OFFERED ON DAYS WHEN SCHOOL IS CLOSED FOR INCLEMENT WEATHER

Extended Care will be available on regular school days and some days when St. Paul’s is not in session. We are closed Saturdays and Sundays. Please note the dates below that Extended Care will be closed so you can plan accordingly.

Dates Extended Care will be CLOSED 2019-2020

2019: September 2 (Labor Day)

November 28-29 (Thanksgiving Break)

December 24-26 (Christmas Break)

2020: January 1 (New Year’s Day)

April; 10 and 13 (Easter Break)