



Summer 2020

Welcome to St. Paul's Lutheran School! 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 clearly in Psalm 78:3-4: *"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! We intentionally teach and live our lives in word and deed so that others 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 2020-2021 school year: "Sent to Serve"--"The Son of Man came not to be served but to serve, and to give his life as a ransom for many"--Matthew 20:28.

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.

In His Service,

*Nathanael Poppe*

Nathanael Poppe  
Principal

We teach God's Word through a loving, Christ-centered education while assisting families in equipping students to follow Jesus.

***Preaching, Teaching, and Reaching***

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### **Disclaimer**

No St. Paul’s Lutheran Church and School handbook or policy book serves to contractually bind the church or school in any way. Handbooks are subject to change without notice by the church's/school's governing body.

## **Mission Statement**

We teach God's Word through a loving, Christ-centered education while assisting families in equipping students to follow Jesus.

## **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 fees will be \$30. Athletic fees (charged per sport) are \$40 each except for basketball which is \$50. A student may practice, but these fees must be paid before the 1<sup>st</sup> 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 reasonably could be perceived or used as a weapon
- 7) Flip-flops and sandals without back straps
- 8) Strapless shirts

### 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
- 6) Any adornment such as chains or spikes that reasonably could be perceived or used as a weapon
- 7) Flip-flops and sandals without backs
- 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 <b>MAY NOT</b> 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 <sup>st</sup> & Last Wednesdays    8:30 K-8 and 9:15 PS/PK 2 <sup>nd</sup> & 3 <sup>rd</sup> Wednesdays
3:20	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.

## School Closures-Bad Weather/Illness

St. Paul's Lutheran School generally follows the closings of Concordia Public Schools; however, SPLS makes the decision independently. 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; KXXK 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.

St. Paul's Lutheran School will close the building with guidance from Lafayette County Health Department, another government agency, or, during widespread illness, along with Concordia R-2. St. Paul's will plan remote learning opportunities during these closures to continue the educational process. The closures will be announced by Textcaster and on Facebook.

## 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 2<sup>nd</sup> 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**

The NWEA MAP is utilized two or three times a year to measure student growth. 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 18<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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 3<sup>rd</sup> 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 at school during the school day (8 AM-3:30 PM) except with permission from their teacher or principal (medical reasons, parties, etc).

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 1<sup>st</sup> 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**

Parents/Guardians, grandparents, congregation members, and others are encouraged to volunteer at St. Paul's Lutheran School. Volunteers shall be individuals who help students at school or school activities. Volunteers must obtain a criminal records check (through our office) prior to beginning volunteer service. The school shall assume any costs in obtaining such records checks. Volunteers may assist in the school office or library, mentor or tutor students, coach activities, or chaperone students. Some volunteers may be periodically left alone with students. A Volunteer Handbook provides more information. For the safety of all students, volunteers must agree to a background check and sign a form agreeing to the mission, policy, statement of belief, and Code of Christian Conduct. Acting contrary to these standards constitutes good cause to terminate volunteer services.

## **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.

## **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 proactive 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 *Bluejay Bulletin*.

## SPLS 2020-2021 Calendar

Date	Event or Holiday
Aug 16	*Back to School Event
Aug 19	First Day of School (11:30 AM Dismissal)
Sep 7	Labor Day (No School or EC)
Sep 11	Street Fair (No School)
Sep 16-28	NWEA MAP Testing-Fall
Sep 18	End of 1st Mid-Quarter (21 Days)
Sep 30	12:30 PM Dismissal/Teacher In-service
Oct 08	PT Conference (11:30 AM Dismissal)
Oct 09	PT Conference (No School)
Oct 16	End of 1st Quarter (40 Days)
Oct 21-23	*PCW Conference (No School)
Oct 28	12:30 PM Dismissal/Teacher In-service
Nov 2	Grandparents' Day (1 PM Dismissal)
Nov 20	End of 2nd Mid-Quarter (22 Days)
Nov 21-29	Thanksgiving Break (No School)
Nov 25-27	Extended Care Closed
Dec 2	12:30 PM Dismissal/Teacher In-service
Dec 15	Christmas Concert (7 PM)
Dec 18	Christmas Break Begins (11:30 AM Dismissal)
Dec 23-25	Extended Care Closed
Dec 24	Christmas Eve Service
Jan 01	Extended Care Closed

Jan 04	Classes Resume
Jan 08	End of 2nd Quarter (42 Days; 82 Total)
Jan 18	MLK Jr. Day (No School)
Jan 24-30	National Lutheran Schools Week
Jan 27	12:30 PM Dismissal/Teacher In-service
Feb 05	End of 3rd Mid-Quarter (19 Days)
Feb 15	Presidents' Day (No School)
Feb TBD	NWEA MAP Testing-Winter
Feb 22-28	Winter PT Conferences
Mar 12	End of 3rd Quarter (43 Days; 125 Total)
Mar 13	Gifts of Grace Benefit Dinner and Auction
Mar 31	Easter Break Begins
Apr 3 and 5	Extended Care Closed
Apr 06	Classes Resume
Apr 16	End of 4th Mid-Quarter (20 Days)
May	NWEA MAP Testing-Spring
May 5	12:30 PM Dismissal/Teacher In-service
May 19	Spring Program
May 20	Graduation Day (11:30 AM Dismissal)
May 19	End of 4th Quarter (43 Days; 168 Total)

### 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  
 Samuel Moore ..... Middle School  
 Louisa Mehl ..... Teacher  
 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  
 Jennifer Bickel ..... PreKindergarten  
 Kathy Frerking ..... Resource Room  
 Andrea Kueck ..... Science/PE  
 Betsy Lange ..... Art  
 Beth Hoppmann ..... Teacher 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

Bill Herring

Assistant Cook

Barb Knapp

BOARD OF EDUCATION

Melissa Luebbert, Past Chairman

Steve Beerman, Chairman

Susan Oetting

Troy Krause, St. Matthew Rep.

Brandon Fahrmeier

Amy Lange

David Strobel

David Haesemeier, 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 **or Extended Care** if he/she is suffering from an illness. We abide by the 24 hour free of symptom rule **(and additional CDC recommendations as necessary).**

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 1<sup>st</sup> 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.

**3:20pm (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 3:20pm - 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 3:20pm. 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**

<b>6:00-8:00 AM</b>	<b>Morning Extended Care</b>
<b>8:00 AM</b>	<b>Morning Only and Full Day PS / PK Classrooms Open</b>
<b>8:10 AM</b>	<b>Morning Only and Full Day PS / PK Classroom Instruction Begins</b>
<b>11:30 AM</b>	<b>Morning Only PS / PK Classes Dismiss</b>
<b>3:20 PM</b>	<b>PS / PK Full Day Classes Dismiss Evening Extended Care Begins</b>
<b>6:00 PM</b>	<b>Evening Extended Care Ends</b>

**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.

**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.

**Snack Time:** Our PS/PK classes allow time for a little snack within their morning activities. Students are welcome to bring their own, individual, nutritional snack to eat during this time. We will not have a rotation for class snacks - each child is responsible for his/her own daily snack.

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.

~~**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.~~

**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 3:20pm – 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 **per student**

**Extended Care Daily Rates :**

(*"With Notice" refers to notifying the Extended Care staff and/or School Office prior to care being needed.*)

1. Before school hours (6:00am - 8:00am) daily rate with notice = \$8.50 per student
  2. After school hours (3:20pm - 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 (School Days):**

**If a child is not scheduled (their monthly schedule sheet does not reflect they will be in attendance), but arrives at Ext. Care (morning or evening session) = \$15.00**

**6. 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 2020-2021**

**2020: September 7 (Labor Day)**

**November 25-27 (Thanksgiving Break)**

**December 23-25 (Christmas Break)**

**2021: January 1 (New Year's Day)**

**April 2 and 5 (Easter Break)**

Appendix 1: **St. Paul's Lutheran School Acceptable Use Policy**

Herein, the term “technology” refers to any desktop, laptop, projector or other mobile device owned or issued by St. Paul’s Lutheran School (SPLS) to any user for SPLS and/or home use. The term “privately-owned technology” refers to any personal desktop, laptop or other mobile device owned by the user, but used at SPLS. The term “network” refers to the services provided to access the internet and other technology on SPLS’ network.

SPLS provides technology and technology resources to enrich the academic experience of students, faculty, and staff. The primary purpose of technology use is to improve/enhance learning and teaching. The guidelines presented below are meant to help students, teachers, and parents understand the appropriate use of technology at SPLS.

The use of technology, the network and other resources at SPLS is a privilege. It is expected that the user will use these resources responsibly and for education purposes that align with the mission of SPLS. The proper use of this technology requires users to accept the same ethical responsibilities found in all other areas of SPLS life. The general rules and principles of SPLS are a sound basis for good decision making with regard to technology. It is the user’s responsibility to treat the technology and their fellow users with proper care and respect.

All users are responsible for their actions and activities involving technology, the network and even privately-owned technology. This Acceptable Use Policy (AUP) provides general guidelines concerning the use of these technologies and the network. The AUP does not attempt to describe every possible prohibited activity; students, parents and SPLS staff who have questions about whether a particular activity is prohibited are encouraged to speak with the administrator or Technology Coordinator. The AUP applies to all technology and/or the network regardless of how they are accessed.

#### **A. Acceptable Use**

1. SPLS’ technology and network are provided for educational purposes consistent with the mission, curriculum, and instructional goals.
2. Users must comply with all Board policies, SPLS rules and expectations concerning conduct and communications when using technology and the network, whether on or off SPLS property.
3. Users also must comply with all specific instructions from SPLS staff when using the technology and network.

#### **B. Prohibited Uses**

Unacceptable uses of technology and the network include, but are not limited to, the following:

- 1. Accessing or Communicating Inappropriate Materials** - Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.

**2. Illegal Activities** - Users may not use technology and/or the network for any illegal activity or in violation of any Board policy/procedure or SPLS rules. SPLS assumes no responsibility for illegal activities of users while using technology and/or the network.

**3. Violating Copyrights or Software Licenses** - Users may not copy, download or share any type of copyrighted materials (including images, music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Coordinator or teacher. Unauthorized copying is illegal and may subject the copier to substantial civil and criminal penalties. SPLS assumes no responsibility for copyright or licensing violations by users.

**4. Authority of SPLS Staff to Search** - In the event SPLS staff discovers inappropriate materials on a SPLS owned device, the device may be confiscated and the materials removed without permission, even if it means the loss of purchased material, and appropriate restrictions may be placed on the user's future technology use. SPLS staff also has the right to confiscate or search technology at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search privately-owned technology on SPLS grounds upon reasonable suspicion of a violation of this "Prohibited Uses" section.

**5. Plagiarism** - users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used the author, publisher and web site must be identified.

**6. Use for Non-SPLS Purposes** - Using Computers and/or Computer Services for any personal reasons not connected with the educational program or SPLS assignments is permissible so long as those uses do not constitute a violation of the "Prohibited Uses" section of these rules and/or are not interfering with the educational purpose of these devices by the user or others.

**7. Misuse of Passwords/Unauthorized Access** - Users may not share passwords with unauthorized personnel, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or network.

**C. Compensation for Losses, Costs and/or Damages** - The student user and his/her parents are responsible for compensating SPLS for any losses, costs or damages incurred by SPLS for violations of Board policies/procedures and SPLS rules while the student is using technology and/or the network, including the cost of investigating such violations. SPLS assumes no responsibility for any unauthorized charges or costs incurred by a student user while using technology and/or the network. The student user and his/her parents/guardians are similarly responsible if the student user takes any action with technology that has the purpose or effect of voiding any warranty in effect covering such technology or of providing users access to apps that are available other than at the app source authorized for use by SPLS.

**D. Student Privacy and Safety** - A student should exercise caution, in consultation with a parent or SPLS staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. users should never

agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

**E. System Security** - The security of the Computers and/or Computer Services is a high priority. Any user who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material.

**F. Care of and Responsibility for Technology** - Users are responsible for the proper care of technology at all times, whether on or off SPLS property, including costs associated with repairing or replacing the technology. SPLS does not provide insurance for SPLS-owned technology. Parents should be aware that they are responsible for any costs associated with loss, theft or damage to technology issued to the student user. If technology is lost or stolen, the loss or theft must be reported to the Technology Coordinator and/or administrator immediately. Additionally, if technology is stolen, a report should be made to the local police. With respect to SPLS-owned technology, users must keep activated at all times the services that allow that technology to be located remotely and must establish and keep activated at all times a security code which will prevent others from accessing the content and services of the technology.

**G. Scope of Policy and Rules Application** - The Board's policy and rules concerning technology and/or network use apply at any time or place, on or off SPLS property. Users are responsible for obeying any additional rules concerning care of SPLS-owned technology.

## **H. Miscellaneous Issues**

**1. Confiscation/Restriction of Privileges/Disciplinary Action** - Violation of policies or rules governing the use of technology or the network, or any careless use of technology may result in a user's technology being confiscated and/or a user only being allowed to use the technology under the direct supervision of SPLS staff. The user will also be subject to disciplinary action for any violations of Board policies/procedures or SPLS rules.

**2. Required Sharing of Computer Passwords with SPLS Staff** - Any user to whom technology is issued must share with the Technology Coordinator any passwords, codes, or keys to allow the technology staff unlimited access to any and all materials on the technology. Failure to provide such access will result in discipline and confiscation or limitations placed on future use of the technology and network.

**3. Parent Access to Student Computer Passwords** - Upon request, parents may have access to their student's login password, codes, or keys. Parents are responsible for supervising their child's use of the technology and Internet access when in use at home.

**4. Use of Computers by Others** - Technology may only be used by the user to whom it is issued or by any family members assisting them with their educational work and consistent with the

educational purpose of the technology. All use of technology by all persons must comply with SPLS' Acceptable Use Policy.

**5. Return of Computers** - Technology must be returned in acceptable working order whenever requested by SPLS staff. Student users will also be required to turn in technology before the end of the SPLS year, at which time they will be inventoried, updated as needed, and subjected to search for materials in violation of this policy. Graduating 8th graders will have the option to purchase their technology at a reduced price.

## **I. Additional Rules for Use of Privately-Owned Technology by users**

**1. Permission** - Users are permitted to use privately-owned technology in SPLS provided that they comply with the policy and rules governing technology and network use, there is a suitable educational basis for the request, and the demands on SPLS' network or staff are reasonable. In addition, if requested, the user must provide to the Technology Coordinator such information as IP addresses and login passwords as to enable enforcement of all policies and rules regarding use of the network.

**2. Compatibility** - The Technology Coordinator has the authority to determine whether use of a user's privately-owned technology would place an undue burden on or could interfere with the network.

**3. Care** - The user is responsible for proper care of his/her privately-owned technology including any costs of repair, replacement or any modifications needed to use the technology at SPLS. SPLS is not responsible for damage, loss or theft of any privately-owned technology.

**4. Privacy** - Users have no expectation of privacy in their use of the network while using privately-owned technology at SPLS.

**5. Privilege** - Violation of any Board policies, administrative procedures or SPLS rules involving use of the network or privately-owned technology may result in revocation of the privilege of using the technology at SPLS and/or disciplinary action.

**6. Seizure** - SPLS may seize any privately-owned technology used at SPLS without authorization as required by these rules and the contents of the technology may be searched in accordance with applicable laws and policies. The technology will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

## Appendix 2:

# **St. Paul's Lutheran School Christian Code of Conduct**

## **CHRISTIAN CODE OF CONDUCT**

St. Paul's Lutheran School has a Christian Code of Conduct that is grounded in the Statement of Belief of St. Paul's Lutheran Church and has established parameters for acceptable behavior of students and staff of the Congregation and School. Detailed information on the school disciplinary plan can be found in the Family Handbook.

The following behaviors are in accordance with St. Paul's Statement of Belief:

- Dressing in conformance with one's biological sex
- Using the restrooms, locker rooms, and changing facilities conforming with one's biological sex
- Abstaining from sexual conduct outside the marital union of one man and one woman
- St. Paul's will not condone such negative actions such as cheating, stealing, aggressive behavior, disruptive behavior or lack of respect for authority

More detailed information on student behavior expectations and discipline is available in the Parent-Student handbook. St. Paul's Lutheran Church and School has the right to discipline in Christian love. If the desired change in behavior is not apparent, St. Paul's has the right to request that a student be withdrawn, if that action would best serve the school community.

## **SPLS MISSION STATEMENT**

We teach God's Word through a loving, Christ-centered education while assisting families in equipping students to follow Jesus.

## **SCHOOL PHILOSOPHY**

The philosophy of Christian education at St. Paul's Lutheran School is: 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 sanctified life in Jesus Christ. His capacity to learn enables him to develop his God-given talents, discover his unique characteristics, and place them in loving service to God and his fellow man.

## **OBJECTIVES**

The objectives of Christian education at St. Paul's Lutheran School are to:

1. Fulfill God's command to diligently and faithfully teach His Word.
2. Thoroughly instruct students in the fundamentals of Christian doctrine as given in God's Word.
3. Assist students in developing skills, which will enable them to live useful and productive lives.
4. Prepare students to live as Christians in a secular society.
5. Provide daily Christian fellowship as a powerful influence in building Christian-character and living.
6. Support family and home life for the purpose of strengthening the very base of society.
7. Stabilize, extend, and strengthen the church and the congregation through young people who are well-grounded in Scripture.
8. Encourage young people to consider professional church work as their career.

## STATEMENT OF FAITH

St. Paul's Lutheran School is a ministry of St. Paul's Lutheran Church where we help our children grow in faith and love in Jesus. Our school is known for academic quality and for our ability to aid our students in sound Christian moral development serving the people of our community. As a Lutheran school, our curriculum includes in-class daily teachings from God's Holy Word. We integrate our Christian beliefs into everything we teach. St. Paul's Lutheran School exists to teach God's Word through a loving, Christ-centered education while assisting families in equipping students to follow Jesus.

### **We believe that:**

- The Bible is the source and basis for all our beliefs. (2 Tim. 3:15-17)
- All people and all faiths are to be shown respect. (Matthew 22:39)
- Only through faith in Jesus Christ can people be saved. (John 3:16)

### **We teach about God. We believe that:**

- God is the Almighty, loving creator of everything and everyone. (Genesis 1:1)
- God is one God, but three equal persons (Triune). He is God the Father, God the Son (Jesus), and God the Holy Spirit – not three Gods but one God. (Matthew 28:19)
- God is the Judge before whom all people will give an account for the lives they lead. (2 Cor. 5:10)
- God is a Savior (Jesus) who died for our sins and rose from the dead. (Acts 4:11-12)
- God is the Author of the Bible who, through the Holy Spirit, inspired men to write what He wanted to communicate to humankind – especially who He is, His truths, and how He has come to the rescue of humankind through the work of Jesus Christ. (2 Timothy 3:16)

### **We teach about people. We believe that:**

- People are created individually and specially by God. (Psalm 139:13-16)
- People are loved always and completely by God. (John 3:16)
- People are expected by God to live lives of holiness and perfection. (Matthew 5:48)
- People are unable to obey God perfectly (everyone sins). (Ecclesiastes 7:20)
- People are forgiven of their sins and given the gift of everlasting life in heaven only through faith in the death and resurrection of Jesus Christ. (Romans 6:23)
- People are unable to earn God's favor or forgiveness; rather we receive faith and forgiveness through the gift of God. (Ephesians 2:8-9) People, sadly, will be condemned to eternal suffering if they do not have faith in Christ. (Matthew 13:49-50 and John 14:6)

### **We teach about relationships. We believe that:**

- People should submit to one another out of reverence for Christ. (Ephesians 5:21)
- People should share how much the Lord has done for them and how he has had mercy on them. (Mark 5:19)
- Marriage is a holy union, created by God, and is intended to be between one man and one woman. (Genesis 2:24, Mark 10:7, Ephesians 5:31, Corinthians 7:2)

**St. Paul's Lutheran School**  
**Parent/Student Acknowledgment Form**

All students, families, and staff have received a copy of our Statement of Faith and understand that we will be teaching our students in accordance with our faith and practice as St. Paul's Lutheran Church and School.

**Parents/Guardians:**

I \_\_\_\_\_ (parent(s)'/guardian(s)' name(s)) understand that St. Paul's Lutheran School will be teaching my child(ren) in accordance with the faith and practices of St. Paul's Lutheran Church and the Lutheran Church – Missouri Synod. I understand the policy (as written in the Lutheran School Board Policy Book) and procedures (as written in the Parent-Student Handbook) of St. Paul's Lutheran School and agree to abide by those standards.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Students 6th-8th Grade:**

I \_\_\_\_\_ (student name) understand that St. Paul's Lutheran School will be teaching me according to the statement of faith and code of Christian conduct of St. Paul's Lutheran Church and School. I understand the policy (as written in the Lutheran School Board Policy Book) and procedures (as written in the Parent-Student Handbook) of St. Paul's Lutheran School and agree to abide by those standards.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_