

# **Family Handbook**

## **2023-2024 School Year**



**St. Paul's Lutheran School**  
308 Oak Manor Drive • Glen Burnie, Maryland 21061  
410.766.5790 • [www.stpaulsgb.org](http://www.stpaulsgb.org)

## **WELCOME TO ST. PAUL'S LUTHERAN CHURCH AND SCHOOL**

We are glad you have chosen St. Paul's as your school! We would like to share with you some key belief statements that make St. Paul's Lutheran Church a unique Christian environment for your family and your child's education. The values, practices, vision and mission of the school grow out of the belief statements of St. Paul's Lutheran Church. St. Paul's Lutheran School is a mission of St. Paul's Lutheran Church.

### **STATEMENT OF BELIEF OF ST. PAUL'S LUTHERAN CHURCH, LCMS**

St. Paul's Lutheran Church and School is part of The Lutheran Church—Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The LCMS teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity—Father, Son, and Holy Spirit—are coequal and coeternal, one God.

We believe without reservation that the Scriptures of the Old and New Testament are the inspired Word of God and the only rule and norm of faith and of practice.

We believe that God wonderfully and immutably creates each person as a male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Harassing and hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of St. Paul's Lutheran Church and School. (Mark 12:28-31; Luke 6:31).

We welcome you and your family to our Sunday worship services. Several families whose children attend St. Paul's have had their children baptized in the church or at chapel. If you are interested in baptism for your child, please let our pastor or principal know.

# Saint Paul's

Dear St. Paul's Families,

St. Paul's Lutheran School is a nationally accredited private Christian school. We honor the Lord Jesus Christ by providing students an education based upon academic excellence and Biblical values.

Since 1950, St. Paul's has been serving the community of Glen Burnie, Maryland. Throughout our history our purpose has been to share the Gospel message of Jesus Christ by offering an excellent Christian education in a safe and loving environment. Our purpose is also to train the next generation of Christian leaders and equip them for a life of service to their Savior, homes, churches, vocations and communities. St. Paul's has been faithful to that purpose and the Lord has richly blessed our efforts.

We welcome all to St. Paul's whether it is your first year or you have been here for many years. Some of the current parents are graduates of St. Paul's and some have just recently discovered us. All are part of the St. Paul's family and we pray that you and your children will be blessed and that you will feel a part of the St. Paul's family. We provide a program for two-year old through 8<sup>th</sup> grade with a Before and After School Child Care. Our Early Learning program provides all day care for two-year old's and three-year-old's. All are cordially invited to our worship services and the variety of congregational activities and ministries.

We are a large family and any family—large or small has to have some rules to live by. This handbook is intended to provide families with what they need to know regarding our policies and procedures. Please read it and keep it for future reference. We ask that families become familiar with this handbook and agree to abide by the policies and procedures of St. Paul's Lutheran School.

We sincerely hope and pray that you and your child(ren) will have a truly Christian experience and know the peace and joy that only the forgiving Gospel of Jesus Christ can bring. Our time together may not be free of conflicts, but we will make every effort to solve conflicts in an understanding and loving manner and reflect God's love in the process.

In His Service,

John Maxwell, Principal

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**Note:**

Neither the Family Handbook, or any other handbook, serves to contractually bind the school in any way. The handbook is subject to change without notice by the school.

## **ABOUT ST. PAUL'S**

St. Paul's Lutheran School is a mission of St. Paul's Lutheran Church. A brief statement of belief for St. Paul's Lutheran Church was listed earlier in the introduction. The values, practices, vision and mission of the school is based on the belief statements of St. Paul's Lutheran Church.

## **OUR SCHOOL PHILOSOPHY**

*“Train a child in the way that he should go, and when he is old, he will not turn from it.”*

*Proverbs 22:6*

### **VISION:**

We are preparing students for this life and the next.

### **MISSION:**

Through a quality Christ-centered education, in a nurturing academic environment, each student will grow in a relationship with Jesus and make a Christ-like difference in the world.

We believe children are a gift from God and that the church and school assist parents in providing for the educational and spiritual needs of the children. We believe that students who are nurtured in a Christian environment that provides love, support and structure will develop responsibility for their own behavior and learning as well as a concern for others. Providing for the educational and spiritual development of the children is a joint effort of the home, school and church. We are partners in this awesome responsibility and need to communicate, support and value one another.

It is our goal to provide an excellent education that not only addresses academics, but also the social-emotional, physical, intellectual and spiritual needs of the child. It is our desire that each child is able to develop to his full potential in St. Paul's educational setting and that each child develops faith in Jesus Christ as the way of salvation. In addition to academic excellence and development of Disciples of Christ, St. Paul's strives to offer a safe and caring environment.



We believe that children

- are created by God the Father.
- are redeemed by God the Son.
- are brought to faith and kept in the faith by God the Holy Spirit.
- are precious in the eyes of the Lord and still in need of forgiveness through faith in Jesus Christ.
- come to faith in Jesus Christ through Holy Baptism.
- need to learn to accept responsibility for their behavior as is age appropriate.
- need to have their developmental needs met in order to be successful academically.
- receive gifts from God and we need to recognize and assist in developing those gifts.
- are most responsive to the training provided in the home, but will also be influenced by their school experiences.
- need to have structure and routine to model faith as God desires it of all.
- must be afforded compassion, love, kindness, respect, and dignity. Harassing and hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of St. Paul's Lutheran School. (Mark 12:28-31; Luke 6:31).

*We welcome all students and families. Our competent, dedicated and caring staff will provide a safe, nurturing and structured environment for students to learn, make friends and live as disciples of Christ in this life and the next.*

## VALUES AND PRACTICES

We live in a society of rapid changes, media overload, and value extremes. There was a time in our society when the values outlined in God's Word, the Bible, and the values of our society and government had little disparity. Today, it seems that Christian values and those of society and sometimes the government are in opposition to one another. How does that affect St. Paul's as it carries out its mission to teach children and their families to be Disciples of Christ? It means that **sometimes we find the values of St. Paul's and the values of the families differ. Our goal is to remain true to our values, but show Christian love and respect to those who may hold different values.**

The difficulty arises when the school carries out its responsibility to discipline students for inappropriate behavior and then discovers the parent does not find that behavior inappropriate. It is not our intent to make a judgment regarding the faith or values of our families, but rather to **provide the discipline and guidance for the students that we feel is consistent with God's Word.** The area that generally causes some difficulty is that of clothing, music, movies, language, and other trends of our culture. We understand that at various times in their lives, children need to express themselves and often want to be seen as one who goes against the norm or as one who is "into the latest and greatest". However, some behaviors, apparel, language and other displays of current culture trends are considered by the administration of St. Paul's to either be or bordering on being sexually suggestive, profane, vulgar, violent, or unacceptable. Some of these behaviors or actions are symbolic of gangs or other undesirable parts of our society and are inappropriate. Such inappropriate behaviors will not be tolerated by the administration of St. Paul's. A child's inappropriate behavior may negatively impact others choosing to receive a Christian education. It is our belief that allowing behaviors that border on the above put a student on a slippery slope that can lead to future harmful situations. At St. Paul's we will take a proactive and conservative stand on such matters rather than permitting certain clothing, music, lifestyle, or behavior simply because it is commonplace in our society. In most instances, the guidelines and codes

regarding these issues can be found in this handbook. In some cases, they will be communicated by a school wide or individual classroom note, student contract, parent letter, teacher discipline plan, newsletter, or similar forms of official school communication.

In some cases, parents or guardians may disagree with our rules, codes, guidelines, or policies. Disagreement is a parental choice and may be expressed in written form, by phone, by electronic mail, or in person to the appropriate administrator. However, compliance with the policies of St. Paul's Lutheran School will be required in order for continued enrollment.

## **STUDENT SPIRITUAL, EMOTIONAL, AND PERSONAL DEVELOPMENT**

St. Paul's Lutheran School welcomes all families who desire to have a Christian education. Christian means that one is a follower of Jesus Christ. Followers of Christ are at various stages of development. Through worship, prayer, Bible study, the sacraments and Christian fellowship, followers will develop a more mature relationship with Christ. The Christian home, school and church will work together to provide opportunities for spiritual growth for the children and their families. While it is understood that individual students are at different stages of development, the following code of conduct is required of students attending St. Paul's Lutheran School.

**REDEEMED:** Students will learn and continually hear the message that they are redeemed by the blood of Jesus Christ. The death and resurrection of Jesus Christ has redeemed them and given them the promise of eternal life.

**RESTORED:** Through faith in Jesus Christ as their Savior, students will learn that sin can no longer separate them from God but that they are restored as children of the Heavenly Father.

Students will **respond** to the teaching of God's love and the message of His salvation by being **RESPONSIVE, RESPONSIBLE AND RESPECTFUL**.

**RESPONSIVE:** Students will show a willingness to learn of God and what it means to be a Christian. Students will respond to the need to have required materials, participate in lessons and other activities, and will understand that they need to behave in a Christian manner.

**RESPONSIBLE:** Students will take responsibility for their assignments and behavior. There may be many explanations for incomplete work and misbehavior, but students will learn that explanations do not excuse their failure to be responsible.

**RESPECTFUL:** Students will respect their peers and all those in authority.

Respect includes speaking kindly and appropriately, our body language and being positive to one another.

*Finally, Christ followers are:*

**REPENTANT:** Students will recognize that all are guilty of sin. We can receive forgiveness through faith in Jesus Christ and be redeemed and restored so that we may continue through God's grace to be responsive, responsible and respectful.

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

St. Paul's is dedicated to developing young people of Christian character and integrity. Our faculty and staff attempt to promote a loving, positive attitude toward disciplining the students in our care.

We believe that discipline means to direct or change a person's behavior in an effective and, whenever possible, non-degrading manner. Discipline is a process; therefore, our goal is to help students conduct themselves at all times in a manner becoming of a Christian.

St. Paul's recognizes that while Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful (1 Corinthians 6:19) or offensive to others (1 Corinthians 8:9). Christian conduct is expected of students at all times (both on and off campus). As we commit ourselves to a code of conduct that glorifies the Lord no matter where we are, it will benefit others as well as ourselves.

Within the school setting there are certain character traits which please God and promote positive relationships:

#### **Courtesy**

"Finally, all of you, live in harmony with one another; be sympathetic, live as brothers, be compassionate and humble." (1 Peter 3:8, NIV) Our actions and our speech quickly convey to others the factors which motivate us in our

relationships. We must daily practice being courteous to those we associate with, and go out of our way to live in harmony with them. Simple action and words can go a long way to express our love and concern for others. Coupled with our desire to be courteous should also be a desire to show respect for those in authority over us. We should respond to them in a manner that shows our appreciation to them for accepting the responsibility placed on them by God to assume a position of leadership.

### **Self-Control**

“Let your moderation be known unto all men. The Lord is at hand.” (Phil 4:5, KJV) The quality of our school community is largely affected by our desire to practice moderation in our behavior. We function best in a calm, quiet, controlled environment. We must constantly recognize that our failure to practice moderation in words, actions and lifestyle, impacts the ability of those around us. Practicing self-control as a student body will create an environment that is conducive to learning.

### **Integrity**

“The man of integrity walks securely, but he who takes crooked paths will be found out.” (Prov. 10:9 NIV) A school environment that is based on integrity provides a setting of peace and trust. We must maintain a school that is based on honesty of word and action. There should be no hidden meaning in what we say and our actions must always be open to public scrutiny. There is great comfort and a sense of security and peace in an environment where practicing integrity is the norm.

### **Love**

“Dear friends, let us practice loving each other, for love comes from God and those who are loving and kind show that they are the children of God, and that they are getting to know Him better.” (I John 4:7 LB) Loving others first is not a character trait that comes easily to us. Our first desire is to put ourselves first. We must constantly strive to “practice” loving one another and to put the needs and well-being of others first.

## **We Expect the Student to Adhere to the Following Standards:**

- to observe Biblical morality in all relationships, word and deed. “Now you are light in the Lord. Live as children of light, for the fruit of light consists of all goodness, righteousness and truth.” (Eph 5:8,9)
- to act with integrity. “I know my God that you test the heart and are pleased with integrity.” (I Chron.29:7)
- to practice self-control. “Live self-controlled, upright and godly lives in this present age.” (Titus 2:12)
- to preserve personal purity. “Keep yourself pure.” (I Tim. 5:22)
- to approach the school and its program with a positive Christian attitude and refrain from negativism either in action, word, or appearance. “Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy, think about such things.” (Phil 4:8)
- to respond properly to the authority of the home and school. “Obey your leaders and submit to their authority.” (Heb. 13:17)
- to regard others with courtesy. “So in everything do to others what you would have them do to you.” (Matt. 7:12)
- to dress in conformance with the standards of the school dress code, use restrooms and changing facilities conforming with one’s biological sex; and abstain from all intimate sexual conduct outside of the marital union. “Do you not know that your body is the temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your body.” (I Cor. 6:19,20)
- Possession of firearms, or any object used, intended or disguised as a weapon while on school property or a school-sponsored function is strictly prohibited. “For all who live by the sword will die by the sword.” (Matt. 26:52)

## **2023-2024 School Year Theme**

Our theme for next year is will be determined in June 2023. We will have a logo similar to that below:

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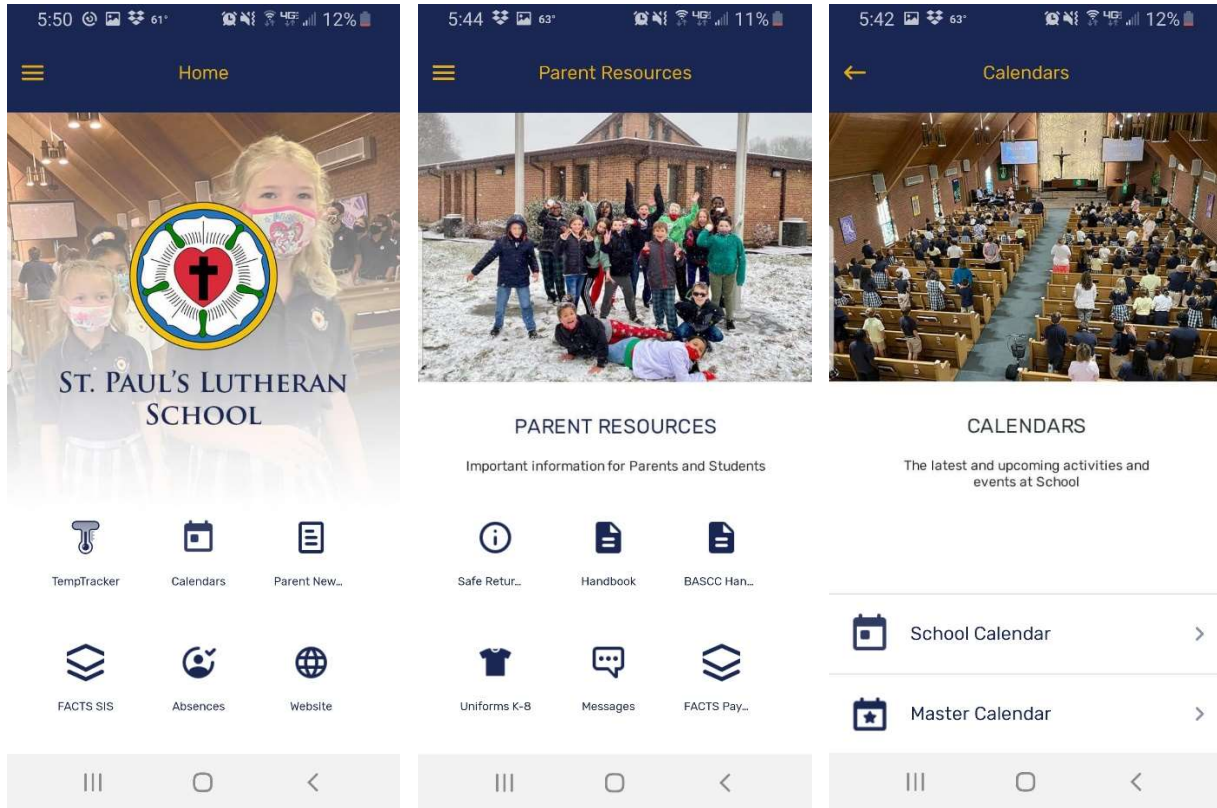


Scripture Verse:



## SCHOOL APP

The school app is named: “**St. Paul’s Glen Burnie**” and is available for free download via the App Store for iPhone or Google Play for Androids.



The school app has our current and future year’s **calendar**, access to our electronic **tuition management** and our **Student Information System** for grades, assignments, and report cards. Weekly a new **parent newsletter** is posted. If your child is absent, for any reason, you can notify the school through the **Absence** button. There is also a place where you can sign up for **messages** that are sent from the school.

### Calendar

Each summer we post our calendar of school activities on our website and on our school app. We email the dates to all parents in our summer mailing so you will know the dates we plan to be closed for vacation or breaks, and when we will have planned early dismissal dates.

Next school year’s calendar is below:

## 2023-2024 Calendar

### August

8 New Teacher Orientation  
9 Teachers return  
17 Last Day of Summer Camp  
18 Summer Camp Closed  
20 Teacher Rededication during church service  
21 Faculty and Staff Retreat 8:30 am-12:30 pm  
21 School visitation P2-8<sup>th</sup> grades, 5-7 pm  
21 New Parent Orientation P2-8<sup>th</sup> grades, 7 pm  
**23 First Day of School for P2-8<sup>th</sup> grades**  
23 Opening Chapel, 8:15 am  
30 Back to School Night, 7 pm

### September

**4 Labor Day, School Closed and BASCC Closed**  
8 Falcon Friday

### October

14 Open House, 9 am-11 am  
**19-20 No School, Faculty at SED Teacher Conference**  
**20 BASCC closed, BASCC training day**  
27 End of First Quarter, 45 days  
**27 Early Dismissal, K-5 dismisses at 1 pm, 6-8 dismisses at 1:15 pm**

### November

**1 Early Dismissal, K-5 dismisses at 1 pm, 6-8 dismisses at 1:15 pm**  
2-3 Parent Teacher Conferences, 8 am-4 pm both days  
**2-3 No School, closed for Parent Teacher Conferences, 8 am – 4 pm**  
10 Falcon Friday  
14 Evening Open House for P4, 5:30 pm  
21 Thanksgiving Chapels, 8:30 am P4-Kindergarten, 1:45 pm Grades 1-8  
**22-24 Thanksgiving Holiday, School and BASCC Closed**

### December

5 Evening Open House for Kindergarten, 5:30 pm  
8 BASCC closes at 4 pm  
**8 Early dismissal, K-5 dismisses at 1:00 pm, 6-8 dismisses at 1:15 pm**  
8 School Christmas Program, 7 pm  
**16-31 School Closed for Christmas Holidays**  
**25-31 BASCC Closed**  
25 Christmas Day

## **January**

1 New Year's Day

**1 School and BASCC closed for New Year's Holiday**

**2 School and BASCC Resume**

9 Evening Open House for Elementary grades, 5:30 pm

12 Falcon Friday

12 End of 2<sup>nd</sup> Quarter, 39 days

**12 Early dismissal, K-5 dismisses at 1 pm, 6-8 dismisses at 1:15 pm**

**15 School and BASCC Closed for Martin Luther King, Jr. Holiday**

19 Report Cards released online

23 Evening Open House for Middle School, 5:30 pm

## **February**

10 Open House, 9 am-11 am

14 Ash Wednesday

**16 School Closed, Professional Development Day**

**19 School and BASCC Closed for President's Day**

## **March**

3 Lutheran School Week Kickoff in church and after-service celebration

3-10 Lutheran Schools Week

15 Falcon Friday (this is a change to get it away from LSW)

22 End of 3<sup>rd</sup> Quarter, 47 days

**22 Early dismissal, K-5 dismisses at 1 pm, 6-8 dismisses at 1:15 pm**

24 Palm Sunday

**28 Maundy Thursday**

**28 Early dismissal, K-5 dismisses at 1 pm, 6-8 dismisses at 1:15 pm**

28 Report Cards released online

**29 School and BASCC Closed for Good Friday**

31 Easter

## **April**

**1-7 School Closed for Easter Break**

**1-2 BASCC Closed**

10-16 Stanford Test Grades 2-8

26 Grandparents Day

## **May**

5 Mother's Day

10 Falcon Friday

**27 School and BASCC Closed for Memorial Day**

29 8<sup>th</sup> Grade Graduation, 5 pm

**29 Noon dismissal for 8th grade**

**29 Morning BASCC only**

**29 Last Day for P2, P3, P4 and 8<sup>th</sup> grade**

30 End of 4<sup>th</sup> Quarter, 42 days

**30 BASCC closed**

**30 Closing Chapel at 10 am, including Kindergarten**

**30 Early dismissal, K-5 dismisses at 11:00 am, 6-8 at 11:15 am**

### **June**

3 First day of Summer Camp

7 Teachers last day

### **July**

**1-5 School Office Closed, Summer Camp Closed, Church Office Closed**

1<sup>st</sup> Quarter 45 days

2<sup>nd</sup> Quarter 39 days

3<sup>rd</sup> Quarter 47 days

4<sup>th</sup> Quarter 42 days

Total Days 173 days

## **ACADEMICS**

### **CLASS SIZE**

Age 2--12 students with 1 teacher and 1 assistant

Ages 3 through 4-- 20 students with 1 teacher and 1 or 2 assistants.

Kindergarten-- 20 students with 1 teacher and 1 assistant (the assistant can be shared between kindergarten classes.

Grades 1-to 8-- 17-20 in each class

A slightly higher number may be authorized at any age level, provided that the number is in compliance with all State or local regulations.

## **CURRICULUM**

The curriculum of St. Paul's Lutheran School is integrated into the Christian framework to prepare children to live Christ centered lives.

The curriculum is approved by and meets or exceeds the standards of the State Department of Education. The Early Childhood program (2-year-olds through kindergarten) is taught in self-contained classrooms. Limited departmentalization occurs in grades 1-5. Grades 6, 7, and 8 (middle school) are departmentalized.

Curriculum studies are done by the faculty in order to continually evaluate and improve the curriculum. The entire curriculum is evaluated on a rotating schedule of 5 to 7 years. **Children are required to take and receive a thorough education in the following areas:**

**RELIGION:** Teachings of Scripture applied to life, Bible history and interpretation, and Scripture memorization. Children are taught of God's love and redemption. Students are encouraged to respond to the love of Christ through faith in Him and service to others. We also have required weekly chapel services.

**LANGUAGE ARTS:** Phonics, phonemic awareness, fluency, vocabulary, and comprehension, creative and functional writing, literature, English, spelling, and handwriting.

**MATHEMATICS:** Math concepts and processes, computation, numbers, geometry, statistics, metrics, and problem solving. Middle school level includes pre-algebra and algebra 1.

**SOCIAL STUDIES:** World geography, American and world history, civics, economics, current events and map skills.

**SCIENCE:** Texts and experiments to develop concepts and skills in life, earth, and physical sciences and outdoor education.

**FINE ARTS:** Music, art, choir, and instrumental music.

**PHYSICAL EDUCATION:** Physical fitness, health, human sexuality, athletics, fundamentals of sports, and exercises.

**TECHNOLOGY:** Technology skills are incorporated into class instruction at each grade level.

**STEM:** Children in grades P4 through 8th are instructed in STEM

**SPANISH:** Students in 1st - 8th grade have Spanish class.

**Service Hours:** Beginning in 2023-2024 we require 5 service hours from each family. Parents will be able to update their service hours on their FACTS parent profile. Service hours include chaperoning a field trip, helping with a class party or activity in school, etc.

## **RETENTION POLICY**

### **P4 - 2nd Retention Policy and Process**

The decision to retain a student in early grades (P4-2) is a complex decision that requires collaboration between the parents/guardians, the classroom teacher, the principal, and the school counselor; and will only be considered after intervention has been proven to be unsuccessful. This collaborative team will evaluate student performance on curriculum-based assessments, school readiness, attendance, birth date, family history, special needs, and circumstances.

The Retention Team, which is made up of classroom teachers, the principal, and school counselor, will meet at the end of January to discuss any students that are being considered for possible retention. Initial notification of retention consideration will take place in February with a meeting scheduled

for March that would include the parents/guardians, the classroom teacher, the principal, and the school counselor. This meeting will serve to communicate concerns and share assessment data. A final decision on retention will be made in May.

### **3rd - 8th Retention Policy and Process**

In grades three through five, students learn and develop academic skills and study skills. Teachers and parents work together to help those students realize that they must become responsible for their assignments and behavior. In middle school, it is our hope that the students will recognize and accept this responsibility. Being responsible and giving one's best effort is an important life skill. Therefore, if Middle School students choose to not take responsibility for their assignments or put forth very poor effort, failing grades will result.

Students failing one core subject (math, language arts, literature, science, social studies) for a semester will be required to attend a summer program in order to be promoted. At this time, St. Paul's does not plan to offer any summer school programs, so students requiring summer school would have to work through Anne Arundel County or other resources. Students failing more than one core subject will be retained unless they are working from a school approved Service Plan and its requirements have been met. Students may also be retained for absence if excessive and detrimental to the student's educational progress. You must sign up for summer school at Anne Arundel County Public Schools by April 15<sup>th</sup>.

### **HOMEWORK**

Students in grades 1-8 will have homework on a regular, but not necessarily on a daily basis. **Most** students should spend approximately one hour on homework. Middle School students may have more than one hour of homework. *If more or less than that is being spent, then the parents need to discuss the matter with the teacher.* Not every child works at the same pace. It may be appropriate for a child to be spending more or less than the average

of one hour. When homework is assigned, it is necessary to complete it on time. Parents can help by setting aside a regular time, providing encouragement, and providing a quiet place for study.

In the event of absence from school DUE TO ILLNESS for more than one day, parents are encouraged to call the school office and request assignments.

**Please call early in the day and plan to pick up the assignments after 3:15 PM.** In the event of a planned absence, the following policy will be followed: The teacher needs to be notified a minimum of one week in advance of the planned absence. If work is given following the absence, students will have 1 day for every day out in which to complete all assignments. Failure to complete work assigned during the absence will result in an incomplete grade. Students in all grades are responsible for make-up work as determined by the teacher.

## **LIBRARY & MEDIA CENTER**

The library contains a good collection of fiction and nonfiction books for children of all grade levels, plus important reference books. It also contains a collection of DVDs for use in the classrooms by the teachers. Books may be checked out for a two-week period with one renewal. Children must pay for any lost materials.

## **PARENT/TEACHER CONFERENCES**

Individual parent-teacher conferences will be held at the end of the first quarter. All school parents should sign up for a conference time with their child's homeroom teacher, this includes Middle School. Additional conferences with teachers who are not the homeroom teacher should be scheduled on different dates. Other meetings can be arranged as needed. Messages may be communicated by email. The climate of St. Paul's is characterized by dealing with individuals with love and forgiveness and helping each student to accept responsibility for his or her own behavior. Teachers will notify parents of any behavior issues that need to be addressed and corrected. If a student's behavior continues to be an issue, the principal may schedule a meeting with the parents, student and teacher to create an



improvement plan. Continued, unacceptable behavior will result in further conferences. God's grace and forgiveness guides our decision making. School and church leaders will work together with parents and students to come to an acceptable solution. **We will also offer a virtual option.**

## **REPORT CARDS**

Report cards are issued in K through grade 8 at the end of each quarter. Report cards will be available on our web-based management system, FACTS SIS. Parent-Teacher Conferences are held for all grades at the end of the first quarter. Parents can check their child's progress at any time in your FACTS SIS account.

## **STUDENT ASSESSMENT FOR EDUCATIONAL SERVICES WITH AACPS**

In the event that a learning disability is suspected, the parent can initiate an evaluation by Anne Arundel County Public Schools, provided that the child resides in Anne Arundel County. If the child does not reside in Anne Arundel County, please contact your local school.

Here is the procedure.

1. Parent contacts Anne Arundel County Public Schools.
2. AACPS provides required forms for documentation and information about the scheduling of assessments and follow up meetings.
3. Submit any forms requiring information or school records to the School Counselor for completion by the counselor, teachers, or Principal.
4. St. Paul's will provide a school representative at all assessments, IEP, and follow up meetings.
5. It is the parent responsibility to furnish final copies of all assessment and IEP documentation to the School Counselor.

## **STUDENT RECORDS**

All materials in the student's cumulative record (except directory information which is name, address, grade placement, birth date, participation in

activities, dates of attendance, honors received) shall be confidential. The name on the school records will be the legal name of the student.

The cumulative record contains:

- Master Record
- Academic test results
- Enrollment forms
- Disciplinary notes
- Transferred records from previous schools
- Report card copies
- Psychological reports
- Health records (kept in a separate file)

All student information (except directory information) shall be accessible only to the professional staff, school secretary, parents and/or legal guardians of the student. At the discretion of the principal, use or disclosure of a student's records should contribute to the welfare and educational progress of the individual student. If a parent or guardian wishes to inspect the records of their child(ren) it may be done so in the presence of a professional staff member. Such a request requires a minimum of 48-hour notice.

The procedure for challenging a school record requires:

Written notice, submitted to the principal, requesting a hearing. Release of any student records will be done with the written consent of the parent or legal guardian. Prior to the mailing of the transcript, it must be certified that financial obligations have been met.

**The transcript consists of:**

- Master Record
- Academic test results

Health records may be hand carried by the parent or legal guardian to the new school for purposes of enrollment. All other records, with the exception of Disciplinary notes, are transferred electronically, through the U.S. mail, or another acceptable delivery company.

**The National Junior Honor Society of St. Paul's Lutheran School**

***St. Paul's Lutheran Middle School Chapter of the National Junior Honor Society***



**Selection Procedure Description**

The National Junior Honor Society chapter of St. Paul's Lutheran School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, service, leadership, character, and citizenship. Students are selected for membership by majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each April.

Students in grades 6, 7, and 8 are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 93% or above. After the 2nd Quarter, those students who meet this criterion are invited to complete a Candidate Form that provides the faculty council with information regarding the candidate's leadership and service.

To evaluate a candidate's leadership, the faculty council looks for leadership displayed by the student inside and outside of the classroom. The faculty council will use membership requirements as a basis in determining the leadership criterion for a student.

To evaluate a candidate's service, the faculty council looks for internal and external service activities in which the student participates. The faculty

council will use membership requirements as a basis in determining the service criterion for a student.

To evaluate a candidate's character, the faculty council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership.

To evaluate a candidate's citizenship, the faculty council looks for citizenship displayed by the student in school and through their participation in the community.

Any solicited faculty input and all Candidate Forms are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection.

Timeline for selection to NJHS each year:

- Membership Applications Distributed – late January
- Completed Membership Application Due – mid February
- Completed Membership Applications to Faculty Council – end of February
- Faculty Council Decision given to Advisors – first week of March
- Selection or Non selection letters given to Applicants – mid March
- Induction Ceremony – mid April

## **MEMBERSHIP REQUIREMENTS**

Our qualifications for membership, which is based on the five pillars of NJHS:

## **SCHOLARSHIP**

The student who achieves scholarship:

- Is a sixth, seventh or eighth grader who has proven him/herself academically by maintaining a cumulative middle school grade point average of 93%.

## **LEADERSHIP**

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies a positive attitude
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- Demonstrates leadership in the classroom and in school activities
- Is thoroughly dependable in any responsibility accepted

## **SERVICE**

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance

- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers, and students

## **CHARACTER**

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules and practices punctuality and faithfulness both inside and outside of the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences

## **CITIZENSHIP**

The student who demonstrates citizenship:

- Understands the importance of civic involvement

- Has a high regard for freedom and justice and respects the American form of government.
- Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs

Students in 6th, 7th or 8th grade, who meet the scholarship requirement will have an opportunity to complete an application for membership detailing their accomplishments in and commitment to service, leadership, character, and citizenship.

## **ACCEPTABLE USE POLICY (INTERNET & TECHNOLOGY TOOLS)**

St. Paul's Lutheran School is deeply committed to technology as a vital tool for our students, teachers, and parents. As a user of technology, I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the values of St. Paul's Lutheran School *online, offline, at school, and at home*. I understand that my actions can affect others, and that I will be accountable for my behavior.

### **St. Paul's values communication; therefore, I will:**

- Use language that is pertinent and appropriate when submitting academic work, participating in online forums, and working collaboratively.
- Use thoughtful and appropriate language for social postings.
- Be mindful of how my words are interpreted by others.

### **St. Paul's values privacy; therefore, I will:**

- Be aware of the privacy settings on any website to which I subscribe.
- Understand that anything I do online or electronically is not private and can be monitored.
- Not share personal information about me, my family, my friends, or the faculty.

### **St. Paul's values honesty and safety; therefore, I will:**

- Not engage in behavior that puts me or others at risk.

- Represent myself honestly.
- Seek help if I feel unsafe, bullied, or witness unkind behavior.
- Communicate only with people I know.
- Follow safety guidelines posted by sites to which I subscribe.

**St. Paul's values learning; therefore, I will:**

- Apply existing knowledge to generate new ideas, products, or processes.
- Evaluate the validity of information presented online.
- Ask questions and seek help when using school technology.
- Have a positive attitude and be willing to explore different or new technologies.

**St. Paul's values respect for self and others; therefore, I will:**

- Not upload or post personal information, private communications, or photos of other people.
- Respond thoughtfully to the opinions, ideas, and values of others.
- Not send or share mean or inappropriate emails or texts.

**St. Paul's values respect for school and personal property; therefore, I will:**

- Take proper care of all equipment.
- Report misuse and/or inappropriate content to my teachers or adults.

The school has electronic protection for each Chromebook or computer used in our domain.

**ELECTRONIC OR WIRELESS DEVICE POLICY**

During school hours or school activities, students are not permitted to activate any electronic device or cell phone nor use that electronic device or cell phone to send or receive messages, without the specific permission of a teacher. The electronic device or cell phone will be confiscated until the parent is able to retrieve it from an administrator.

All electronic devices or cell phones must be off, kept in a locked locker and are permitted for students in Grades 6-8 only. Emergency cell phone usage



will **only be permitted when the administration has deemed it necessary and permission has been given to the student(s)**. Use of cell phones at after school activities are permitted ONLY with permission from school staff supervising the activity. Laptops, tablets, etc. will be used for instructional purposes and may be used with teacher approval and supervision.

**Smartwatches are prohibited in school and BASCC.** However, wearing an activity tracker is permitted if it does not connect to phone, text or take pictures. The prohibition of Smart watches is based on the following:

- The high monetary value of many styles of Smartwatches. They are a valuable piece of equipment prone to loss and theft.
- The integration of cameras into Smartwatches leading to potential child protection and data protection issues with regard to students filming events and each other.
  - Some parents have signed the “Withdrawal of Permission to photograph or videotape” form for their child, and so we need to ensure that we honor the wishes of these parents.
- The potential for the technology on the Smartwatches to lead to students being distracted by accessing the internet outside of classroom instruction, which bypasses the school’s safety firewall. These devices also allow texting which leads to the disruption of the flow of the educational environment.

If a student is found to be wearing a Smartwatch, the device will be confiscated and brought to the school office. The student will receive a receipt for the device, which is to be used by the parent to collect the device from the office at the end of the day. Repetitive offenses or students who are found to be accessing the internet or texting from the device when the device is discovered will lead to more significant consequence

## **ADMINISTRATION**

### **BUILDING ACCESS**

The school office closes at 3:30 PM. There will be no access to the classrooms during the day. Please do not request access to classrooms from BASCC or maintenance workers. Students returning to school after dismissal must be accompanied by an adult to enter the building. Please check in with the school office upon your return.

1. Parents picking up children early should meet them in the breezeway.
2. If parents are picking up Homework for their child, it will be placed on the table in the breezeway.
3. Parents of 2-year-olds are required to walk their children to class and sign them in.
4. Parents will be allowed in the classroom to assist with class parties.
5. Parents are welcome to attend all chapel services, however seating will be in the back.
6. Falcon Friday for K-8 will be every other month and parents are invited to have lunch with their student. All parents must enter through the church-side entrance. Please use the middle doors.
7. Classes will eat lunch in the gym. If a teacher decides to have lunch in their room, that is permissible.
8. The school will have assemblies and field trips.

### **COMMUNICATION**

#### **FROM THE SCHOOL**

- Communication between the school and home will be handled primarily electronically via the home and faculty emails listed in FACTs. Please be sure that your email is accurate.
- Check FACTs to check on student progress, update information, and announcements.

- Teachers will also send notes, make phone calls, and be available for conferences---both formal and informal.
- **The school will only discuss student progress or behavior with the parent or legal guardian. The parent or legal guardian must be listed in the FACTS Student Information System for the student.**

#### FROM HOME

- In the event that a parent has a concern, we ask the parent to go directly to the teacher. If after speaking with the teacher, the concern is not adequately addressed, the parent is advised to speak to the principal.
- Please notify the teacher and school office of any early pick up or changes in pick up drivers.
- Teachers should be given advance notice for planned absences.
- Please inform the school office of any lengthy illness or communicable disease.
- Anything that might affect the performance or emotional state of your child should be shared with the teacher.

#### **WEATHER and EMERGENCY CLOSINGS**

St. Paul's does not follow the County with weather related closures. St. Paul's will announce our decision on delays or closings via our **Parent Alert with a text message (if you want to receive these messages, you need to text START to 31-706#)**. A robo call will be sent out to all who are listed in FACTS SIS as parents, or correspondence recipients. We will also post closings on WBAL and our Facebook page <https://www.facebook.com/splsgb/>. P2, P3, and P4 classes, which are half day, will not be held if school begins 2 hours late.

If there is an emergency closing because of weather, power failure, or other conditions, we will notify parents through the text and email messaging described above.

## **EMERGENCY PREPAREDNESS RESPONSE**

The school has a Fire Drill monthly. Students practice leaving the building quietly and orderly going to a designated location. Their teacher then accounts for each student and reports in to administrative staff in the location where they are. The fire alarm and lights are used for this drill.

We also have an Intruder Drill at least annually. This drill prepares the teachers and students for the possibility of an armed intruder coming on to our campus.

## **FACTS SIS**

FACTS SIS is our Student Information System where you can access your student's progress in each class. This website can be accessed at [www.factsmgt.com](http://www.factsmgt.com) with our District Code: **SP-MD** along with your assigned login information.

## **GRIEVANCES**

If any difficulty arises, it is important to the individuals involved to seek a resolution of the problem through direct contact with the individual(s) involved (teacher, principal, staff person). Do this with Christian love and concern as soon as possible. If the problem has not been resolved please bring it to the attention of the principal. Parents may request a hearing with the Senior Leadership Team if a conflict with the principal arises.

## **PARENT CODE OF CONDUCT**

St. Paul's Lutheran School is blessed to have a very supportive and involved parent body. Our parents recognize that in order for our children to succeed, each teacher, student, and parent needs to work together. We share a common goal to equip our students with the necessary skills to be successful. We appreciate our parents' involvement and encourage you to continue to participate fully and interact daily with your child's education.

The goal of this policy is to serve as a reminder of the expected conduct from our parents and visitors when interacting with or conversing while on school property or in attendance at a school sponsored event. This is so we can continue to flourish, develop and achieve in an atmosphere of mutual understanding and Christian love.

**Parents of St. Paul's Lutheran School's students are expected to:**

- Respect **all** members of the school community and be a good example with their own speech and behavior. Set a good example for children at all times.
- Refrain from using abusive language or behavior towards any staff member.
- Build good relationships with teachers and communicate appropriately with them to better the education of their child.
- Keep an open line of communication with the school on events or situations that may affect student conduct or performance.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful resolution to the issue.
- Directly contact the educator with whom you may have questions or concerns.
- Set an appointment to meet with the staff member either before or after school.
- Follow school procedures upon entering the school building (i.e., getting appropriately badged) and follow the Chain of command:
  - Take your concern to the person closest to the situation.
  - Present your concern to the next level (Principal, Athletic Director, BASCC Director)
  - Senior Leadership Team
  - Church Council

## **Parents of St. Paul's Lutheran School's students should NOT:**

- Use loud, rude or offensive language, which includes swearing, cursing, using profanity or displaying temper while on school property or in attendance of school sponsored events.
- Display disruptive behavior at school events which interferes with the overall operations of the school, event, or in any setting, including a classroom, employee's office, common office areas, or at a sports facility or field.
- Threaten or use physical aggression towards another adult or child.
- Use Facebook or any other social network to make defamatory, offensive, or derogatory comments regarding the school or any of the students/parents/staff, or campaign against, or fuel outrage against the school/students/parents/staff.
- Approach a staff member, another adult or a child in an intimidating or aggressive way.
- Show up to school expecting or demanding to see school personnel.

Should any parent or visitor not follow the expected Code of Conduct, they may be asked to leave the school premises. If necessary, school officials may ask the appropriate authorities to remove said parent or visitor and ban him or her from entering school grounds in the future.

The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse. School premises are private property and parents have been granted permission from the school to be on the property. However, in case of noncompliance, the school may ban parents from entering the school.

St. Paul's Lutheran School is not responsible for making arrangements for children in the above circumstances, and parents will need to provide alternative arrangements for bringing children into school.

### **Actions are as follows:**

- Parent/Visitor Conduct Zero Tolerance: St. Paul's Lutheran School will not tolerate aggressive or obstructive behavior, swearing, threats or

actual bodily harm. Discrimination or harassment of any kind will not be tolerated. Any individual who displays such behavior will be asked to leave the site. All accounts of behavior will be documented in written form and kept in the principal's office.

- Formal written warning and mediation meeting scheduled.
- Formal written warning and all documentation brought to the Senior Leadership Team for review.
- Parent or Visitor banned from property.

## **Bully/Harassment Policy**

St. Paul's Lutheran School is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a comfortable and secure atmosphere. Students are prohibited from engaging in intentional conduct involving bullying, harassment or intimidation. Any reprisals or retaliation to those who report bullying or harassment incidents will not be tolerated.

The definition of bullying or harassment is the intentional conduct, including verbal, physical, or written, or an intentional electronic communication, that:

- Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:
  - Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or
  - Threatening or seriously intimidating; and
  - Occurs:
  - On school property with school technology, at a school activity or event, or on a school bus; OR
  - Substantially disrupts the orderly operation of the school.

- Electronic communication means a communication transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or tablet.

### ***Standard Procedures for Reporting Acts of Bullying or Harassment***

- If a student reports that he/she is currently the victim of bullying, harassment, or intimidation, the staff member will respond quickly and appropriately to investigate and intervene, as safety permits.
- If a student expresses a desire to discuss an incident of bullying, harassment, or intimidation with a staff member, the staff member will make an effort to provide the student with a practical, safe, private and age-appropriate way of doing so.
- If a parent reports that his or her child is currently the victim of bullying, harassment, or intimidation, the staff member will respond quickly and appropriately to investigate and intervene, as safety permits.
- If the staff member confirms that bullying, harassment, or intimidation did occur, a report should be completed and submitted to the principal.
- Appropriate consequences and remediation will be implemented by the appropriate staff, counselor and/or administrator.

### ***Support services that are available for the bully, the victim, witnesses and bystanders:***

- Conflict resolution with teacher or counselor
- Meeting with school counselor
- Use of evidenced based interventions programs with small groups or the entire class.
- Level of awareness raised among staff and heightened supervision.
- Collaboration with parents.

### ***Outside Services:***

- Counseling with a community mental health professional
- Department of Social Service
- Law enforcement agencies



## **MONEY**

Money sent to school for any reason should be put in a sealed envelope with your child's name and grade and turned into your child's homeroom teacher. An explanation of what the money is for should also be clearly marked on the outside of the envelope.

## **TELEPHONE**

Children will not be allowed to use the phone except in an emergency. Forgotten assignments, band instruments, lunches, etc. do not constitute an emergency. No student is permitted to activate a cell phone without the permission of a teacher or administrator. Activating a cell phone will result in confiscation of the phone. This policy also applies to after school activities.

## **ADMISSIONS**

### **ENROLLMENT**

Students must re-enroll every year and this takes place in December. Re-enrollment is completed electronically through FACTS SIS. You will receive a link in late November to early December prompting you to re-enroll. Re-enrollment as well as the non-refundable \$350 fee is required to secure a space. **The re-enrollment fee will be payable in January when we do not have any monthly tuition due.** Families of currently enrolled students in good standing (tuition paid up to date) and members of the congregation have priority for space through December. After that time, spaces are given on a first-come, first-served basis.

Enrollment of a child for the first time requires completion of an electronic

“Application for Admission.” <https://www.stpaulsgb.org/admissions>  
A screening test and interview are required for enrolling all students entering grades 1 through 8. Students transferring from another school must provide previous report cards and standardized test scores and be tested and interviewed. The application is then processed. For the school, acceptance of enrollment is the decision of the principal. **Parents are notified of the decision. Parents need to accept the enrollment offer, if it is extended, within two weeks. The acceptance by the parents requires a non-refundable \$350 fee.**

All children enrolling in P-3 must be independently toilet trained and must be 3 by September 1. All children enrolling in P-4 must be independently toilet trained and 4 by September 1. Children entering Kindergarten must be 5 by Sept 1. Children entering Grade 1 must have completed Kindergarten and must be 6 by September 1.

## **TESTING**

To help teachers analyze students’ abilities and needs, standardized cognitive abilities and achievement tests are administered on a regular basis. Cognitive tests and Achievement tests are administered in the second through eighth grades.

## **TUITION PAYMENT**

Payment of all fees and tuition must be made in a timely manner, and according to one of the payment plans offered on FACTS. In the event that tuition payments CANNOT be made in a timely manner, parents must contact the Business Office before the payment becomes due. Depending upon the circumstances, payment arrangements may be made. Records will be held when payment is past due.

In accordance with St. Paul's Lutheran School's enrollment or re-enrollment contract, the payer(s) on the student(s) are responsible for all of the tuition and fees for the entire 2023-2024 school year.

Tuition can be paid by one of the following methods:

- **SINGLE PAYMENT** due on July 15<sup>th</sup>, or closest business day with a 4% discount. (Discount only applies if paid by July 15) No processing fee.
- **THREE PAYMENTS** (July -November -March) There is an annual \$50 processing fee required for this method. Tuition is assessed quarterly.
- **TEN MONTHLY PAYMENTS** (July - May, excluding January) using automatic transfer. There is an annual \$50 processing fee required for this method.

Tuition is paid monthly but is assessed quarterly. There is a discount for multiple children in school (K-8) from one family. The school offers a referral fee to families who refer a friend. The referral fee is paid if the friend lists your family as the referral on their enrollment form, the family enrolls in K-8 and attends St. Paul's. The new referral family must be new to St. Paul's.

## **FEES**

A non-refundable registration fee is charged each year to cover the cost of supplies, and some operating expenses. A STEM fee is charged for students in grades K through 8 to cover the cost of consumable materials needed for

implementation of this subject. There is also a fee for Class Activities, and Field trips. Tuition amounts depend upon the number of children in the family and grade level. A current fee schedule will be sent to parents prior to enrollment or at the time of re-enrollment.

### **OVERDUE TUITION POLICY**

1. There will be a \$35 charge for returned checks. (Subject to change)
2. Payments will first be applied to all past due balances on record before being applied to current balances owed.
3. Any and all requests for changes in tuition payments, payment intervals, deferments, or tuition assistance, must be submitted to the Business Office in writing five (5) days prior to the regular payment date.
4. If payment is not received within the next business day, a late fee of \$35 will be charged.
5. The following steps will be taken in regards to delinquent financial accounts:
  - a. School families failing to pay tuition according to their selected payment agreement, or who have been unwilling to make suitable alternative arrangements with the school, may be informed that their child(ren) will not be readmitted to St. Paul's Lutheran School.
  - b. All families must be current in their payment of tuition by the end of each quarter according to the provisions of their selected payment agreement. If accounts are not paid to current by these dates, students may not be readmitted to school the next school day until the account delinquency is cured. In addition, students will not receive report cards, permanent records will not be released, and students will not be eligible to participate in graduation exercises.
  - c. Re-enrollment applications will be placed on a HOLD status until all balances are paid from the previous year. If payment is not

possible, suitable arrangements must be made with the Business Office.

6. All requests for payment arrangements on school accounts must be submitted in writing and signed off on by the Business Office and all financially responsible parties. Once signed, all provisions of a payment plan must be followed or account balances will become immediately due in full and action will be taken as outlined above.
7. Enrollment in Summer Camp and before/aftercare services will be suspended until the account is current and paid as agreed.
8. Debts that remain outstanding can be turned over to a collection agency.

**Records for students transferring to another school will be released when all accounts are paid in full.**

## **TUITION ASSISTANCE**

Tuition assistance is available. Application is made online through your FACTS account. The deadline for requests for tuition assistance is **June 1<sup>st</sup>**. All applications are confidential. Based upon information provided by the parent in the application, an outside agency evaluates financial need. It is the parent's responsibility to send the completed application along with the required minimal fee to the independent outside agency selected by St. Paul's. A committee then makes tuition assistance awards based on the financial information as well as the following areas:

- a. Parent's commitment to Christian Education
- b. Church and Sunday School attendance of the family
- c. Available funds
- d. Tuition Assistance is prorated quarterly in cases of early withdraw.

## **WITHDRAWALS**

If you must withdraw your child(ren), written notification must be given to the Business Office. Tuition will be charged as explained in the "Tuition

Payment” section earlier in this handbook, and as agreed to in your online enrollment or re-enrollment application. All requests for records should be sent to the School Office.

## **ATTENDANCE**

### **ARRIVAL AND DISMISSAL**

#### **Arrival:**

- *Students in P-4 through Grade 8* begin class promptly at 8 AM. Children arriving before 7:30 AM, must be registered for BASCC. Beginning at 7:30 AM, children will go directly to their classroom when they arrive.
- Cars stay in line, follow the flow of traffic, stop for the teacher holding the stop sign.

#### **Dismissal:**

***(All drivers must have official car tags to pick up children.***

**NO TAG, NO CHILD!)**

- P-2 at 10:45 am and P-3 & P-4 at 11:00 AM on the school side
- K – 5<sup>th</sup> Grade at 3:00 PM on the church side and enter on the church side

**(All cars form a line as directed and drivers stay in their cars)**

- Grades 6-8 at 3:15 PM on the church side and enter on the church side.

**(All cars park and form a line when directed)**

## **ABSENCE**

### **PERFECT ATTENDANCE WILL NOT BE EMPHASIZED**

If your child is sick in the morning or does not feel well, do not bring her/him to school that day. Fill out the Absence information on your School App for any absence reason.

## **TARDINESS**

All students who arrive after the official school starting time will be considered tardy. Students arriving after the start of class (8:00 AM for P3-8<sup>th</sup> grade) must go to the school office window to obtain a tardy slip in order to enter the classroom. When students leave early, an afternoon tardy is recorded.

## **EARLY DEPARTURE FROM CLASS**

Students needing to be released from classes for necessary appointments (please notify your students' teacher and school office ahead of time) must be picked up and signed out via the school office. The individual picking up the child must be properly authorized to do so, either by being listed on the emergency card or confirmed by parent note or phone call. A PM tardy will be recorded for any student who leaves before the regular dismissal time.

## **EARLY DISMISSAL**

Throughout the year students will be dismissed early for special occasions and holidays. Early Dismissal times can be the following...

### Early AM Dismissal

- K-5th dismiss at 11:00 am
- 6th -8th dismiss at 11:15 am

### Early PM Dismissal

- K-5th dismiss at 1:00 pm
- 6th-8th dismiss at 1:15 pm

## **LATE PICK UP**

All parents must pick up their children on time. If you cannot be on time, you must make arrangements with a relative or friend to pick up when you are

unable to be on time. **Every car must have the car tags for the child being picked up.** If a car does not have the car tags, they must go to the school office to provide identification.

## **DISCIPLINE**

### **STUDENT DISCIPLINE POLICIES**

St. Paul's Lutheran School strives to provide an excellent Christian education. That includes learning to balance God's Law (rules) and God's Gospel (forgiveness through Jesus). It is necessary to define the rules we will live by and the consequences that accompany breaking them. This is part of becoming a follower of Jesus Christ.

### **GENERAL SCHOOL RULES**

1. Be careful with equipment and facility.
2. Speak and act respectfully.
3. Keep hands and feet to yourself.
4. Stay in assigned areas.
5. Toys are not allowed in school.
6. No sexually suggestive attire, comment, or behaviors.
7. Wear complete and appropriate uniform.
8. Chewing gum is not allowed.
9. Intentionally exposing others to illness (e.g., intentionally sneezing, coughing, etc. at or on another individual) will not be tolerated and will be met with appropriate punishment.

### **BEHAVIOR**

The following are unacceptable behaviors and will result in the principal being informed. An automatic discipline note will be sent when age appropriate.



- Being disrespectful to the teacher
- Offensive language, name-calling, racial slurs or comments such as nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.
- Throwing snow, stones, sticks, mulch. (What is on the ground stays on the ground.)
- Intentional hitting or kicking.
- Possession of any controlled substance, firearm, or any other dangerous object. This will result in immediate suspension of the student(s) involved and possible contact with a legal authority. \*
- Threats of violence or threatening remarks about guns, bombs, or weapons.
- Verbal or written threats.
- The administration of St. Paul's Lutheran School may respond to confirmed knowledge of students engaging in harmful illegal consumption of alcohol or drugs (on or off campus) or any other illegal activity by suspending or expelling the student or students.
- St. Paul's Lutheran School will respond with appropriate action when students of any age demonstrate threatening or harassing behavior of any kind. Recipients of such behaviors need to report it to a teacher or administrator in a timely fashion. The disciplinary action will be determined by the administration and based upon the severity and the age of the involved students.
- Students who disrupt the education of others by either claiming or participating in illegal or immoral behavior may be suspended or expelled.

*\*In the case of young students who are unaware of the dangers involved, suspension or a different form of discipline will be determined following a conference between the principal and the parents.*

**When more than one student is involved in a disciplinary matter, St. Paul's does not share disciplinary actions with the parents of other students.**

## ***Prevention, Intervention, Remediation, and Consequences***

In order to effectively prohibit bullying, harassment and reprisal or retaliation, St. Paul's recognizes that there must be a school wide prevention and intervention program. The whole school program includes prevention, intervention/remediation, and consequences.

### ***Prevention will include:***

- Professional development for all staff to increase awareness of the causes and consequences of bullying and to increase the use of evidence-based strategies for prevention.
- School wide evidence-based programs at all grade levels and continued effort to maintain a climate of Christian love, respect, and forgiveness.
- At least triennial collection of data on the prevalence and characteristics of bullying which will be used in decision making regarding future prevention, intervention and professional development.

### ***Intervention/Remediation will include:***

- Professional development for school staff on how to respond to the bully, the bullied, and the bystanders who report the bullying.
- Education for students exhibiting bullying that teaches replacement behaviors, empathy, tolerance and sensitivity to diversity.
- Support/counseling for the victim with protection from retaliation and further episodes of bullying.
- Interventions that address the social-emotional, behavioral and academic needs of students who bully to prevent future incidents while also taking care to protect the victim.

### ***Standard Consequences and Remedial Actions include but are not limited to:***

Consequences and remedial actions for persons committing acts of bullying, harassment, or intimidation and for persons engaged in reprisal or retaliation and for persons found to have made false accusations will be consistently and fairly applied after appropriate investigation has determined that such an offense has occurred. The following list of consequences and remedial

actions are presented in no particular order and is provided as a guide that by no means limits the administration from implementing other additional consequences and remedial actions.

## **CONFLICT RESOLUTION**

As part of God's family, it is very important that we learn to have positive relationships with one another.

*Everyone who loves has been born of God and knows God. Whoever does not love does not know God, because God is love. I John 4:7-8*

Conflicts will still arise. When they occur, the students and staff of St. Paul's will strive to follow these rules:

1. **COOL DOWN, MANAGE YOUR ANGER IN POSITIVE WAYS.**
2. **COME BACK TOGETHER TO IDENTIFY THE PROBLEM.**
3. **COLLECT ALL FACTS ABOUT THE PROBLEM – ATTACK THE PROBLEM - - - - NOT THE PERSON.**
4. **BRAINSTORM SOLUTIONS.**
5. **AGREE ON A SOLUTION.**



## **CONSEQUENCES**

- Time out
- Loss of a privilege
- Verbal reprimand
- Parental notification
- Detention
- Reassignment of seats
- Completion of a letter of acknowledgement of action, with apology to victim (after review by staff and not in a case of sexual harassment or intimidation)

- Reparation to the victim in the form of payment for or repair of any damage to possessions
- In-school suspension
- Out of school suspension
- Extended suspension
- Referral to law enforcement
- Expulsion

## **REMEDIAL ACTIONS**

- Parent/Student Conference
- Counseling with school counselor
- Education about the effects of bullying, harassment, or intimidation
- Behavioral Contract
- Referral to an external agency
- Participation in counseling (delivered by community mental health provider)
- Cooperation with a behavioral management program developed in consultation with a mental health professional

## **DISCIPLINE PROCEDURES**

Each teacher will have expectations and rules posted in the classroom and will make sure that all parents and students have been informed of the expectations and rules and of the consequences for not following those expectations and rules. Each time a child chooses to not follow a rule, a consequence is given. Each teacher will determine appropriate consequences. The most severe consequence will be a disciplinary note sent by the teacher to the parents. A discipline note can be sent after receiving previous consequences or upon committing a serious offense, such as hitting. This note communicates to the parents that the child's misbehavior is not acceptable and should not continue.

The Discipline Note must be signed by a parent and returned the next day

### **Grades 1-5**

**FIRST DISCIPLINE NOTE** - warning

**SECOND DISCIPLINE NOTE** in same quarter - parent conference

**THIRD DISCIPLINE NOTE** in the same quarter - student to see the principal

### **Grades 6-8**

**FIRST DISCIPLINE NOTE** - warning

**SECOND DISCIPLINE NOTE** at any time - parent conference

**THIRD DISCIPLINE NOTE** at any time - student to see the principal

Disciplinary problems need to be resolved immediately. If this is not possible, the student and teacher will see the principal. Infractions of a serious nature will be dealt with including parent involvement.

In matters of discipline as well as all other matters, the staff of St. Paul's will strive to be professional, caring, responsive and respectful of the students and parents of St. Paul's. We expect the same effort and demeanor from the parents. It is essential that the guidelines, recommendations and policies of St. Paul's Lutheran School are met by all—students, teachers and parents.

## **HEALTH & SAFETY**

In accordance with State Health Department regulations, all students must provide proof of proper immunizations before admittance to school.

Children in P2, P3 need a health examination prior to starting. P4 and K need a health examination and a dental examination prior to the beginning of school. The required immunizations are included in the summer mailing and are available in the school office.

- Make sure children get adequate sleep, regular medical and dental examinations, and nutritious foods.

- Health records are in need of current information. Inform the office of any out of the ordinary health changes in your child.
- Inform teachers of any medication your child is taking which might affect the child's attitude or behavior.
- If your child is healthy enough to come to school, the child is expected to participate in all school activities unless a doctor provides a written explanation.
- Parents are reminded to promote their child's good health by ensuring that their child(ren) is dressed properly in winter. Hats, gloves, scarves, winter coats, and boots or warm waterproof shoes are necessary in winter.
- Children will have daily outdoor recess or P.E. DURING THE WINTER, unless the teachers decide that the weather is too severe or the playground is unsafe. Outside activity is important for children. If a student is physically unable to play outdoors, he/she should have a note from a doctor.
- If the child is suspected of having a COMMUNICABLE DISEASE, the child will be isolated from other students and the parents will be contacted.
- If your child has a **fever**, they need to stay home until fever-free for 24 hours without fever reducing medication.
- If your child has **vomited or has diarrhea**, they need to stay home until no episodes happen for 24 hours, without the use of medications.
- If your child gets sick at school and needs to be picked up, it is expected they are picked up within 45 minutes, unless extenuating circumstances arise. Please be clear with our staff when someone will be at school for pick-up.
- **If your child is absent 4 consecutive days or more of school, a physician's note is required to return.** (Exception for instances of covid or quarantine, and the school has knowledge of this.)
- **If your child is ill in the morning, please do not send the child to school, nor bring ill children to school for special events,** such as class parties, field trips, etc. These practices jeopardize your child's health and the health of others.

## **Illness and Covid-19 Guidelines** (updated June 16, 2022)

This information explains our illness policies and outlines specifics regarding Covid-19. These guidelines are intended to assist you as parents and caregivers as well as provide consistency and transparency as we navigate the ongoing pandemic. **As we move forward, things may change at any given time and we will update and adapt as necessary.** The leadership team and office staff work very closely with the Anne Arundel County Health Department with all Covid related issues.

- There is no longer a need to record your child's temperature on the school app. Temp Tracker has been removed. However, check your child every day to be sure they are feeling well.
- Use the Absence button on the school app to report ALL absences. The reason for the absence is important so that we can keep track of trends and watch for areas of concern. Your child is not penalized when you take vacation or take occasional days off for fun, and we appreciate the honesty! (Keep in mind students have a limited amount of missed time regardless of reason to have a successful year.)
- If your child is experiencing symptoms of covid, please keep them home until cleared by a medical provider and/or PCR covid testing is negative. Students in the same household are to be kept home until the ill person has been evaluated.
- If anyone in the household is undergoing Covid testing due to symptoms/illness, all other non-vaccinated students in the household stay home until the ill person's negative PCR testing has resulted. Those household members (not students) that are not ill or having symptoms and are getting covid testing done for out of household exposures or mandatory routine testing for employers/travel, do not require students to stay home.
- If someone in the household has a positive test, please notify school and pick up any non-vaccinated student that is in school, as soon as possible. We will provide you quarantine instructions and dates for returning to school.

- **If anyone is testing for Covid - please note - We ONLY ACCEPT PCR testing for clearance.** We do not accept negative rapid tests and we do not accept any home testing.
- Close-contacts that have to quarantine have very specific dates and timelines for clearance. Vaccinated and non-vaccinated persons have different quarantine timelines. When you contact the school with a known exposure or if the school places your child in quarantine, we will provide you with a chart explaining all the dates and possible testing information for your household.
- **Masks are optional.** You will be notified if a change is made. Contact tracing is no longer done at school. An email from the school will be sent home if a child in the class tests positive.

## **MEDICATION**

The medication technician on duty will administer prescribed medication when accompanied by the Anne Arundel County School Health Service Program *Parent's Request to Administer Medication at School* form indicating dosage, instructions, the doctor's signature, and the parent's signature. Over the counter medications, including cough drops and sunscreen, are administered by the same staff only when accompanied by this form from the doctor. In cases of off-campus field trips, only emergent and daily dose medications will accompany the student during the trip.

***Children are not permitted to transport medication, prescription or over the counter, to or from school.***

For students with health concerns and that have medications here at school, please be aware that the health room/office closes at 3:30 PM. Students needing medications prior to physical exercise should come to the office after dismissal for treatment, before going to the activity. BASCC enrolled students will have medications available during the days and times they are registered.



Medications are not taken to or available for:

- Away games
- Off-site activities
- Evenings or weekends
- Anything starting or extending past 3:30 PM (including home sports)

## **VISION AND HEARING**

Screening tests are given every year by the Anne Arundel Health Department to all children in P4, K, Grade 1, Grade 4, Grade 8 and all transfer students.

## **BUS RULES**

These are rules for teachers to enforce. If teachers are occupied, **all chaperones have the responsibility to enforce these rules.**

- Bottoms on the seat and face forward.
- Keep all body parts inside the bus.
- Do not touch any emergency equipment (ADULT SEAT)
- No bouncing, jumping or goofing off.
- Speak in a conversational tone to your seat partner.
- No eating or drinking on the bus – leave no mess.
- No two adults in any seat.
- No yelling out of the windows.

## **LUNCHROOM RULES**

### **Grades K-5:**

- Approximately 5 minutes of munch time (no talking-just eating) will be provided.
- After the first 5 minutes students may talk quietly with their neighbors while continuing to eat their lunch.

- Stay in your seat. Ask permission before using the restroom or getting up for condiments, snacks, etc.
- No sharing or trading of food.

**Grades 6-8:**

- Students need to keep conversation at a reasonable level and allow enough time to eat their lunch.
- Students should not trade or share food.
- Students need to ask permission and must sign out to use the restroom.

**PLAYGROUND RULES**

- Balls made of soft material are permitted.
- No throwing or kicking of sticks, stones, sand, or mulch.
- No play fighting.
- No climbing on fence.
- Take turns and share equipment.
- “If it is on the ground, it stays on the ground.”
- No spitting.
- Stay in assigned play areas.
  - All Preschool classes use the Early Learning Center’s playground area located near the Educational Wing.
  - Grades 1 through 8 use the larger open area.
  - Grades 1 through 5 are too big to use the Early Learning Center’s slide. Also, do not play under it.
- Do not bring equipment from home, unless specified by the P.E. teacher or BASCC.

**Slide Structure Guidelines:**

- Go UP the chain ladder and climbing wall and DOWN the slide on your bottom, feet first.
- No hanging from any part of the slide or handrails.

- No jumping from any part of the equipment.
- No climbing on the outside of the structure.
- Do not sit under the structure.

### **Monkey Bars and Chin-up Bars:**

- One person uses it at a time.
- No sitting or standing on top of the bars – “keep moving”.
- If a child cannot get on them or get off them alone – stay off.
- No hanging upside down on the monkey bars.
- One flip and drop on the chin-up bars.

### **SAFE OUTSIDE PLAY TEMPERATURES**

Students are taken outside for play during seasonal changes. We ask that you dress your child accordingly. However, the following guidelines will be used for safe play:

#### Play Temperatures

Less than 0 – Not safe to play

Between 0-9 – Danger

Between 10-30 – Caution (*Children are dressed appropriately and time outside is no more than 20 minutes*)

Between 30-90 – Safe to Play

Between 90-100 – Caution (*Children are dressed appropriately and time outside is no more than 20 minutes*)

Between 100-110 – Danger

Greater than 110 – Not safe to play

***Wind chill or heat index factor (“real feel”) temperatures will be the temperatures used when determining if outdoor play is safe***

### **STUDENT ACCIDENT INSURANCE**

Children of St. Paul’s are automatically protected by a group insurance policy. The policy provides accident protection to individuals and groups

engaged in regular, approved and supervised school-time activities. It also protects them while traveling to and from school, on school-sponsored trips, and at school sponsored activities.

The policy provides coverage not covered by your personal health insurance. More information regarding coverage is available through the business office. Claim forms are also available through the business office.

## **LOCKERS**

Students (Grades 4th-8th) are allowed to go to their assigned locker during assigned time periods. At any other time, students will be allowed to go to their lockers only if permission has been given by a teacher, the student has been called to be dismissed from school, or the student is leaving due to illness.

## **LOST AND FOUND**

The lost and found box is located in the Media Center. Parents are asked to label their child's belongings. Unclaimed items will be periodically given to the Lutheran Mission Society or the Salvation Army.

## **FIELD TRIPS**

All will use a large school bus for transportation, unless there is only one class going and they can use the school's bus. Classes may take field trips to enrich their classroom experience. Parents are asked to fill out and sign permission slips for each class trip. Teachers may need volunteers to give extra supervision on the field trips. If you volunteer to help supervise a class, do not bring along pre-school or infant children or other family members. **All chaperones must complete a background check, 3 weeks ahead of the scheduled event.** Students must ride the bus to and from the field trip venue. Parents attending field trips are expected to help supervise and focus on the students of the class. The staff of St. Paul's strongly encourages all students to attend all field trips. Any child not attending a field trip will not be allowed

to attend school that day. Please note that all policies regarding appropriate attire apply if students are given permission to not wear school uniforms on the field trip. The fees for field trips are a required fee paid during Admissions. The billing is via FACTS.

## **PHOTOS**

Individual student pictures are taken in the fall. Packets of photos will be available for purchase by parents. These photos as well as other photos are included in the school yearbook, which is available in the spring. Photos are also uploaded to the school website and Facebook account.

## **SCHOOL ACTIVITIES & PARTIES**

Room parents, under the direction of the teacher, will help parents organize class parties at Christmas, Valentine's Day, and Easter. Also, the room parent will work with the fundraising and marketing coordinator and PTLT, assisting with specific activities that occur throughout the school year. Any other party or event must be an activity that has a direct correlation to the curriculum.

## **SCHOOL LUNCH**

Your child may bring his/her lunch each day. We partnered with Yay! Lunch to provide a lunch alternative. Orders need to be in by Saturday evening each week.

## **TOYS**

Toys from home should not be brought into the classroom unless given permission by the classroom teacher. Focus tools may be used when appropriate with the permission of the school counselor.

## **HAIR, MAKEUP, NAIL, JEWELRY *and* TATTOOS**

- Make-up is not allowed for students in Grades K through 5 and is discouraged for Grades 6-8. If used it should be applied appropriately and in good taste.
- Head coverings or hats of any kind are not permitted inside the building.
- Novelty or fad hairstyles will not be permitted. Hair styles must be traditional and a natural hair color – for all students. Any hairstyle that causes a disruption in the opinion of the staff will not be allowed.
- Nails are to be clean and maintained, polish (gel & dip) allowed. Fake nails & acrylic tips are strongly discouraged.
- Jewelry is limited to one bracelet per arm, earrings in ears only (limit two per ear for girls), and one ring per appropriate ring finger (ring finger and little finger).
- Earrings should be the post-type. A small hoop earring (no bigger than a nickel) for girls will also be permitted.
- No tattoos or body piercings are permitted.

## **WORSHIP & CHAPEL**

We have chapel once a week every week of school for P3-8<sup>th</sup> grade. P2 has their own chapel service in their classroom each week. Our chapel experience reminds our students whose they are—redeemed children of God. Chapel is often led by teachers who utilize their class to sing a special song, lead the students in prayer, Bible readings, or the monthly memory verse. We collect an offering each week that is specially designated to a Mission of the Month.

We also emphasize the importance of weekend worship. Teachers record Church and Sunday School attendance on the report card to help families take note of how they are doing in this important area of their spiritual life. It is not a judgment, but a reminder to make sure this is also part of family life. Attendance at another Christian church is just as acceptable as attending at

St. Paul's. All families are cordially invited to worship at St. Paul's at any time. St. Paul's offers regular Sunday worship services. You can call the church office for times or go to the church website.

## **STUDENT SERVICES**

### **BASCC (BEFORE AND AFTER SCHOOL CHILD CARE)**

St. Paul's has a BASCC program for children who need to arrive at school before 7:30 AM or need to stay after school is dismissed. BASCC operates in the afternoon for children in all grades who need care. It is available on certain days when school is not in session or in session for only a half-day. Children must be registered for BASCC in order to attend.

**SCHEDULE:** BASCC operates each weekday between the first and last day of school. Please check with the BASCC office for days and times when they are closed.

When school is in session, the hours for BASCC are:

7:00 AM – 7:30 AM – Before School

10:45 AM - 5:30 PM—After School for P2

11:00 AM – 5:30 PM – After School for P-3 & P-4

3:00/3:15 PM – 5:30 PM – After School for Grades K-8

BASCC will operate continuously, 7:00 AM-5:30 PM when available on non-school days. Check the school and BASCC calendars for specific days. When school closes due to inclement weather, it is possible that BASCC will close or have modified hours. In the event of school closings, please call 410-766-0591.

### **CHILDREN MUST BRING A LUNCH FOR THESE FULL DAY SESSIONS.**

Being enrolled as a student at St. Paul's makes a child eligible for BASCC, but the child(ren) **MUST REGISTER SEPARATELY** FOR BASCC. Call 410-766-0591 or visit our website [www.stpaulsgb.org](http://www.stpaulsgb.org) or our school app for more information regarding BASCC.

PLEASE CHECK THE SCHOOL CALENDAR FOR THE BASCC HOLIDAY SCHEDULE.

## **EXTRA-CURRICULAR ACTIVITIES**

### **St. Paul's Athletics**

St. Paul's Lutheran School offers a Christ-centered athletic program that focuses on the development of God-given talents and Christian sportsmanship. The basic fundamentals of a variety of sports and the importance of teamwork are taught and modeled. In addition to teaching the sport, we encourage responsibility, goal setting and excellence both on and off the field or court. Players will have opportunities to play at their level and develop their skills and grow in leadership, self-control, respect, and honesty through both victory and possibly defeat.

A wide array of programs is made available by our athletics department, both with the opportunity to play against other private schools and in-house. Those sports played as part of a league are static and played during scheduled seasons as indicated. Intramural sports (as identified by italics) are subject to change and dependent upon participation and the availability of volunteers to supervise or run these particular programs.

#### **Fall (Late August-Early November)**

Soccer	Co-Ed	5 <sup>th</sup> *-8 <sup>th</sup> Grade	\$ 90
Cross Country	Co-Ed	5 <sup>th</sup> -8 <sup>th</sup> Grade	\$50

#### **Winter (Early November-Late February)**

Boys' Basketball	Boys	5 <sup>th</sup> -8 <sup>th</sup> Grade	\$ 120
Girls' Basketball	Girls	5 <sup>th</sup> -8 <sup>th</sup> Grade	\$ 120

#### **Spring (Early April-Early June)**

Bowling (parent required)	Co-Ed	K-8th Grade	\$70
Volleyball	Girls	5th-8th Grade	\$50



## **Expectations and Standards of Behavior**

Wearing a St. Paul's jersey is a privilege. We expect each player to show good sportsmanship towards their teammates, coaches, referees, and the opposing team. Inappropriate behavior will result in being removed from the team.

**Grades:** Players must maintain a passing grade in all subjects/classes. In core subjects (religion, math, language arts, literature, science, and social studies), players must maintain a C or higher. If a player doesn't keep these requirements, he/she will be suspended from the team until the grade is brought up. If, after grades are brought up, this happens a third time, the player will be removed from the team. If a player receives a discipline note they will not be allowed to play or attend the following game. In the case of severe behavior, the player may be removed from the team.

**Practices & Games:** Players are expected to strive to be at every practice and game, prepared, and giving 100% at all times. However, we also do realize things come up. In that situation (practice or game), please inform the coach or Athletic Director via email. If a player misses a practice without advanced notification, the coach reserves the right to not start the player in the next game. If they miss more than 2 practices without notification, the player may be removed from the team. Please do your best to schedule appointments on non-practice/game days or if the need arises, after the practice/game time.

**Sports Fees:** St. Paul's Athletics is run and supported by parents, players, and volunteers. All after school sports fees go directly into the St. Paul's Athletic Program. This helps to pay referee and field rental fees and replace/maintain uniforms and equipment.

**Jerseys/Sports Equipment:** For any sport, if any jersey or equipment lent out is returned damaged due to negligent misuse or is lost, a fee will be

assessed to cover the replacement of that item. The fee will vary based on the item damaged or lost.

Students will be responsible for providing their own safety equipment (as determined on a sport-by-sport basis). Lists of equipment for the various sports are listed for you at the bottom of this form. Each student will need to get their own mouth guard and equipment for the sport chosen. Whatever shoes you choose to wear, they must be laced (no Velcro) and tied.

**Game Days:** On game days the players will wear their jersey and their PE shorts or pants to school. On practice days they will wear their PE uniform since we do not have a locker room for them to change.

During basketball season, double headers are common. On game days, students who play the second game have the option of being picked up and returned before game time or watch the first game in the low ceiling area while they are waiting for their game to start. Students who elect to stay are expected to conduct themselves in an appropriate manner.

**Chain of Command:** If a problem arises, please talk to the coach first, but please not during a practice or game. You can call or email the coach. If you feel your problem was not resolved please contact the Athletic Director. If there is still a problem, we will then bring it to the attention of the principal.

**Play Time:** We play in a competitive school league and often play teams comprised mainly of 7th and 8th graders. Accordingly, the amount of playing time each player receives is governed by quality of play and individual game situations; having said that, coaches will make every effort to give each player playing time in every game, it may not be equal time. We encourage practice time at home to help strengthen skills as well.

**Transportation:** Players will be transported to and from games by their parents. Each week an email reminder will go out to remind players and parents of upcoming games. It is the parents' responsibility to arrange a ride to and from the games for their student if they are unable to do so themselves. If students are being picked up by someone not pre-approved for pick-up, an email must be sent to our Athletic Director, or that student's

car rider tag must be presented. For away games, if parents are unable to drive their child to the game, they must meet their child at the game to take them home. Students will not be taken back to St. Paul's after away games. If players bring their cell phone to school and the game, they must follow school policies regarding cell phones. If parents pick up a player late three times, the player will be asked to leave the team. If the player is registered in child care they may go to child care after the home games if BASCC is open; BASCC closes at 5:30 pm.

**Cancellations:** If a game or practice is cancelled you will be notified by email. We will make every effort to make a decision to cancel by 1:00 pm. If you do not have access to a computer, please call the school office after 1:00. Players will not be allowed to call home. Please discuss a plan with your child in the morning so they know what to do if the game or practice is cancelled.

**Attire:** During practices students are to wear PE uniform shorts/shirt. For games/meets, players will wear the uniform provided.

**Medications:** For students with health concerns and that have medications here at school, please be aware that the health room/office closes at 3:30pm. Students needing medications prior to physical exercise should come to the office after dismissal for treatment, before going to the activity. BASCC enrolled students will have medications available during the days and times they are registered. Medications are not taken to or available for: away games, off-site activities, evenings or weekends, anything starting or extending past 3:30 (including home sports).

**Closed Practice Policy (Basketball):** To help work around other ministries that are constantly happening at St. Paul's and often coinciding with basketball practice times, we ask that parents refrain from sitting in on practices and that you honor the "closed practice" policy. We understand your desire to watch your child during practices at times, but it can bottleneck other ministries going on during that time without you even being aware that it is happening.

## Tryouts

Most sports offered by St. Paul's do not have any tryout requirements. Those that do will provide information (including dates and times) for those tryouts separately via email.

## Equipment List

(Mandatory equipment in italics...other items strongly encouraged)

Please ensure your student has all the *required* equipment for their sport prior to the first practice. Please double check that you are referring to the correct list when purchasing any needed equipment. Do not hesitate to contact us with comments, questions, or concerns.

<b>Soccer (Fall &amp; Spring)</b>	<b>Cross Country</b>
<i>Shin Guards</i>	Running Shoes
<i>Cleats</i>	
<i>Socks that fit OVER shin guards</i>	
<i>Strap for eyeglasses if worn during games</i>	
Mouth Guard	
<b>Basketball</b>	
Mouth Guard	
Black, Navy or White Undershirt*	

## **ST. PAUL'S LUTHERAN SCHOOL BAND PROGRAM**

### **INSTRUMENTAL MUSIC**

Children in grades 4–8 (must be enrolled in band) may take instruction on brass, woodwind, or percussion instruments. Group lessons are given to beginners and advanced students

### **INSTRUMENTAL MUSIC LESSONS**

Thirty-minute lessons for groups of like instruments will be offered throughout the school year. Where limited instrumentation and time permit, individual lessons may be scheduled. Lessons include woodwind, brass, and percussion instruction—strings instruments are not offered. Lesson times alternate weeks in order to limit the amount of class time students miss from any one subject.

### **BAND REHEARSALS**

Beginning Band rehearsals are held after school on Wednesdays from 3:15–3:45 PM in the Band Room. Advanced Band rehearsals are held after school on Wednesdays from 3:45–4:30 PM and Thursdays from 12:05–1:10 PM. Jazz Band for select saxophone, trumpet, trombone, and rhythm section instrumentalists meets on Wednesdays from 4:30–5:15 PM. A complete list of rehearsal and concert dates will be provided for each school year.

### **BAND PERFORMANCES**

All Bands perform for the Winter Concert in February and the Spring Concert in May. The Jazz Band also performs for some Falcon Fridays, Open Houses, and other special events. The Advanced Band performs for two Sunday worship services at St. Paul's Lutheran Church, four chapel services, Christmas chapels, and for Lutheran Schools Week. The Advanced Band and Jazz Band perform for Grandparents Day. All Band members go to Hershey

Park for the Music in the Parks Festival of Music in May, where only the Advanced Band performs. The cost for Hershey Park is an additional cost to the Band fee.

## **INSTRUMENT STORAGE**

St. Paul's has Band lockers, located in the balcony above the Media Center. As a result, students do not have to carry their instruments from room to room throughout the day, and have access to their instruments anytime during the school day. These lockers have combination padlocks, which provide a safe, secure location for families' expensive investments. Students are assigned a locker number and padlock combination by the Band director.

## **BAND ACTIVITY FEE**

The Band Activity Fee includes lessons from September through May, plus After School Band. Please note that this fee does not equate to a weekly lesson charge. Lessons missed due to holidays, weather closings, field trips, or all-school activities will not be made up. The Band fee for this year is \$550. This fee can be paid in full at the beginning of the school year, or payable in five monthly installments of \$110.00, beginning in September. All Band fees will be billed through FACTS.

## **INSTRUMENTS AND SUPPLIES**

Parents and students are responsible for providing their own instruments, lesson books, music stands, and supplies (reeds for woodwinds, valve oil for brass instruments, etc.). Instruments may be rented through local stores. A limited number of school-owned instruments are available for an annual maintenance fee of \$100 (billed through FACTS). Each beginning student should purchase a copy of *Essential Elements, Book 1* for their instrument.

Music for combined Band rehearsals and concerts will be provided by St. Paul's.

## **STUDENT UNIFORMS**

### **UNIFORM COMPANY**

Kindergarten through 8<sup>th</sup> Grade students are required to purchase all uniforms from Flynn O'Hara. Orders may be placed online at [www.flynnohara.com](http://www.flynnohara.com) or at the store at 1608 W. Furnace Branch Road, Glen Burnie, MD 21061.

### **UNIFORM DESCRIPTION**

St. Paul's Lutheran School has adopted the policy that students in grades K-8 will wear a specific uniform to school to enhance the educational environment of the students. The learning environment can better be viewed by students and parents as a setting where students are committed to giving their best effort to reach their fullest potential. St. Paul's feels that school, in some ways, should mirror a future workplace. Appropriate dress, which is often defined in terms of a uniform, is part of the work place environment. The policy of uniforms is also intended to help the educators spend more time teaching and nurturing rather than making decisions about whether clothing meets a certain dress code.

**EARLY LEARNING** has no required uniform with the exception of shoes. ALL Early Learning students are required to wear tennis shoes every day.

However, it is important that parents observe the following guidelines:

- Make sure children can manage all parts of their clothing when using the restroom. (Avoid difficult belts, buckles, overalls, and bodysuits)
- ALL students in Early Learning are **REQUIRED TO WEAR TENNIS SHOES EVERY DAY. Please check with your teacher if you have a question on what tennis shoes include.**

- ALL students in P4 should be appropriately dressed, for example, no pajamas in school except on special days when permitted.
- During hot weather, remember that rooms are air-conditioned and a sweater or some other piece of clothing that can “add a layer” would be helpful.
- Children will be going outside unless it is raining or severely cold. Please send head coverings, gloves, and appropriate coats.
- **NO jewelry** that then becomes a toy or distraction while at school.
- Earrings are to be the post-type only, but are discouraged.
- Novelty shoes or other articles of clothing that have lights, battery operated parts are discouraged. **NO wheels are acceptable.**
- Novelty or fad hairstyles (i.e., mohawk cuts) will not be permitted. Hair styles must be traditional and a natural hair color – for all students. Any hair style that causes a disruption in the opinion of the staff will not be allowed.

**Grades K through Eight** are required to purchase all uniforms from Flynn O’Hara. Orders may be placed online at [www.flynnohara.com](http://www.flynnohara.com) or at the store at 1608 W. Furnace Branch Road, Glen Burnie, MD 21061

- Grades K-8: Length of all regular uniform shorts, skirts, and skorts must be no more than 4 inches above the knee. Length of Uniform P.E. shorts must be no more than 5 inches above the knee.
- Grades K-8: Long pants **MUST** cover the ankle.
- Grades K-8: Shoes must be tennis shoes and mostly white or mostly black without a repetitive pattern. (Refer to *some* examples below). Shoes must be secured with ties or Velcro (**NO SLIP-ON**). Laces must be black or white.



***We are not endorsing the brand; we are simply providing an example of what mostly black or mostly white shoes should look like.***



- Grades 6-8: Students may wear Sperry Shoes/Dirty Bucks, but MUST BE PURCHASED FROM FLYNN O'HARA.
- PE uniforms are worn on days when students have PE or PE electives. PE uniforms MUST be purchased at FLYNN O'HARA or from St. Paul's Under Armour link.
  - PE uniform includes:
    - Short or sweatpants
    - T-shirt, Hoodie, or Sweatshirt
    - Middle school students may wear their St. Paul's club shirts (Tri-M, SGA, NJHS) as part of their PE uniform.
- When St. Paul's sweatshirts and polo shirts are made available for sale, they are considered part of the accepted uniform. Spirit wear can be worn, but only on Falcon Fridays.
- Grades 1-8: Belts must be worn on garments that have belt loops and be black, brown or navy blue in color.
- All blouses and shirts must be tucked in.
- Socks must be solid white, black, navy or brown and visible.
- Plain Leggings or tights, which cover the entire leg and ankle and are black or navy blue, may be worn under skirts or skorts when the temperatures are colder.
- Modesty shorts should be worn by girls wearing skirts or jumpers.
- Shorts are to be worn only during the months of August, September, October, April, May, and June, or if the temperature is predicted to be 75 degrees or above.
- Any sweater, fleece or sweatshirt to be worn in the classroom MUST be navy blue or black (solid with no writing) or St. Paul's.

*The above uniform descriptions make up our uniform code. However, any attire, adornment, or anything worn, displayed, or brought to school that causes a disruption to the learning process in the opinion of the faculty and/or the administration will not be allowed.*

## UNIFORM GUIDELINES

Grades K-4		Grades 5-8
<p><b>Girls:</b>            Plaid Jumper            Plaid skort or skirt with privacy shorts            Pants (navy or khaki)            Shorts, when allowed (navy or khaki)</p> <p><b>Boys:</b>            Pants (navy or khaki)            Shorts, when allowed (navy or khaki)</p>	<p><b>Plain Leggings or tights, which cover the entire leg and ankle (black or navy blue), may be worn under skirts or skorts when the temperatures are colder.</b></p> <p><b>Shorts are to be worn only prior to November 1 and after March 31 or if the temperature is predicted to be 75 degrees or above.</b></p>	<p><b>Girls:</b>            Plaid skort or skirt with privacy shorts            Pants (navy or khaki)            Shorts, when allowed (navy or khaki)</p> <ul style="list-style-type: none"> <li>• <b>Length of all regular uniform shorts, skirts, and skorts must be no more than 4 inches above the knee</b></li> </ul> <p><b>Boys:</b>            Pants (navy or khaki)            Shorts, when allowed (navy or khaki)</p>
<p>Belts (black, brown, or navy) must be worn when garments have belt loops. Kindergarten students are not required to wear a belt.</p>	<p><b>Belt</b></p>	<p>Belts (black, brown, or navy) must be worn when garments have belt loops.</p>
<p><b>Girls:</b>            Peter Pan collared blouse (worn with jumper)            Embroidered polo (white, navy, yellow)            All shirts must be worn tucked in, with the</p>	<p><b>Shirts</b></p>	<p><b>Boys and Girls:</b>            Embroidered polo (white, navy, yellow)            All shirts must be worn tucked in.</p>

<p>exception of students in K and 1<sup>st</sup> Grade.</p> <p><b>Boys:</b> Embroidered polo (white, navy, yellow) All shirts must be worn tucked in, with the exception of students in K and 1<sup>st</sup> Grade.</p>		
<p>Socks must be worn. Socks that are visible above the shoe must be white, navy, black, or brown.</p>	<p><b>Socks</b></p>	<p>Socks must be worn. Socks that are visible above the shoe must be white, navy, black, or brown.</p>
<p>Gray or gold T-shirt Sweatpants w/ logo Shorts w/ logo (approved months) Socks &amp; Tennis shoes</p>	<p><b>Gym uniform</b></p> <p><b>Length of Uniform P.E. shorts must be no more than 5 inches above the knee.</b></p>	<p>Gray or gold T-shirt Sweatpants w/ logo Shorts w/ logo (approved months) Socks &amp; Tennis shoes</p>

*The above uniform descriptions make up our uniform code. However, any attire, adornment, or anything worn, displayed, or brought to school that causes a disruption to the learning process in the opinion of the faculty and/or the administration will not be allowed.*

**NO UNIFORM SHIRT DAYS & PASSES**

On No-Uniform Shirt Days the following guidelines are to be followed:

- uniform shoes must be worn
- dress or PE uniform bottoms must be worn

- clean shirt with no holes
- no tank tops or bare midriffs
- no inappropriate advertisements
- no attire that is deemed by administration to be sexually suggestive, violent, symbolic of gang life, makes a political statement, or creates a distraction

**On No-Uniform Shirt days attire must be appropriate.** St. Paul's offers a No-Uniform Pass, which may be purchased no more than once per month beginning in October, at a cost of \$5.00. **No-Uniform Passes must be purchased in advance from the School Office and may not be used on Chapel days (Tuesday and Wednesday).** See the guidelines for No-uniform shirt day above.

### **UNIFORM EXCHANGE**

The school has a free Uniform Exchange located in the media center. During the school year the exchange closet is open after 3:30pm and during summer the exchange is open 8:30am to 3:00pm July and August. The exchange is closed during the month of June to allow intake and organization for the upcoming school year. Please contact the school office to arrange a time to visit.

### **LEGAL NOTICE/ASBESTOS**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for

friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely manner. These regulations assign schools many new responsibilities. Our program is outlined in our asbestos management plan. This plan contains information on our inspections and activities, including periodic re-inspections and surveillance activities that are planned or are in progress. The management plan is available for review in the business office. The plan may be reviewed during normal school hours. There will be a reasonable charge should you require a copy of the plan.

### **NON-DISCRIMINATION POLICY**

St. Paul's Lutheran School does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, or disability, in the administration of its educational policies, admission policies, and athletic and other school administered programs, and guarantees to all the-rights, privileges, programs, and activities generally accorded, or made available to students at this school. We also will not discriminate on the basis of color, race, sex, national or ethnic origin, age, disability, marital status, or political affiliation in the employment of administrative, teaching, or support staff of the school.

All Faculty, staff, and students must subscribe to the Code of Christian Conduct.

In addition:

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
  - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

## Handbook Acknowledgement

**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

I affirm that I have read the Family Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Family Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind St. Paul's Lutheran School and is subject to change without notice by decision of St. Paul's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future years.

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Signature of Mother

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Date

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Signature of Father

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Date

Name of Student(s): Please Print -----  
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**Students in Grades 6-8: Please read the following statement carefully and sign below to indicate your agreement.**

I affirm that I have read the Family Handbook. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Family Handbook.

I understand that this Handbook does not contractually bind St. Paul’s Lutheran School and is subject to change without notice by the decision of the St. Paul’s governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school’s standards could result in the loss of that privilege.

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Signature of Student

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Date