

**St. Paul's Lutheran School  
Family Handbook  
2018-2019**



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# **PART I**

## ***(Parent Survival Guide)***

### **A MESSAGE FROM ST. PAUL'S**

Since 1950, St. Paul's Lutheran School 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. 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 three year olds through 8<sup>th</sup> grade with a Before and After School Child Care. Our before and after school program provides all-day care for two year olds. 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 will make every effort to inform the parents and ask that the parents take the time to be informed.

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.



**St. Paul's Lutheran School**  
***"Preparing for this life and the next"***



## OUR 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*

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.

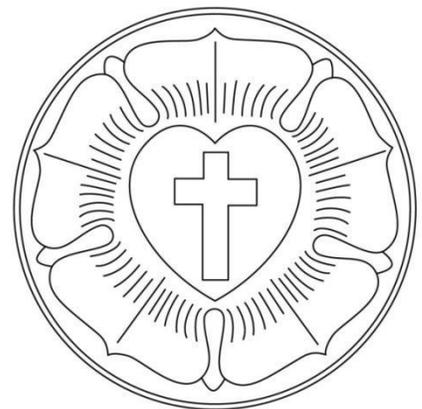
It is our goal to provide an excellent education that not only addresses academics, but also the social-emotional, physical, intellectual and spiritual needs of the child. It is our desire that each child is able to develop to his full potential in St. Paul’s educational setting and that each child develops 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 but 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.
- model faith as God desires it of all.

## OUR MISSION

*We provide a safe, nurturing and academically strong environment for students to learn, make friends and live as disciples of Christ in this life and the next.*



## ST. PAUL'S STATEMENT OF VALUES AND PRACTICE

To All Parents:

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. At this time, 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 acceptance 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 pop 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 pop culture trends are considered by the administration of St. Paul's to either be or bordering on being sexually suggestive, profane, vulgar, or violent. 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. 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.

### 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*

However, 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.**

### FOULS



**ST. PAUL'S LUTHERAN SCHOOL**  
**2018-2019**  
**"Preparing for this life and the next."**

Welcome to St. Paul's Lutheran School (established 1950)

We welcome all students and families to the 2018-2019 school year! Our competent, dedicated and caring staff will provide a safe, nurturing and structured environment for students to learn, make friends and live as a disciple of Christ in this life and the next.

**ARRIVAL AND DISMISSAL**

**Pupil Arrival:**

*Students in P-3 through Grade 8* begin class promptly at 8 AM. Children arriving before 7:30 AM, must be registered for BASCC. Children in grade 1 will be supervised in the Media Center or outside from 7:30 AM until 7:45 AM. Children in P-3, P-4, and K will be supervised outside or in the lobby until 7:45 AM. Children in these grades will be allowed to go to their classroom at 7:45 AM.

*Students in Grades 2 through Grade 8* will also begin class promptly at 8:00 AM. Students arriving before 7:30 AM must either be registered for BASCC or registered with the School Office as a sibling or car pool rider. Children in these grades will be supervised either inside the Fellowship Hall doors or outside from 7:30 to 7:45 AM. They will be allowed to go to their classrooms at 7:45 AM.

**Pupil Dismissal Times (All drivers must have official car tags to pick up children. No tag, no child):**

P-3 & P-4 at 11 AM on the school side

K – Grade 5 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)**

**LATE PICK UP FEE**

There is a \$10.00 fee for children picked up after 3:35 PM (11:20 AM for P's). An additional charge of \$1 per minute will be assessed for each minute after 3:45 PM (11:30 AM for P's).

On early dismissal days the \$10.00 charge is applied after 1:35 PM with a charge of \$1 for each minute after 1:45 PM.

**BUILDING ACCESS**

The school office closes at 4:00 PM, therefore, there will be no access to the classrooms after that time. 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.

**COMMUNICATION FROM THE SCHOOL**

- Communication between the school and home will be handled primarily electronically via the home and faculty emails listed in TADS Educate. Please be sure that your email is accurate.
- Check TADS Educate, [www.educate.tads.com](http://www.educate.tads.com) 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.

## COMMUNICATION 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 or the appropriate supervising staff.
- Please notify the teacher 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.

## STUDENT CODE OF CONDUCT

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, followers of Christ 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.

## 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 need 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 of 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 time 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, Assist. Principal, Athletic 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 interfere 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 insure 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:**

1. 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 documented in written form and kept in principal's office.
2. Formal written warning and mediation meeting scheduled.
3. Formal written warning and all documentation brought to the Senior Leadership Team for Review.
4. Parent or Visitor banned from property.

### **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 building.
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.

**SEVERE BEHAVIORS:** The following are unacceptable behaviors and will result in the principal being informed. An automatic discipline note will be sent when age appropriate. Other consequences, including suspension or expulsion, are possible.

1. Being disrespectful to the teacher
2. Offensive language, name-calling, racial slurs or comments such as nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

3. Throwing snow, stones, sticks, mulch. (What is on the ground stays on the ground.)
4. Intentional hitting or kicking.
5. 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.\*
6. Threats of violence or threatening remarks about guns, bombs, or weapons.
7. Verbal or written threats.
8. 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.
9. St. Paul's Lutheran School will respond with appropriate action when students of any age demonstrate threatening or harassing behaviors 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.
10. 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.

### **Bully/Harassment Policy:**

St. Paul's Lutheran School will not tolerate bullying or harassment of another student or employee. 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, at a school activity or event, or on a school bus; OR
  - Substantially disrupts the orderly operation of a 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.

### ***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 evidenced 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, 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 is 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.

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 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

### ***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 form should be completed and submitted to the principal or assistant principal.
- ❖ Appropriate consequences and remediation will be implemented by the appropriate staff, counselor and/or administrator.

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

- ❖ Conflict resolution with teacher or counselor
- ❖ Meeting with school counselor
- ❖ Use of evidenced based interventions programs with small groups or 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

## **ELECTRONIC OR WIRELESS DEVICE POLICY**

During school hours or school activities, students are not permitted to activate any electronic device or cell phone. Students are not permitted to use that electronic device or cell phone to send or receive messages. **Such behavior may result in a three day out of school suspension**, and 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. Lap tops, tablets, etc. will be used for instructional purposes and may be used with teacher approval and supervision.

**Smartwatches are prohibited in school and BASCC.** This action 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.
  - Many parents have signed the “Withdrawal of Permission to photograph or videotape” form for their child, and so we need to insure 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, upon the first offense, 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 consequences, as significant as a Discipline Note.

### **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, an official note from the school relating an incident and the action taken, is the strongest consequence since it IS THE FIRST STEP IN THE SUSPENSION PROCESS. DISCIPLINE NOTES MUST BE RETURNED THE NEXT DAY WITH A PARENT SIGNATURE. If the note is not returned with the parent signature, the child will be sent to the principal's office and will not be permitted to attend class until the signed note is returned or the parent is contacted.

#### **Grades 1-5**

**FIRST DISCIPLINE NOTE** - warning

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

**THIRD DISCIPLINE NOTE** in the same quarter - suspension (type & amount of time determined by the administration)

#### **Grades 6-8**

**FIRST DISCIPLINE NOTE** - warning

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

**THIRD DISCIPLINE NOTE** at any time - suspension (type & amount of time determined by the administration)

When disciplinary problems are not resolved **satisfactorily** or when infractions are of a serious nature, suspension or expulsion from school may result - with or without previous discipline notes.

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. If the guidelines, recommendations and policies of St. Paul's Lutheran School are not met the principal may require the parents to withdraw their child(ren) from school.

The academic performance and the behavior of all Middle School students will be reviewed periodically by the administration and a Review Board. Both the Principal and the Review Board are authorized to terminate the enrollment of a student if the student's performance or the parent's lack of cooperation has a significant negative impact on the class.

#### ***Review Board:***

St. Paul's Lutheran School maintains a discipline policy that includes the procedures for suspension and expulsion of students. Prospective students are screened for academic performance, but it is challenging to screen students for behavioral issues. In order to support the administration in determining when the behavior of some students is negatively impacting the education of other students to a significant degree, a Review Board exists. The Review Board

will consist of the Sr. Pastor, the Principal, Assistant Principal, the Associate Pastor, the BASCC Director, and the Business Manager.

- During the first quarter, the academic effort and behavioral performance of each student will be reviewed by the principal's administrative team (Principal, Assistant Principal, Elementary School Counselor, and Middle School Counselor). The administrative team will determine if any concerns should be brought before the Review Board to determine if any student needs to be placed on regular review, probation, or possibly expelled.
- Subsequent reviews will be held throughout the year for students as the Review Board deems necessary, based upon the recommendation of the administrative team and the students' academic and/or behavioral performance.
- The Principal may suspend or expel a student according to existing school policy without the recommendation of the Review Board or pending a meeting with the Review Board.
- The Assistant Principal may suspend a student according to existing school policy without the recommendation of the Review Board or pending a meeting with the Review Board.
- The parent(s) may be required to meet with or without the student before the Review Board.
- In the event that the enrollment of a student is terminated, the parents may request a hearing with the Review Board.

The purpose of the Review Board is not to exclude children from St. Paul's or to maintain an exclusive student body. Its main purpose is to offer support to the administration in reviewing students in a timely and proactive fashion. 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. Students or families that fail to be responsive and cooperative in our setting can have a significant negative effect on the education of other students. Both the administration and the review board will work together to insure that those who are not responsive and cooperative in our setting, will not be allowed to continue their enrollment.

### **MIDDLE SCHOOL DETENTION SYSTEM**

*The Middle School implements detentions as a consequence.* Each teacher will determine when a detention is to be a consequence. **Six detentions will equal one discipline note.** Detentions may also be given for failure to follow classroom procedures or rules. These behaviors may include, but are not limited to:

- three zeros in any one subject per quarter
- incomplete long term assignments (one week or more)
- forging a parent's signature
- copying or cheating
- note writing or note passing
- inappropriate, unsafe, or disrespectful student behavior
- repeated out of uniform offenses

Detentions will be held on Thursday afternoons from 3:15 PM until 4:00 PM. During that time, the student will engage in specific work given by the teacher. This work may include handwriting practice, math problems, or other assignments determined by the teacher. A detention will be served the Thursday

following the incident that caused the detention. Failure to be present for a detention will result in two future detentions.

**Playground Rules:**

1. Balls made of soft material are permitted.
2. No throwing or kicking of sticks, stones, sand, or mulch.
3. No play fighting.
4. No climbing on fence.
5. Take turns and share equipment.
6. "If it is on the ground, it stays on the ground."
7. No spitting.
8. No crates for any reason.
9. Stay in assigned play areas.
  - All P classes use the ECE playground area located near the Educational Wing.
  - Grades 1 through 8 use the larger open area.
  - Grades 1 through 5 may use the ECE slide structure when not in use. Do not play under it.
10. Do not bring equipment from home, unless specified by the P.E. teacher or BASCC.



**Slide Structure Guidelines:**

1. Go UP the stairs and climbing wall and DOWN the slide on your bottom, feet first.
2. No hanging from any part of the slide or handrails.
3. No jumping from any part of the equipment.
4. No climbing on the outside of the structure.
5. Do not sit under the structure.

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

1. One person uses it at a time.
2. No sitting on top of the bars – "keep moving".
3. If you cannot get on them alone – stay off.
4. No hanging upside down on the monkey bars.
5. One flip and drop on the chin-up bars.

**Bus Rules:**

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

1. Bottoms on the seat and face forward.
2. Keep all body parts inside the bus.
3. Do not touch any emergency equipment – seat an adult by those items.
4. No bouncing, jumping or goofing off.
5. Speak in a conversational tone to your seat partner.
6. No eating or drinking on the bus – leave no mess.
7. No two adults in any seat.
8. No yelling out of the windows.



### **Lunch Room Rules (Grades 1-5):**

1. Approximately 5 minutes of munch time (no talking-just eating) will be provided.
2. After the first 5 minutes students may talk quietly with their neighbors while continuing to eat their lunch.
3. Stay in your seat. Ask permission before using the restroom or getting up for condiments, snacks, etc.
4. Snacks may be purchased, with permission, when available (cash only).
5. No sharing or trading of food.

### **Lunch Room Rules (Grades 6-8):**

1. Students need to keep conversation at a reasonable level and allow enough time to eat their lunch.
2. Students should not trade or share food.
3. Snacks can be purchased when the snack cart is available (cash only).
4. Students need to ask permission and must sign out to use the restroom.

### **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.

### **EMERGENCY CLOSINGS**

St. Paul’s will have a message regarding closings, late openings, or early dismissals on 410-766-5790 as soon as possible. The inclement weather message can be heard by pressing 288 during the opening message. Weather related information can also be found on our facebook page <https://www.facebook.com/St-Pauls-Lutheran-School-Glen-Burnie-MD-115925268440374/>. An automated phone system will also be utilized. St. Paul’s Lutheran School follows the Anne Arundel County announcements of emergency school cancellations, due to inclement weather or other emergencies. TO HEAR ANNOUNCEMENTS CONCERNING ANNE ARUNDEL COUNTY, PLEASE LISTEN TO THE RADIO OR TV OR CHECK THE ANNE ARUNDEL COUNTY SCHOOLS’ WEBSITE ([www.aaacps.org](http://www.aaacps.org)). If it is announced that the county schools open late or close early, St. Paul’s will do the same. P3 AND P4 CLASSES, WHICH ARE ALREADY HALF DAY, WILL NOT BE HELD IF SCHOOL BEGINS 2-HOURS LATE. If school is scheduled to be an early dismissal day, and a 2-hour late announcement is made by Anne Arundel County, there will be no school for the P2, P3 and P4’s, but Kindergarten through 8<sup>th</sup> grade will have school with a 2-hour delay, no early dismissal and dismiss at regular time. If Anne Arundel County schools close due to heat, St. Paul’s WILL NOT CLOSE unless our air conditioning system is not functional. In the event of no air conditioning, parents would be notified. On some rare occasions, St. Paul’s will make an independent decision. In that case, the automated emergency calling system will be used. Parents will receive a phone call on their home, work and cell phone.

## 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. It will be the decision of each individual teacher whether assignments are given prior to the absence or following the absence. If work is given following the absence, students will have 2 weeks 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

## MEDICATION

The office staff 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. Teachers are not permitted to administer medication. **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 4:00pm. 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 4:00 (including home sports)

## SCHOOL LUNCH

The TADS Educate Cafeteria System works like a debit account. Each family has an account. The cost of your child(ren)'s hot lunch is deducted from your family account. You may check on TADS Educate to see your account balance. When there is a negative balance we will notify parents via e-mail TADS Educate. Students can continue ordering and eating a hot lunch up to a \$35 negative balance. **Your child will not be allowed to order or eat a hot lunch until the negative balance is brought up to date. A phone call will be made to the parent to bring a lunch for the student for that day.**

To put money into your family account send in a check made out to St. Paul's Hot Lunch (**CHECKS ONLY PLEASE**). That amount will then be credited to your account.

## RELEASE FROM CLASS

Students needing to be released from classes for necessary appointments 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. Leaving school before dismissal time will negate perfect attendance.

### **TARDINESS**

All students who arrive after the official school starting time will be considered tardy. Students after the start of class (8:00AM for P3-3<sup>rd</sup>, 8:15AM for 4<sup>th</sup>-8<sup>th</sup>) must go to the school office to obtain a tardy slip in order to enter the classroom. When students leave early, a PM tardy is recorded. Late arrival or leaving early negates perfect attendance.

### **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 and possible suspension. This policy also applies to after school activities

### **UNIFORMS**

*PURPOSE:* St. Paul's Lutheran School has adopted the policy that students in grades K-8 will wear a specific uniform to school is 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 CHILDHOOD P-3 and P4** has no required uniform with the exception of shoes. ALL P3 and P4 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 P3 and P4 are **REQUIRED TO WEAR TENNIS SHOES EVERY DAY.**
- 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.
- Avoid 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 or wheels are strongly discouraged.
- 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 High School** 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 5-8: 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-5: Shoes must be tennis shoes and must be 90% white or 90% black or black and white, without a repetitive pattern. Shoes must be tied securely. Laces must be black or white.
- Grades 6-HS: Shoes may be tennis shoes, but must be 90% white or 90% black or black and white, without a repetitive pattern OR Sperry Shoes/Dirty Bucks may be worn but **MUST BE PURCHASED FROM FLYNN O’HARA**.
- When St. Paul’s sweatshirts and polo shirts are made available for sale they are considered part of the accepted uniform. Falcon wear can be worn, but only on Falcon Fridays.
- 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 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.
- 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 jacket or sweatshirt worn in the classroom must be from Arthur’s unless an exception is made by the Administration.
- Make-up is not allowed for students in Grades K through 5 and is discouraged for Grades 6-8.
- Make-up should be applied appropriately and in good taste. (Grades 6-8 ONLY)
- Head coverings or hats of any kind are not permitted.
- 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.
- 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.
- One post earring is allowed for boys in Middle School only.
- No tattoos or body piercings are permitted.

**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.**

**On No-Uniform 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 (typically Tuesday and Wednesday).** Students who have a No-Uniform Pass do not need to wear their uniforms, but they must follow these guidelines:

- Clothing should be nice casual clothing
- No leggings or yoga pants
- Pajamas only on scheduled pajama day
- No tank tops or bare midriffs
- No inappropriate advertisements
- Must be safe for all school activities
- Sexually revealing clothing is disruptive and not allowed
- Non-uniform shorts and PE shorts must be no more than 5 inches above the knee for grades 5-8
- Shoes must fit tightly and tied securely
- No attire that is deemed by the administration to be sexually suggestive, violent or symbolic of gang life.

- All bottoms must be worn at the waist.
- No holes in clothing
- Tennis shoes or Sperrys must be worn on No-Uniform Days

We understand that Middle School students desire to express themselves in creative and unique ways. However, apparel that either is or borders on being sexually suggestive, vulgar or violent will not be permitted.

### **WORSHIP SERVICES**

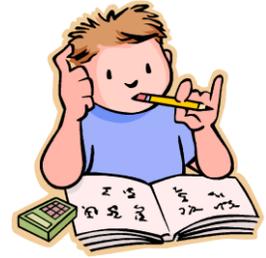
St. Paul's Lutheran Church offers the following opportunities for worship. Please join us!

- 8:00 AM Traditional Worship Service
- 9:20 AM Sunday School and Bible Study (2 year olds thru Adult)
- 10:30 AM Contemporary Worship Service
- 5:00 PM Saturday Evening Worship Service

## Part II (Other things you need to know)

### **BASCC (BEFORE AND AFTER 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 later than 3:30 PM. BASCC operates in the afternoon for children who are in the P-3 or P-4 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 – 7:45/8:00 AM – Before School
- 11:00 AM – 6:00 PM – After School for P-3 & P-4
- 3:00/3:15 PM – 6:00 PM – After School for Grades K-8

BASCC will operate continuously, 7:00 AM - 6:00 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 and then press 288.

**CHILDREN MUST BRING A LUNCH FOR THESE FULL DAY SESSIONS.** Your child(ren) must be registered for BASCC to receive our services. 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** for more information regarding BASCC.

**PLEASE CHECK WITH THE BASCC OFFICE FOR THEIR HOLIDAY SCHEDULE.**

### **CHOIRS**

Students have an opportunity to sing in a choir. St. Paul's offers a number of children's choirs. The music department will announce the availability of choirs and the age groups at the beginning of each school year. Choirs may meet after school for approximately an hour or sessions may be included in the school day. The choirs sometime sing at Sunday worship services and at special events.



### **CLASS SIZE**

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

Age 5 students: 24 students with 1 teacher and 1 assistant.

Grades 1: 25 students with an assistant if warranted by enrollment

Grades 2-8: 25 students

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 (3 year olds through kindergarten) is taught in self-contained classrooms. Limited departmentalization occurs in grades 1-5. Grades 6, 7, and 8 (the middle school grades) 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 receive a thorough education in the following areas:

**RELIGION:** Teachings of Scripture applied to life, Bible history and interpretation, 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.

**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:** Children in grades K through 8 will learn skills in the following areas: keyboarding, desktop publishing, spreadsheets, database, printing, graphs, animated presentations, and Internet.

**STEM:** Children in grades Kindergarten through 5th will be instructed in STEM through Project Lead The Way's Launch Program. Children in grades 6, 7, and 8 will be instructed in STEM through Project Lead The Way in one of the following areas: Automation & Robotics and Design & Modeling.

## ENROLLMENT

Students must re-enroll every year. Re-enrollment takes place November through January. Re-enrollment is completed electronically. You will receive a link in November prompting you to re-enroll. Re-enrollment as well as the non-refundable deposit is required to secure a space. Families of currently enrolled students in good standing and members of the congregation have priority for space through the end of January. 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 "Application for Admission" and a non-

refundable deposit (50% of the current registration fee). A screening is required for enrolling all Middle School applicants. There is a \$50.00 charge for all screenings. Students transferring from another school must provide previous report cards, standardized test scores, and a completed parent questionnaire. Transfer students may be screened if the report cards and other material warrant it. The application is then processed and the parents are notified of the outcome. Acceptance of enrollment is the decision of the principal.

All children enrolling in P-3 must be toilet trained and must be 3 by September 1. All children enrolling in P-4 must be 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.

### **FEES**

A non-refundable registration fee is charged each year to cover the cost of books, 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. Tuition amounts depend upon the number of children in the family and grade level. Field trips and other class activities require nominal fees from time to time. Any school operation cost not covered by school fees is covered by St. Paul's congregation. A current fee schedule will be sent to parents prior to enrollment or re-enrollment. Additional schedules of current fees are available upon request from the school office. (See TUITION PAYMENT)

### **FIELD TRIPS**

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, please do not bring along pre-school or infant children. **All chaperones must complete a background check.** 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 and will be counted absent. Please note that all policies regarding appropriate attire apply if students are given permission to not wear school uniforms on the field trip.

## **FIRE DRILLS AND OTHER SAFETY DRILLS**

Regularly scheduled fire drills are conducted in accordance with guidelines established by the Anne Arundel County Fire Department. Other drills including tornado drills, lock downs, and intruder response are rehearsed.

### **RED-STOP WHAT YOU ARE DOING**

Students –go to nearest classroom

Staff-Bring all students into classrooms

### **WHITE-AIR QUALITY-SEEK DESIGNATED SAFE AREA**

Students-find a teacher to help you

Staff-Implement Shelter in Place plan

AIR-Specific Places

WEATHER or STRUCTUAL-Specific Places

### **YELLOW-PROCEED WITH CAUTION**

Students-follow teacher’s instructions about where to go and what to do

Staff-Assess situation: evacuation, move to safe area, remain in place

### **GREEN GO OUTSIDE OF BUILDING**

Students-follow teacher’s instructions to leave building

Staff-Prepare students to evacuate building

## **GRIEVANCES**

If any difficulty arises, it is important to the individuals involved to seek a resolution of the problem through direct contact with individuals(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.

## **HEALTH**

In accordance with State Health Department regulations, all students must provide proof of proper immunizations before admittance to school. Children in P-4 and P-5 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.

VISION AND HEARING screening tests are given by the Anne Arundel Health Department to all children in P-3, P-4, K, Grade 1, Grade 4, Grade 8 and all transfer students.

Please follow these health reminders:

- 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 insuring 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 parent.
- 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 is ill in the morning, please do not send the child to school. Please do not 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.

If your child goes home with a fever, he/she should not come back to school for 24 hours. If your child does not come to school, he/she cannot attend BASCC that day nor participate in any school sponsored after school activity.

### **INSTRUMENTAL MUSIC**

Children in grades 4 – 8 may take instruction on brass, woodwind, or percussion instruments. Group lessons are given to beginners and advanced students. Separate fees are charged for this instruction.

### **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.

### **MEDIA CENTER**

The Media Center contains a good collection of fiction and non-fiction 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.

### **PARTIES**

Room mothers, under the direction of the teacher, will help organize class parties at Christmas, Valentine's Day, and Easter. Also, the room mothers 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.

### **PERFECT ATTENDANCE**

Perfect Attendance is awarded only to students who have been present every day and have not arrived late or left early for any reason. Students visiting other schools or participating in "Take Your Child to Work Day" are considered present, if parents provide a written notification.

### **PHOTOS & YEAR BOOK**

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. Class pictures are also taken in the spring and are available for purchase. Individual pictures are also made available in the spring.

## **PROCEDURE FOR STUDENT EVALUATION THRU AACPS**

1. Parent calls Ms. Deborah Merelman at 410-222-5479.
2. Parent requests evaluation in writing.
3. Forms available at St. Paul's.
4. Parent completes Parent/Guardian Questionnaire and Consent of Release forms.
5. Parent returns forms to St. Paul's.
6. Parent picks forms up (including teacher completed forms) from St. Paul's.
7. Parent hand carries entire packet to home school.

## **RECORDS (STUDENT)**

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 cumulative record contains:

1. Master Record
  2. Academic test results
  3. Enrollment forms
  4. Disciplinary notes
- 
5. Transferred records from previous schools
  6. Report card copies
  7. Psychological reports
  8. 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 students. 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:**

1. Master Record
2. 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 are transferred through the U.S. mail or an acceptable delivery company.

### **RELEASE FROM CLASS**

Students needing to be released from classes for necessary appointments must be picked up and signed out via the school office. The individual picking up the child must be properly authorized to do so. This is for the safety of the child and the continuity of the classroom activity. A PM tardy will be recorded for any student who leaves before the regular dismissal time and will negate perfect attendance.

### **REPORT CARDS**

Reports cards are issued in K through grade 8 at the end of each quarter. P-3 and P-4 issue the first progress report at the end of the first semester. Report cards will be available on our web based management system, TADS Educate. Parent – Teacher Conferences are held for all grades at the end of the first quarter.

### **RETENTION POLICY (MIDDLE SCHOOL)**

Students failing one core subject (religion, math, language arts, science, or social studies) will be required to complete assigned work over the summer under the supervision of an approved tutor or educational agency. Students failing more than one core subject will be retained unless they are working from a Service Plan and its requirements have been met. *Students who are absent for 20% or more of the total school days may also be retained.* In the event of prolonged illness, home tutoring could be implemented to avoid retention.

### **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 school office. Claim forms are also available through the school office.

### **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 ASSISTANCE**

Tuition assistance is available. Application forms can be obtained from the school office. The deadline for requests for tuition assistance is **May 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 second form is to be completed by the parents and submitted to the school office by May 1<sup>st</sup>. 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.

### **TUITION PAYMENT**

Payment of all fees and tuition must be made in a timely manner, and according to one of the payment plans. Tuition assistance is available only when appropriate application is made by May 1<sup>st</sup>. (Tuition Assistance applications are available from the school office.) In the event that tuition payments CANNOT be made in a timely manner, parents must contact the principal or administrative assistant at the time the payment becomes due. Depending upon the circumstances, payment arrangements may be made. Records will be held when payment is past due.

If a student transfers during the year, tuition is charged on a quarterly basis for completed and partially completed quarters. If more tuition has been paid than quarters attended, that amount will be refunded.

Tuition can be paid by one of the following methods:

1. **SINGLE PAYMENT** due on August 1<sup>st</sup> or closest business day with a 2.5% discount. (Discount only applies if paid by August 1) No processing fee. Tuition is assessed quarterly.
2. **THREE PAYMENTS** (July -November –March) There is an annual \$55 processing fee required for this method. Tuition is assessed quarterly.
3. **ELEVEN MONTHLY PAYMENTS** (July – May) using a coupon booklet. There is an annual \$55 processing fee required for this method. Tuition is paid monthly but is assessed quarterly.
4. **ELEVEN MONTHLY PAYMENTS** (July - May) using automatic transfer. There is an annual \$55 processing fee required for this method. Tuition is paid monthly but is assessed quarterly.

### **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. This includes payments for Hot Lunch.
3. Any and all requests for changes in tuition payments, payment intervals, deferments, refunds, or tuition assistance, must be submitted to the Coordinator of Admissions and Finance in writing five (5) days prior to the regular payment date.
4. If payment is not received within 5 days of due date, 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 Principal through the Coordinator of Finance and Admissions.
6. All requests for payment arrangements on school accounts must be submitted in writing and signed off on by the school 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. All Hot Lunch charges for Chic-fil-A, and Pizza days will be charged to the student's Hot Lunch account, even if the student leaves before lunch that day.
8. Enrollment in Summer Camp and before/aftercare services will be suspended until account is current and paid as agreed.
9. Debts that remain outstanding will be turned over to a collection agency and will be reported to the credit bureaus.

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

### **WORSHIP**

Students gather on either Tuesday or Wednesday for worship, but 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: Traditional Worship Service at 8 AM and Contemporary Worship Service at 10:30 AM. Saturday Evening Blended Worship Service is also offered

at 5 PM. Sunday school and Bible study is also offered at 9:20 AM. Times for special services will be publicized in school publications.

