

# 2023-2024 SCHOOL HANDBOOK



## **MISSION OF ST. PAUL'S LUTHERAN SCHOOL**

We, as a Lutheran School in partnership with our parents and congregation, provide a high quality education to nurture our students to become lifelong learners, responsible citizens and Disciples of Christ.

**ST. PAUL'S LUTHERAN SCHOOL**

**8601 HARRISON AVENUE**

**MUNSTER, INDIANA 46321**

**219- 836-6270**

[stplschooll@stplmunster.com](mailto:stplschooll@stplmunster.com)

[www.stplmunster.com](http://www.stplmunster.com)

@StPaulsSchoolMunster—Facebook

[www.Factsmgt.com](http://www.Factsmgt.com) (SPL-IN) — School Information System

[www.myschoolbucks.com](http://www.myschoolbucks.com)—Lunch Account

## 2023-2024 SCHOOL CALENDAR

August	1	Teachers Report
	10	Reporting Day Grades K-8, 9:00 – 12:00 pm or 3:00 to 6:00 pm
	15	Preschool Information Meetings 5:30 – 7:30 p.m.
	17	First Day of School 8:15 am bell (Preschool through Grade 8)
	22	Band Orientation Meeting – 6:30 pm
	24	<b><u>Late Start Thursdays begin (Kindergarten- Gr. 8: begin school at 8:45 a.m.)</u></b>
	24	Classroom Meetings (5:00-7:00 p.m.) Grades K-8
	26	Band Camp 9:00am-2:00pm
September	4	Labor Day – No SCHOOL OR PRESCHOOL
	25	School pictures PS-8 (retakes TBD)
October	13-17	NO SCHOOL OR PRESCHOOL (Fall Break)
	20	End of 1st Quarter (43 days)
	26	Parent/Teacher Conferences K-8 (1:15 pm dismissal)
	27	Parent/Teacher Conferences K-8 (1:15 pm dismissal)
November	3 & 4	Musical Grades 5-8 (Gym)
	9-10	4th grade Outdoor Education
	21	VIP Day (i.e. parent/grandparents/other)
	22-24	NO SCHOOL OR PRESCHOOL - Thanksgiving Vacation
December	12	Preschool/Kindergarten Christmas Program (6:30 p.m./church)
	16	Christmas service grades 1-8 (5:30 pm/church)
	21	End of 2nd Quarter/First Semester (41 days)
	22	1:15 p.m. Christmas Vacation begins Grades PS/K-8 (no extended care for PS/K-8)
	22-1/5	NO SCHOOL OR PRESCHOOL - Christmas Vacation
January	8	School and Preschool resume
	TBD	Winter Band concert
	15	NO SCHOOL OR PRESCHOOL Dr. Martin Luther King, Jr. Day – make up day if needed
	21-27	National Lutheran Schools Week
	27	Community Open House
	27	ISSMA Vocal/Piano Contest
February	3	ISSMA Instrumental Contest
	19	NO SCHOOL OR PRESCHOOL President’s day – Make up day if needed
March	4-15	IREAD testing, grade 3
	15	End of Third Quarter (48 days)
	TBD	Spring Conferences if needed in the evening
	29	1:15 p.m. dismissal – Good Friday
April	1-5	NO SCHOOL OR PRESCHOOL – Spring Vacation
	11-12	Sixth Grade Outdoor Education (Camp Tecumseh)
	15-5/10	ILEARN Testing - Grades 3-8
May	6-10	Staff Appreciation Week
	TBD	Confirmation Service
	TBD	Track Meet
	17	Recognition Event (grades 5-8)
	TBD	8th grade trip
	27	NO SCHOOL OR PRESCHOOL – Memorial Day
	30	End of Fourth Quarter (48 days)
		1:15 pm Dismissal PS-8 – Last day of school and preschool
	7:00 pm 8th grade graduation service	
	31	Make up day if needed
June	1-2	Make up days if needed

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## Contact Information

### CONTACTING SCHOOL IN CASE OF EMERGENCY DURING THE SCHOOL DAY

The school phone number is 219.836.6270 ex. 200

### CONTACTING THE SCHOOL- NON EMERGENCY

Parents may contact the school office by e-mail: [stplschooll@stplmunster.com](mailto:stplschooll@stplmunster.com)

Parents are encouraged to visit St. Paul's Lutheran School on the website: [www.stplmunster.com](http://www.stplmunster.com) or FACTS under resources to download forms, schedules, maps, newsletters and access St. Paul's online calendar, check grades, find information on emergency closings or other current information.

FACTS: [www.factsmgt.com](http://www.factsmgt.com)  
District Code (SPL-IN)

## Philosophy & Commitment

The Lutheran Church-Missouri Synod believes “the most effective education agency available to the church to equip children for living the Christian faith is the full time Lutheran elementary school.” The primary purpose of St. Paul’s Lutheran School is to proclaim to all the life, death and resurrection of Jesus Christ. Students are led to know their Lord and Savior in a deep and personal way. Our primary objective is to lead the students to the truths of our faith and integrate these scriptural truths into a God pleasing daily life. This nurturance is guided through the work of the Holy Spirit, who changes the hearts and lives of sinful people. He also brings victory and comfort to all individuals who are declared totally and unconditionally righteous through Christ’s death and resurrection.

We offer daily religion classes, weekly chapel services and daily exposure to Christian role models and peers. In our Christian education the proper application of Law and Gospel is always an important component of life and learning. Each student is taught to use the created world of God the Father to the glory of God. In support of this desire all classes are taught with a spiritual emphasis to prepare each child for this world and for the world that is to come.

St. Paul’s Lutheran School teaches the Christian faith. The commitment to Christian education goes beyond scheduling a daily religion class. All studies are presented in the light of God’s Word so that all learning is integrated and becomes meaningful to the child of God as ways of developing talents for greater service to a loving God who redeemed him from sin. As the child progresses through the grades, he grows in the learning and understanding of the doctrines of the Bible. Students develop a deeper faith by learning and committing to heart and memory chief components of the Christian doctrine, prayers, Bible verses and hymns.

## Admission Policy

St. Paul’s Lutheran School admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. There is no discrimination on the basis of race, color, nationality or ethnic origin in the administration of the educational policies, admission requirements, athletic programs and other school administered programs.

St. Paul’s Lutheran School is maintained primarily for the Lutheran training of the children of St. Paul’s Lutheran Church. Such children therefore have first consideration in enrollment. St. Paul’s enrolls students in the following order of priority:

- A. St. Paul’s members enrolled and not enrolled in the preceding school year
- B. Children of affiliated Lutheran Church-Missouri Synod congregations
- C. All others

The following principles govern enrollment:

- A. The parents should be motivated primarily by the religious program of the school and parent and child must agree to participate in the religious programs the school offers.
- B. Parents shall give assurance that they will cooperate with the school in all matters of program and policy.
- C. All parents of prospective students shall set up an interview time with the principal. Parents shall provide a name, address and phone number of the previous school so information needed for enrollment may be requested.
- D. Children who need special services for learning disabilities, emotional impairments, etc. services which St. Paul’s does not provide will not be allowed to enroll. In addition, a child whose presence is considered detrimental to other children will not be allowed to enroll.
- E. All students who enter St. Paul’s do so on a probationary period of 9 weeks.
- F. All in-coming transfer students will be tested using a standardized instrument to determine levels and proper placement, and must have immunizations updated and present a physical to the school.
- G. Students entering Kindergarten must be five years old on or before August 1. The state also requires that a physical examination and up-to-date immunizations be provided before the beginning of school.

The child's acceptance is based upon meeting the qualifications given above, and upon the amount of classroom space available. In the event significant information is withheld or there is inaccuracy of information provided, and/or if upon receiving files from the students previous school there is reason to be concerned about meeting the educational needs of the student, St. Paul's reserves the right to reconsider the student's acceptance. All required forms (including, but not limited to Application for Enrollment, copy of their birth certificate, immunization records, acknowledgement of reading the School handbook) must be submitted before a child is officially enrolled.

## STATE REQUIREMENT

All new students Kindergarten through eighth grade must have copies of their birth certificate and health records on file by the first day of attendance.

Indiana State law requires a child to reach his/her 6th birthday on or before August 1st of the year they enroll in first grade.

Kindergarten enrollment requires a Physician Certificate (School Physical) including immunization records on approved school forms. See the form entitled Indiana State Department of Health Minimum Immunization Requirements for School Entry schedule for all grade levels, from the School Office or off the website.

## Family Values Policy

St. Paul's Lutheran Church and School teaches in accord with the Scriptures, Lutheran Confessions, and the Lutheran Church-Missouri Synod on all matters of doctrine, including doctrines related to the definitions of human life, marriage, sex, gender, and family. These doctrines include but are not necessarily limited to our belief that:

- A. human life begins at conception
- B. our lives belong to God
- C. sexual relations are reserved for marriage
- D. we are to honor God with our bodies
- E. marriage is a permanent union of one man and one woman
- F. every person is either male or female
- G. a person's sex is an objective biological fact

We believe that these doctrines reflect God's design of humanity, marriage, family, and society, and that teaching them is part of our mission as a church and school.

We also believe that in this fallen world people who are loved by God experience difficulties and brokenness for themselves and their families when God's good designs do not seem to work or apply properly in their lives, and we seek to have nothing but compassion for people in those circumstances. As fellow sinners we recognize that our church and school communities are filled with people whose individual and family lives do not and cannot perfectly reflect God's will or design, and we preach full and free forgiveness for Christ's sake to all who repent and trust in Him for salvation. While we struggle to apply them, the doctrines and designs themselves remain good and true.

Advocating against or deliberately contradicting these doctrines in a way that interferes with or significantly undermines the mission of St. Paul's Lutheran Church and School may be grounds for removal from the St. Paul's Church and School community at the discretion of the senior pastor, principal, Board of Christian Education, and Board of Deacons.

## STATEMENT ON CRITICAL RACE THEORY

St. Paul's Lutheran Church and School teaches in accord with God's Word that God made mankind in His image and that all human beings share the same origin, suffer from the same fall into sin, and are offered full redemption in Jesus Christ. Strictly speaking, there is only one human race. Accordingly, we serve students and families of all ethnicities and colors without distinction. We seek to provide a learning environment in which skin color and ethnicity is irrelevant.

We also acknowledge that despite Christianity's clear teaching that all people have the same inherent value and ultimate origin, differences in skin color have often led to injustice, bitter hatreds, prejudice, and divisions in the world and even among Christians. These sins and afflictions can be difficult to overcome, and God's Word calls to repentance anyone who manifests or perpetuates them. Although we may be required for some government purposes to classify our students according to their ethnicity, race,

or skin color, such classifications work against our Christian and educational mission and purpose, so we strive not to import them into the classrooms or into the hearts and minds of our students.

We reject any religious doctrine, sociological theory, or educational practice that:

- A. perpetuates negative stereotypes based on race/color;
- B. tolerates abusive language based on race/color;
- C. accuses people of being racist based on their race/color;
- D. categorizes or segregates students according to race/color;
- E. asks students to classify themselves or others according to race/color;
- F. applies differing academic expectations or standards of behavior based on race/color;
- G. expects or assumes solidarity or group loyalty among people of the same race/color;
- H. treats individuals as representatives of their race/color.

We will address God's Word and sound management principles any faculty, staff, student, or parent who violates these teachings and policies. Persistent violations may lead to removal from the St. Paul's Lutheran Church and school community.

## Gender Identification Policy

Jesus Christ is the cornerstone of St. Paul's Lutheran School. All instruction, intra and extracurricular events are done in honor and praise of Him. St. Paul's Lutheran School distinguishes between male and female based on an individual's gender as indicated on their birth certificate. Restroom facilities and locker rooms are designated at St. Paul's Lutheran School to accommodate males or females as such.

## Attendance

### SCHOOL HOURS

The school day begins at 8:15 a.m. and ends at 3:15 p.m. for grades 1-8. In general, Thursdays are "late-start" days beginning at 8:45 a.m. Lunchtime varies for the different grades.

Morning Kindergarten begins at 8:15 a.m. and ends at 12:00 noon. Full day Kindergarten begins at 8:15 a.m. and ends at 3:15 p.m.

Extended care sessions are from 6:30 a.m. to 8:15 a.m. (8:45 a.m. on late-start days) and from 3:15 to 6:00 p.m.

(See section "Extended Care" for more information.)

Students are normally not to arrive on school property before 8:05 a.m. unless they are enrolled in the Extended Care Program. All other exceptions require a written request and approval from the principal. Students are not allowed in the classrooms before 8:05 a.m. unless they are accompanied by a teacher or another faculty member.

Students who arrive early without prior principal approval will be sent to the Extended Care Program and parents will be billed. Similarly, students who are not picked up by 3:30 p.m. will be sent to Extended Care and parents will be billed.

### ATTENDANCE POLICIES AND PROCEDURES

Regular attendance is essential for a student to be successful in school. Absence from school is one of the chief causes of poor performance and low achievement. The learning process is progressive – each day's lesson builds on the class activities of the previous days. If a child is absent, that experience can never be completely made up. Students who read the material and do the absentee work can never fully compensate for the instruction, hands-on activities, and discussion that they missed in class.

Responsibility is a learned behavior, and regular attendance encourages the development of the other patterns of conscientious behavior. The student and his/her parents are responsible for making every possible effort to ensure that the student is in school every day and on time for all classes. A full day is considered six hours of instruction according to the Indiana Department of Education

St. Paul's Lutheran School understands, however, that sometimes it is necessary for a student to be absent. If a student is absent, the administration, under state law, reserves the right to determine whether absences from school are justifiable. Doctor, dentist, and orthodontist appointments should be scheduled outside of school hours. In the event an appointment is unavoidable, a written note should be sent to the school office a day in advance stating the reason, date and time of early dismissal.

## **ABSENCE CLASSIFICATION**

When a student must be absent for a full day or at any point during the day, whether he or she arrives late or leaves early, the student **MUST**

- a) have a written note sent in ahead of time giving reason OR
- b) be called off by his/her parent/guardian prior to 7:45 a.m. giving reason. In the event an absence can be confirmed by a professional or some other type of documentation, the parent must submit the document to the school office within 5 school days so that the absence can be labeled properly. St. Paul's Lutheran School classifies absences as verified, excused, and unexcused:

### ***Verified***

Personal illness verified by a note from a physician

Required court attendance

Death in the family or of a relative

Professional appointments verified by a note from the doctor, dentist, orthodontist, etc.

Exclusion because of exposure to contagious disease verified by doctor's note

Observation of a religious holiday

(In order for observance of religious holiday to be excused, parents or guardians must provide the school with a written excuse explaining the observance of a religious holiday. The absence must take place on the actual date of the holiday. Students will not be excused for religious services held during the school day if such services are held at other times of the day. Absentee work must still be made up.)

### ***Excused***

Personal illness confirmed by a phone call from parent/guardian

Prearranged absences including vacations need at least one week's prior notice to the principal.

Prearranged does not mean the "day of" the absence

### ***Unexcused***

Students are allowed only 7 days of excused/unexcused absences in a semester. After 7 days of excused/unexcused absences, all other absences are considered unexcused. Hardship cases will be considered for exception by an administrator on an individual basis.

If students bring in proper documentation for the absence by a medical doctor, mortuary, or court official, the absence will be classified as verified absence and will not be counted toward the 7 days of excused absence. Such statement should be presented to the school office within 5 days of returning to school.

When a child accumulates 7 days of excused/unexcused absences, a letter will be sent home with the child. If the child accumulates 2 additional unverified absences, the parent/guardian may be asked to attend a conference to discuss the issue. If the child accumulates 10 or more absences that are not verified, the school may be required to turn the matter over to the Lake County Prosecuting Attorney's Office or Child Protective Services, in accordance with Indiana's Compulsory School Attendance Law (IC 20-33-2)

## CORRECTIVE ACTION

If the reason for an absence or a pattern of absence is deemed unexcused, a conference will be scheduled with the parent/guardian and appropriate school personnel. Unexcused absences will result in a 5% reduction of the student's grade. If patterns of absence continue, the principal may take further action steps. These include:

- A. Referral to the Board of Christian Education
- B. Referral to the local truancy officer 20 days of absence, during one school year may lead to a recommendation of retention

## TRUANCY

Truancy is an unauthorized/unexcused absence. A student is truant if he/she does not show up to school and a parent does not confirm the absence.

Regular attendance at school is required by Indiana State law. Frequent absences of students from classroom learning experiences disrupt the continuity of the instructional process. Students whose families insist on regular attendance reinforce the idea that school is important part of their lives. Parents are urged to make certain their child is in school each day the students' health permits.

## ABSENCE PROCEDURE

When a child is absent from school it is the responsibility of the parent/guardian to arrange for obtaining assignments. Notifying the school office by 7:45 a.m. allows the teacher adequate time to prepare the assignments for pick up after 3:45 p.m. Make up work is a student's responsibility. In some cases, assignments may be given out prior to absence will be due on original due date. When a student returns to school, make up work will be due within the same number of days absent. All homework assignments are automatically sent to the school office for pick-up by 3:45 p.m. If a parental note is not received any absence will be deemed unexcused.

For an early dismissal, the parent/guardian is required to meet a student in the school office. If the student returns to school that day, he/she will report to the office before going to class.

Students who are absent a whole day are not eligible to participate or attend after school activities. These include athletic events, musical programs and graduation services. If absences are necessary a written statement must be submitted to the principal at least one week prior to the activity.

## VACATIONS

Family vacations are important to build strong family ties. However, taking vacations during the school year hinders a child's learning. Families are discouraged from taking vacations while school is in session. Missing school for a vacation, the student must assume responsibility for any unsatisfactory work or difficulty in school caused by the absence. Teachers may or may not be able to provide work in advance. In the event an absence is requested, written notice should be given to the principal a week in advance.

## TARDINESS

The school doors are locked promptly at 8:15 a.m. Students arriving late must enter the school office to receive an admit slip before going to class. A student is tardy to class/school when the bell has rung and he/she AND his or her belongings are **NOT** in the classroom. A student is also tardy when he/she has dropped off his/her belongings in the classroom but has left the room **without teacher permission**, and the student does not return to the classroom before the bell rings. The parent or guardian may NOT accompany the child to his or her classroom as this causes additional disruption to the classroom instructional time.

Tardiness due to a doctor's appointment does not add to the excused/unexcused tardy count as long as a doctor's note is received within 5 days. Students in grades 5th – 8th may also receive a tardy notice for arriving to class after the passing period ends. Ample time is allotted for students to change classes during the day.

Tardy consequences as follows:

1st—Warning	4th—Detention following day	6th—In School Suspension
2nd—Warning	5th—Friday Detention until 4:00	(only 50% credit for school work)
3rd—Warning	(Must serve on Friday)	7th—In School Suspension
	Only doctor appointments and	(only 50% credit for school work)
	Family emergencies will excuse	8th — Out of School Suspension
		(0 credit for school work)



## CHURCH & SUNDAY SCHOOL ATTENDANCE

Parents are Christian teachers and daily role models to their children. When we are received into church membership we express our intention to attend corporate worship, make diligent use of the means of grace and lead a righteous and godly life. Regular worship attendance is expected for parents and students, including Sunday School for students.

One responsibility of the St. Paul's Lutheran Church Board of Deacons is to monitor member church attendance. Weekly student church and Sunday School attendance is monitored in the classroom and recorded.

Attendance concerns for families of St. Paul's Lutheran School students will be shared with the Board of Christian Education for follow up and supportive discussions to gain understanding of the family needs.

Parents who are members of another Christian congregation, or who have no church home are warmly welcome to attend worship and Sunday School at St. Paul's at any time.

## Communication

### EMAIL DISTRIBUTION LISTS

The purpose of this policy is to describe the appropriate use of **mass** email distribution lists. By allowing only **authorized** accounts access to mass distribution lists, we limit the risk of distribution of inappropriate or excessive email messages. This allows for a stream of information used in connection with the operations of the school.

Acceptable Use:

Use of mass distribution lists by school personnel, parents or students to a large group, such as all school families or all faculty and staff, should only be used when:

- Message is approved by the Principal and/or Pastor
- Message is relevant to all members of the distribution list
- Directly relates to carrying out the business of the school

Examples of Acceptable Use:

- Principal Announcements
- Emergency notices, including church and school facilities outages and information updates
- Expected street, traffic and parking interruptions
- Other announcements or new reports affecting the school by authorized personnel
- Messages that relate to changes in school policy

Examples of Inappropriate Use:

- Messages that are not in line with the mission of the St. Paul's Lutheran School
- Messages that are personal in nature
- Messages that are commercial in nature, with the exception of those messages that are in support of groups and organizations of St. Paul's Lutheran Church and School
- Solicitation for contributions, charities, or participation in personal activities
- Messages that are anonymous

# Life at St. Paul's

## **CHILDREN'S WORSHIP SERVICE or CHAPEL**

An opening and closing chapel service is held yearly along with weekly chapel services on Wednesdays at 8:30 a.m. Occasionally, a chapel family activity will take the place of the Wednesday service and will be announced.

## **LUNCH**

Students eat in the lunchroom; Kindergarten eats in the Preschool lunchroom; the time varies for each grade level. Please pack a lunch appropriate for the age of your student and an amount that can be totally eaten. Students will not be excused to eat at local restaurants. No pop or candy allowed during lunchtime. The soda vending machines are not available during the school day.

A daily hot lunch may be purchased at school. The hot lunch program is in cooperation with the School Town of Munster and follows the menu as published for St. Paul's. The cost of the lunch for students in grades K-8 will be announced at the beginning of the school year. The cost of the lunch includes a carton of milk. The student's lunch account must be kept current. Please refer to the monthly calendar for days when hot lunch will not be served; on these days all students must bring a sack lunch. Milk will be available for purchase. Information will be available on how to enroll in MySchoolBucks lunch account program.

## **RECESS AND PLAYGROUND**

In order to foster both physical and social growth, all students are encouraged to participate in recess activities. Recess equipment is supplied by St. Paul's Lutheran School. No toys are to be brought from home. All students must remain on the playground and under the direct supervision of the adult on duty. To protect all students safety rules must apply for all recess activities. The safety of an activity will be determined by the teachers and principal. No snowballs are to be thrown on school grounds.

If your child has been absent from school recently and needs to remain inside for recess due to illness, a note must be sent to the teacher. If a student is to remain inside for recess for a period of more than three consecutive days, a written note from a physician must be sent to the teacher. All students will remain indoors if the wind chill factor is lower than 0 degrees.

Students are not to play on the playground before 8:15 a.m. or between 3-3:30 p.m. Students are not to use the playground equipment before or after school unless under direct supervision of an adult.

# Health, Safety and Security

## SAFETY AND SECURITY

St. Paul's Lutheran School is ever vigilant in protecting the children in our charge. To this end we are constantly reviewing and developing safeguards. All visitors, including parents, are required to sign in at the school or church office and wear a visitor tag during their stay in the building. All doors are locked at 8:15 a.m. except the outer doors at the church and school office entrances. Visitors to the Preschool wing may have to be buzzed in if no one is in the Preschool office. As a courtesy, parents are asked to make an appointment to meet with teachers.

Teachers, staff and students are not permitted to be in possession of tobacco related products (including cigarettes, E-cigarettes and vaping, snuff, chewing tobacco, lighters and/or matches). Students are not to be in possession of any type of weapon. Students are not to be in possession of, sell or distribute any controlled (including look-alike) substance or paraphernalia. Violations will result in a disciplinary conference and may result in a police report.

Students are not to play with, tamper or misuse the fire alarms or fire extinguishers. The cost of damages will be incurred by parents.

Code Red Drills, tornado drills and monthly fire drills are held to comply with State accreditation standards. For specific procedures, please reference the Crisis Management Plan. This plan is available in every classroom and the school office.

## EMERGENCY SCHOOL CLOSING

Our commitment to the educational ministry states that school will be open on scheduled days unless there are extreme weather or safety conditions preventing the staff and students from arriving or remaining in the building safely. If it becomes necessary to close the school, the information will be broadcast beginning at 6:00 a.m.

- A. *Television:* WGN Channel 9
- B. *Radio:* WGN 720 AM
- C. *Internet:* [www.EmergencyClosing.com](http://www.EmergencyClosing.com)
- D. [www.stplmunster.com](http://www.stplmunster.com)
- E. St. Paul's School Facebook page: @StPaulsSchoolMunster
- F. E-mail

Students will remain under the supervision of the teacher or program supervisor until picked up. **Please keep all emergency numbers current.** Notify the school office immediately of any change. If your number is unlisted and you choose not to have it published in the school directory you will not receive an emergency closing phone call.

## CONTACTING SCHOOL IN CASE OF EMERGENCY

The direct school phone number is 219.836.6270, x200.

## CONTACTING THE SCHOOL - NON-EMERGENCY

Parents may contact the school by office e-mail: [stplscool@stplmunster.com](mailto:stplscool@stplmunster.com)

Parents are encouraged to visit St. Paul's Lutheran School on the website: ([www.stplmunster.com](http://www.stplmunster.com)) or Facts to download forms, schedules, maps, newsletters and access St. Paul's Online Calendar, check grades, or find other current information.

You are welcome to "like" us on Facebook for social updates and photos. @StPaulsSchoolMunster.

Teachers will return messages during classroom non-teaching time or after school.

## PARKING LOT PROCEDURES

The Parking Lot procedure will be handed out on Reporting Day as determined by the Principal.

## PERMISSION TO WALK/BIKE TO SCHOOL

Students may be released to walk and/or bicycle between home and school. Parent/guardian must make a written request to be reviewed by the principal prior to permission. The request must have destination for walkers/bicycle riders. Forms are available yearly at Reporting Day. Students granted permission to walk will be dismissed through their assigned door. Bike riders will leave chain secured bicycles on the bike rack outside the School Entrance, and walk bicycles from the bike rack to the exit drive.

## MEDICATION

Adult strength 325 mg Tylenol is the only medication kept in the school office for student use. Students who need to take medication (prescription and non prescription) during school hours require a signed parent/guardian permission form on file in the school office. This form is to be completed annually and signed by a physician and parent/guardian for prescription medication and by parent/guardian only for non-prescription medication. The medication is to be kept in the original packaging with the child's name clear and complete instructions (medication name, amount, and how often to be taken). Medication is to be brought to the school office by a parent/guardian. All medication (including asthma medication and Epipens) is to be stored, secured and dispensed in the school office. No medication can be given without the properly completed and signed permission forms on file.

## HEALTH SCREENINGS

Throughout the school year, a variety of screenings will be administered to students at various grade levels – vision, hearing, height and weight. Dates and services of the screenings will be announced through the newsletter and included on the monthly calendar.

## HEAD LICE

Children are to be excluded from school upon confirmation of lice or nits in the hair. Children can be re-admitted upon confirmation by a health care professional as “nit free”. Consultation is available through the Lake County Health Department.

## ILLNESS

Students must be fever and symptom free for 24 hours before returning from school.

# Assessment & Evaluation

## REPORT CARDS

Report cards are issued the first and fourth quarter and available online for the second and third quarter. During the week following the close of the first quarter parent/teacher conferences will be held for all students. The purpose of these conferences is to enhance the home/school relationship in the interest of the Christian education and training of students. The teacher has the opportunity to review and explain the grades and discuss other data and observations that determine student progress. The parents have an opportunity to express their viewpoints on matters affecting the spiritual and educational growth of the child. Parents are required to attend the first parent/teacher conference. Additional conferences will be scheduled as needed or indicated. If a student's performance is not at or above grade level and the curriculum has been modified to meet the student's educational needs this will be noted on the report card.

The following grading scale percentage is used for grades 1-8

A+	99-100	B+	88-89	C+	78-79	D+	68-69	F	0-59
A	93-98	B	83-87	C	73-77	D	63-67		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

## FACTS SCHOOL INFORMATION SYSTEM (SIS)

FACTS (SIS) is available for parents of students in grades K-8 to access their child's grades at any time. During the week following the close of the first quarter, report cards will be distributed at the parent teacher conferences.

## HONOR ROLL and PRINCIPAL'S LIST

Students in grade 5 - 8 will be recognized on a quarterly honor roll. The Principal's List will be based on a 3.75 grade point average or higher. The "B" Honor Roll will be based on a 3.00 grade point average or higher. The Honor Roll will be published shortly after the end of each grading period.

## GRADUATION AWARDS

**Christus Spiritus**—Students are taught to live a Christian life. Each year an eighth grade student who demonstrates the Spirit of Christ in daily life is recognized with this Christian citizenship award.

**Valedictorian** — The Valedictorian shall be the student attaining the highest grade point average in core academic subjects during the last 6 semesters of study in grades 6-8 at St. Paul's Lutheran School.

**Salutatorian** — The Salutatorian shall be the student attaining the second highest grade point average in core academic subjects during the last 6 semesters of study in grades 6-8 at St. Paul's Lutheran School.

**Class Motto Speaker**—The Class Motto speaker shall be the student attaining the third highest grade point average in core academic subjects during the last 6 semesters of study in grades 6-8 at St. Paul's Lutheran School.

Other academic and extra-curricular awards are awarded at graduation or the Recognition Event in May.

## HOMEWORK PREPARATION

Time is provided during the school for students to prepare lessons. The amount of time required for each student needs to complete homework varies. The parent is responsible to instill in the child a positive attitude toward completing homework. It is important to have a suitable place at home for completion of homework. The area should be quiet, well lit, away from distractions (devices, television, video games etc.)

St. Paul's believes that homework is an effective tool for learning. Homework is used

- A. to reinforce lessons
- B. to gain master of materials and skills already taught, and,
- C. as an outcome of a student's experience or activities which aid in developing independent study habits.

## NOTICE OF INCOMPLETE/UNACCEPTABLE HOMEWORK

Notices will be issued to students for incomplete/unacceptable homework and poor test grades. The consequences are progressive for incomplete/unacceptable homework:

### *Grades 1-4 progression is as follows:*

First Offense	Information of academic concern
Second Offense	Warning
Third Offense	Missed recess
Fourth Offense	Missed recess
Fifth Offense	After-school detention
Sixth Offense	After-school detention, Parent/Teacher Conference Required

Seventh Offense	After-school detention, ineligible for any extracurricular activities for ten class days
Eighth Offense	After-school detention for two consecutive days, ineligible for any extracurricular activities
Ninth Offense	Disciplinary action by the Board of Christian Education, ineligible for any extracurricular activity until further notice

***Grades 5-8 progression is as follows:***

First Offense	Information of academic concern
Second Offense	After-school detention
Third Offense	After-school detention
Fourth Offense	After-school detention, ineligible for any extracurricular activities for ten class days
Fifth Offense	After-school detention two consecutive days, ineligible for any extracurricular activities for ten class days, Student/Parent/Teacher/Principal conference required
Sixth Offense	Disciplinary action by the Board of Christian Education, ineligible for any extracurricular activity until further notice

A student may receive a maximum of one homework notice on a given day. This notice will have missing assignments and concerns for all subjects on that day. Notices are to be signed by parent/guardian and returned to the school office the next or following day by 8:10 a.m. to avoid further consequences.

## **ACHIEVEMENT TESTS**

Achievement tests are used to supplement classroom tests. They also identify areas of student strength and deficit with individual skills. The ILEARN, NWEA, IREAD, and other tests are administered to all students in compliance with the Indiana Department of Education requirements. Additional achievement tests are given as needed or indicated.

## **PROMOTION & RETENTION POLICY**

### **PROMOTION**

The administration and professional staff have established promotion and graduation requirements. The decision to promote a student to the next grade level shall be based on successful completion of curriculum, attendance and performance-based local testing. No student shall be promoted based upon age or any other social reason not related to academic performance.

Cumulative grade point average (GPA) is defined as an average of the current school year's quarterly grades to that point. A cumulative (GPA) above 1.33 in the core subjects would show successful completion. The core subjects are defined as English/spelling, reading/literature, mathematics, science, and social studies. A GPA of 1.33 is a D+ average. Four "Ds" and one "C" equal a 1.2 GPA.

### **ASSIGNMENT**

A student achieving a cumulative GPA less than 1.33 in the core subjects may, at the discretion of the administration and professional staff, be assigned to the next grade. ILEARN scores will also be used to make this determination.

The assigned designation may be changed to promotion if the student receives summer tutoring and/or appropriate summer school instruction and then demonstrates measurable progress in the indicated deficient core subject(s). The homeroom teacher will then change the report card to read promoted.

If sufficient progress is not demonstrated, the student will be assigned to the next grade on the condition that tutoring continues throughout the school year. A student should not be assigned to the next grade two years in succession. The administration and professional staff will determine if the student has met the requirements for promotion to the next grade.

## RETENTION

Retention of a student shall be considered when the administration and professional staff determine that it is in the best interest of the student. Retention may be considered in the following circumstances:

- A cumulative GPA below 1.00, the equivalent of five “Ds”, in the core subjects may indicate that the student has not successfully completed the requirements for promotion set forth by the administration and professional staff. Four “Ds” and one “F” would be a .8 GPA.
- Retention would have a reasonable chance of benefitting the student’s total educational and social development.
- The student is performing below his/her ability and grade level.
- The student’s social and physical maturity is below the norm for his/her chronological age.
- If a student has been absent for more than 20 instructional days, the homeroom teacher is to set up a conference with the principal for review to determine if retention would serve the best interest of the student.

***If a student is to be retained, the following procedure is to be followed:***

1. The teachers of students who are having academic difficulties are to inform parents via a parent-teacher conference at the end of the first semester. The principal will also be informed in writing that the student is having serious problems doing average work. At the end of the third quarter, the teacher will inform the parents of the student that retention is a strong possibility for specific reasons. This notification may be accomplished by a telephone call.
2. If it is determined by the administration and professional staff that a student is to be retained, the teacher(s) will set up a conference with the parents and the principal to discuss the decision in early May. If the parents disagree with the decision, the administration and professional staff may make the determination to retain the student. Written supportive reasons for the decision will be given to the parents and kept on file in the school office.
3. ***If the student is in eighth grade***, he/she will not receive a diploma, which represents the successful completion of the required course of study for graduation. He/she may not be allowed to participate in the graduation ceremony. Participation in the graduation ceremony and worship service is an honor for those students who have met the requirements for graduation. This determination will be made by the Board of Christian Education.

# Student Discipline

## PHILOSOPHY OF DISCIPLINE

The Board of Christian Education and the faculty and staff of St. Paul’s Lutheran School are fully committed to the *Policy to Promote Christian Maturity among Students*. St. Paul’s Lutheran School is a Christian setting in which God seeks to accomplish His good and gracious will. This occurs through the power of the Holy Spirit leading students to Christian maturity.

The first step toward Christian maturity is the recognition that the Law condemns and the Gospel saves. Under the Law the student, like any other child of God, is a sinner and deserves eternal death and thanks to the Gospel the student who repents of his sins and believes in Christ as his Savior receives God’s love, mercy, forgiveness and the promise of eternal life.

One of the most important functions of the St. Paul’s Lutheran School staff as ministers of God’s Word is to lead students to Christian maturity through the recognition of the Law/Gospel distinction and inseparability. This is accomplished through the Holy Spirit being at work in the formal teaching of religion classes, the setting of Christian examples by the staff and the use of appropriate levels of discipline, whenever necessary.

It is also recognized that the task of leading students toward Christian maturity must be a continuous process involving the parents in the home setting and the staff in the school setting. It is unrealistic to have little or no growth at home and still expect growth at school. Parents and staff must unite in a close partnership to enable the child to make progress toward Christian maturity. The basic procedures outlined below could easily be used by parents in the home setting.

## Procedure to Promote Christian Maturity Among Students

Whenever a student violates one of God's laws, the staff shall promptly minister to the student to lead him to:

- A recognition of his behavior as a sin against God
- Repentance
- Acceptance of God's forgiving love
- Assurance of teacher's forgiveness

Within the context of ministry, the staff shall use the appropriate levels of discipline when necessary to lead students toward Christian maturity. If other methods fail, levels of discipline shall include but not limited to temporary suspension and expulsion.

Additionally, St. Paul's Lutheran School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a copy of our school's full plan by request in the school office.

## NOTICE OF DISCIPLINARY ACTION

Notices will be issued to students for disciplinary action. The notice is to be signed by the parent/guardian and returned to the school office by 8:10 a.m. the following day to avoid loss of recess. Notice will be given in the cases of, but not limited to:

- A. Disrespect for Others
- B. Defacing Property
- C. Abusive Behavior
- D. Inappropriate Language
- E. Willful Defiance
- F. Tardies
- G. Plagiarism
- H. Drug Possession
  - 1) Smoking, possession of tobacco products, or other smoking materials are not permitted on school property and will result in disciplinary action.
  - 2) Possession, handling or use of any narcotic or drug substance claimed to be a drug or paraphernalia will result in disciplinary action.



- 3) In addition to school regulations, obey local, state and federal laws, including those pertaining to possession, use, transmission and/or selling of any substance that looks like i.e. the so-called look-alike drugs, any form of marijuana, stimulant, any intoxicant, any narcotic, any depressant, or any hallucinogenic drug (use of medication by a student prescribed by a medical doctor).

Consequences can range but are not limited to a 15 minute recess, detention, suspension and costs. All suspensions will result in a zero for all assignments due on that day. Suspensions shall be for a period of no more than ten (10) school days and shall be at the discretion of the principal.

The principal and teachers are authorized to take any action in connection with the student behavior which is reasonably necessary to help any student, such action may include:

- A. Conference with student and parents.
- B. Counseling with a student or group of students.
- C. Requiring a student to remain in school after school hours to do additional work.
- D. Restricting extra curricular activity.
- E. Conference with student and parents to sign a written behavior contract seeking corrective action.

Any student who violates any one or more of the following rules and standards of behavior may be suspended for a period of no more than ten (10) school days:

- 1) Smoking or possession tobacco.
- 2) Possession, using or transmitting any substance which looks like the so-called look-alike drugs, any form of marijuana, stimulant, any intoxicant, any narcotic, any depressant, or any hallucinogenic drug (use of medication by a student prescribed by a medical doctor.)
- 3) Possession or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of controlled substances.

A suspension may be imposed upon a student only after the principal or designee has made an investigation of the alleged misconduct and a determination has been made that the suspension is necessary to help the student or to prevent interference with an education function or school purposes.

The ground for suspension is the section listed above apply when a student is:

- 1) On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- 2) Off school grounds at a school activity, function, or event, or;
- 3) Traveling to and from a school activity, function, or event.

## **PROCEDURES TO RESOLVE MISUNDERSTANDINGS**

It is recognized that misunderstandings may develop between parents and staff members concerning their child's education. It is always better to attempt to solve these misunderstandings at the earliest opportunity. In many cases, a brief conversation between parents and teacher brings resolution. However, more serious misunderstandings can develop.

For these issues the following procedures are recommended:

- 1) A meeting should be set up within 48 hours of the conflict by parent or teacher. The student should not be involved at this point. The meeting should be private at a mutually convenient time. Additional appropriate staff members may be invited.
- 2) Because the Christian strives to lead his life including his relationships with other persons according to God's Word, all communication among parents, staff, and children should be made in the spirit of Christian love. In order to promote this principle, the resolution meeting shall begin by jointly praying for wisdom, Christian love and the guidance of the Holy Spirit in their attempt to resolve the misunderstanding. Parents and staff are encouraged to jointly or separately pray for these blessings during the entire resolution process.
- 3) Neither the parent or staff member shall discuss the matter with other parties.

If the misunderstanding has not been resolved, the following order of communication to reach Christian resolution shall be followed:

- A. Another staff member
- B. Principal
- C. Pastor
- D. Board of Christian Education member for personnel issues
- E. Board of Christian Education

We pray that our love for Christ and our fellow Christians will guide us in resolving all misunderstandings that may develop and that we as parents, staff members and a congregation will be better able to jointly fulfill the welcomed obligation of raising children in the nurture and admonition of the Lord.

## PERSONAL APPEARANCE

St. Paul's Lutheran School we care for our students in all aspects of Christian living. As Christians our role as Ambassadors for Christ should be to reflect the values and teachings of Christ to the community.

We trust parents in sharing our desire to foster high standards in every area of our school program including dress and personal appearance. This personal appearance policy has been developed to promote an educational environment that promotes an emphasis on academics and learning; appropriate dress supports our Christian mission.

The principal and faculty are charged with monitoring the proper dress of students. Parents in partnership share in these efforts to support clothing that demonstrates Christian values and modesty. The faculty will address incidents of inappropriate dress based on this policy. The principal is the final authority in deciding issues of compliance. Modesty and appropriate dress is to be maintained during school hours and during after school activities.

<p><b>TOPS</b></p> <p><b>Colors – any solid color</b></p> <p><b>Short or long sleeve collared polo shirts</b></p> <p><b>Crew neck sweaters, sweatshirts, vests may be worn over the collared polo shirt.</b></p> <ul style="list-style-type: none"> <li>-no logos or decorations</li> <li>-no patterns or designs</li> <li>-no hoods</li> <li>-full length, no crop tops</li> </ul>	<p><b>BOTTOMS</b></p> <p><b>Colors – solid navy blue, tan, or blue jean</b></p> <p><b>Pants, shorts, skirts, jumpers, one piece polo dresses must touch at least knee or below when standing upright</b></p> <ul style="list-style-type: none"> <li>-pants must have belt loops</li> <li>-no athletic wear</li> <li>-no rips, tears, leggings, jeggings, yoga pants, or anything skin-tight</li> <li>-solid color tights or leggings may be worn under skirts, jumpers, polo dresses</li> </ul>
<p><b>HAIR, SHOES, SOCKS</b></p> <p>Hair should be clean, neat, and of a natural color.</p> <p>Hair that does not stay away from face needs to be tied back at school.</p> <p>Boys' hair needs to be no longer than collar length.</p> <p>Shoes are to be closed toe and heel.</p> <ul style="list-style-type: none"> <li>-shoes and socks are to be worn at all times</li> <li>-no crocs, high heels, flip flops, sandals, or slides</li> <li>-no outdoor snow boots are to be worn in classroom</li> <li>-gym/tennis shoes are required to participate in gym class</li> </ul>	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>-no tattoos, body art, or pierced body jewelry</li> <li>-single-pierced earring for girls only</li> <li>-accessories/jewelry must not present a safety hazard</li> <li>-no false nails; natural nails should not impede daily school activities</li> <li>-no costume apparel</li> <li>-no hats or headwear or sunglasses indoors</li> </ul>

## **INAPPROPRIATE APPAREL**

**Sweat pants, jogging suits, warm-ups, team jerseys, nylon pants or shorts, spandex, pajamas or costume apparel**

T-shirts, shirts with pictures or words, inappropriately sized clothing

Hats, caps, bandanas, sweat bands, boots, jackets or other outdoor clothing worn in classrooms

False nails (natural nails should not impede daily school activities)

Extreme fashion accessories (tattoos, heavy metal/gothic jewelry, body piercing)

Other trends that are deemed inappropriate by principal or faculty

**Clothing that is too tight, too loose, too short, too long, too baggy, etc., MAY NOT be worn**

## **EXCEPTION DAYS**

Picture days

Special holidays or themed “spirit days” approved by principal and faculty

Spirit Day (every Friday)

### **Violation Procedures:**

Students in noncompliance of the personal appearance policy will be sent to the principal. Prompt communication with the parent will explain the concern and seek remedy. All written notices are to be signed by parent/guardian and returned to the school office by 8:30 a.m. the following day.

First Offense            phone call and student withheld from class until proper clothing is provided/worn.

Second Offense        above plus lost recess.

Third Offense          above plus detention assigned

Severe or extreme violations will always result in parent being called to bring proper clothing to school and may result in a higher level consequence.

## **HARASSMENT AND BULLYING POLICY**

St. Paul Lutheran School is committed to maintaining a Christian environment that is free of harassment and bullying.

Harassing or bullying is strictly prohibited. Students shall avoid any conduct or action that could be characterized as harassment or bullying.

Students violating this policy shall be subject to disciplinary action up to and including expulsion.

Harassing, intimidating, threatening or bullying includes use of any words or actions that are repeated or severe, actions that substantially interfere with a student’s learning, educational benefits, opportunities, performance or personal safety real or perceived. These words or actions can take place at school, on the way to or from school, on or immediately adjacent to school grounds, at any school-sponsored activity or on school provided transportation and have the effect of one or more of the following:

- A. Threatening, insulting, demeaning, or systematically excluding any student or group of students in such a way as to disrupt or interfere with the school’s mission or the education of any student.
- B. Inciting or creating a hostile school environment.
- C. Placing a student or group of students in reasonable fear of physical and/or social/emotional harm or damage to the student’s property.
- D. Physically harming a student or damaging a student’s property.

The administrative process for receiving, investigating and resolving complaints of harassment or bullying will include the following:

- A. A written form for reporting occurrences of harassment, intimidation, threatening or bullying. An investigation to document the validity of the report(s).
- B. Assigning of appropriate disciplinary action based on the results of the investigation as provided for in the discipline policy.

- C. Written reports of occurrences of harassment, intimidation, threatening or bullying will be directed to the principal who will be responsible for conducting the investigation and taking appropriate action.
- D. Students who feel they have been harassed or bullied are encouraged to immediately inform a teacher, the principal or other school/church staff.
- E. Staff, adult volunteers or students who witness or have reliable information that a student has been harassed or bullied shall be required to report the matter to a teacher, principal or other school/church staff immediately.

Reports of harassment, intimidation, threatening or bullying may be made anonymously although disciplinary action based solely on anonymous report is not permitted as it violates due process.

Retaliation against students who report harassment, intimidation, threatening or bullying is prohibited. Retaliation against those who participate in an investigation of harassment, intimidation or bullying is prohibited. All incidents of retaliation shall be immediately reported to the principal and are subject to disciplinary action up to and including expulsion.

Students making false accusations of harassment or bullying as means of reprisal, retaliation or harassment are subject to disciplinary action up to and including expulsion.

## **Extracurricular and Support Programs**

### **ACADEMIC EXTRACURRICULAR POLICY**

Students are expected to maintain a C average (70%) or above in each subject area of the report card for them to participate in after school extracurricular activities.

The athletic director will check grades every Monday to be sure that all students in extracurricular activities (sports, musical, student council, etc.) have kept all their grades at a 70% or higher. If students are found to have a lower grade in a subject, the student and coach/leader will receive an academic notice form from the athletic director that says they are not eligible for any after school extracurricular activity until that grade is raised to a 70% or higher.

If a teacher posts grades during the week, and the grade is raised, the student is responsible to show their progress report to their coach/leader and they will be able to resume their after school activities. If the student does not show evidence to their coach/leader, they will not be able to resume practices, game, rehearsals, or activities until evidence is shown by the student or the Athletic Director checks on the upcoming Monday.

### **ACCELERATED READER PROGRAM**

St. Paul's students have access to the entire library of Accelerated reader quizzes through an online program called *Renaissance Place*. The database contains over 100,000 titles and is continually updated. To see if the book title is included go to [www.renlearn.com/store](http://www.renlearn.com/store). Go to Quiz Search in the Quiz store section of the page. Type in the title of the book in the search toolbox. (Searches can also be made by author). Press "Go" and wait for your answer. The link is also available online at St. Paul's website: [www.stplmunster.com](http://www.stplmunster.com).

### **PHYSICAL EDUCATION**

Students at all grade levels have physical education classes. For safety and hygiene purposes appropriate attire is required:

- Grades 1-4 require a separate pair of gym shoes to be left at school.
- Grades 5-8 require a separate pair of gym shoes to be left at school; a school gym uniform is required.
- A written note from a physician is required if a student is going to miss 2 consecutive gym classes.
- If a student doesn't participate in gym, they may not be active at recess.

Students are subject to grade reduction if not properly attired for gym class.

### **REMEDIAL SUPPORT SERVICES**

Students demonstrating a need for additional academic support will receive individual and/or group remedial instruction. Tutoring, study skills and reinforcement of skills will be addressed. The remedial teacher will also assist the classroom teacher in developing instructional modifications for student learning.

## MUSIC

St. Paul's Music Ministry has a variety of opportunities for our children to explore and learn the language of music. The aesthetic joys of "music making" cannot be duplicated in any other art form; it is a communication unto itself. It is an ability that will never be outgrown. It has also been found that the study of music strengthens the mind's learning potential. Students should be encouraged to participate explore and learn the language of music to develop skills and appreciation. Students who are part of a music program tend to achieve at higher levels in all areas of school. In order to follow the Indiana State Standards for Music, St. Paul's will provide a music education program for students in grades 2-8.

In order to better evaluate a child's progress whether in band, choir, handbells, or music education, a grade will be issued to help communicate responsibility, dependability, and accountability for making rehearsals, attending services and scheduled performances, having proper equipment and music available, etc.

***Little Lambs***—includes all students in Preschool, Kindergarten, and grade 1 meets weekly and sings for two scheduled church services per year.

***St. Paul's Gospel Lights***—includes all students in grades 2, 3 and 4. Primary Choir is a vocal choir that meets once a week along with a general music education class during the school day. In addition, primary choir sings for scheduled worship services once a month throughout the school year. Students who are members of other churches are encouraged to participate in the scheduled services.

***St. Paul's Children of the Lord Singers***—is an optional vocal choir consisting of students in grades 5-8. Choir members make a yearlong commitment and rehearse twice a week during the school day and sing once a month at scheduled worship services throughout the school year.

***Junior Master's Ringers*** - is an optional handbell choir for students in grades 5-8. The choir members make a yearlong commitment and rehearse once a week. The choir plays for scheduled worship services once a month throughout the school year. No musical background is required to join.

***Band*** - is an optional instrumental program for students in grades 5-8. Band fees of \$65.00 for the year are charged at registration. Programs are offered for beginning and advanced band members. Members make a yearlong commitment and meet for one full band session and one group instruction per week during the school day. Bands perform at a variety of events throughout the school year including one concert each semester. An orientation meeting is held for those who may be interested in learning more about the program and instruments. Parents are responsible for the purchase or rental of an instrument.

***General Music Education***— All grades will participate in general music curriculum. General music education meets once a week during the school day and allows students to create, perform, and respond to music. Music is an integral part of our curriculum.

## FIELD TRIPS

All off-campus trips will require a signed permission slip. Parents who provide transportation for field trips scheduled during the school day must have a copy of their driver's license and auto insurance policy on file in the school office.

### OVERNIGHT FIELD TRIPS

St. Paul's Lutheran School provides unique educational experiences for students in grades 4, 6 and 8. These opportunities for enriched education include outdoor education and trips of historical value. These trips are considered part of the regular school curriculum. Therefore, all students are expected to attend and participate in the scheduled activity. These experiences include:

- Grade 4: A two-day outdoor education and camping at Camp Tecumseh in Brookston, Indiana
- Grade 6: A two-day outdoor education and camping at Camp Tecumseh in Brookston, Indiana
- Grade 8: A five-day class trip

There are certain circumstances where attendance on these trips will be excused. Parental objection or a medical condition. Absence must be approved by the principal. Requests must be made in writing to the principal at least two weeks prior to the scheduled event. Students may be denied attendance on these trips due to disciplinary action upon the recommendation of the principal.

## **INTERSCHOLASTIC SPORTS**

St. Paul's Lutheran School is a member of the South Suburban Lutheran Athletic League. The Lutheran schools belonging to the SSLAL as well as several other Indiana Lutheran Schools provide opportunities for boys and girls teams in basketball, track and field (3rd and 4th grade students may also be included) and girls in volleyball and cheerleading. Any student in grades 5 through 8 who passes a physical examination is eligible. (Younger grades may be included depending on team numbers.)

Students must have a signed parent permission and physical forms on file in the school office one week prior to the activity starting date to participate in these activities. A physical examination form must be on file in the school office prior to the beginning of practice for that sport. Physicals must be renewed each year. A participation fee of for each activity (A & B basketball, volleyball, cheerleading, soccer) will be charged for every student participant.

Notification of sports opportunities will be in the school newsletter and via notes sent home to eligible students. Calendars are published monthly. If games/practices have to be cancelled, parents will be notified before the end of the school day. A goal is to include all students who express an interest in a particular sports activity to the level of their ability. In addition to skills, the students will be taught the value of team in terms of commitment to attend practices, accept direction, group spirit, morale and overall teamwork. All of the components are considered when team roster decisions are made.

When the number of participants in grades 5 through 8 reaches a number where safety, supervision and opportunity for proper instruction are compromised, the participants will be divided into groups. A core group of members will be expected to participate in all activities. The other groups will serve as practice groups and be rotated on a regular basis to participate in the activities.

Parents' cooperation is vital to a successful program. Please consider helping by volunteering to work in a variety of areas including, gate, keeping score, running the clock, hall monitor, etc.

Students who are absent a whole day are not eligible to participate or attend after school activities. These include athletic events, musical programs and graduation services. If absences are necessary a written statement must be submitted to the principal at least one week prior to the activity.

## **SUPERVISION AND CONDUCT AT AFTER SCHOOL/ATHLETIC EVENTS**

At no time during after school activities (practices, dances, Scout meetings, Youth Group, event set ups, etc.) are students allowed to be in any part of the school or church building other than the area of their supervised event. Siblings of student participants must have adult supervision or be admitted to Extended Care. Students waiting for after-event pick-up will be admitted to Extended Care after 15 minutes, when available. Activity supervisors are responsible for their participants only.

Arrangements for transportation from after school activities should be made before the child comes to school in the morning. This will avoid the need to make arrangements by calling the school during the day or after the close of the activity. Such calls should only be made in cases of emergency. Activity sponsors/coaches are not permitted to transport students. Parents who agree to provide transportation for athletic events or field trips are required to have a copy of their driver's license and automobile insurance policy on file in the school office.

When a student's parent is present at an athletic event, he/she shall be responsible for the supervision of their children not participating in the activity. Students are to sit with their parents to watch the game and not run around.

Students attending an athletic event must be under the supervision of their parents, or an adult specified by their parent. Students without an adult supervising will be sent to extended care during extended care hours.

# Technology

## STUDENT USE OF TELEPHONE

A telephone is available for student use between 8:05-8:15 a.m., during lunch, recess and after school. The telephone is not to be used by students during class time or study hall time. If a child becomes ill or an emergency call needs to be made the teacher or secretary will make the call. Students are not to use the telephone in the school office or church without permission.

## USE OF ELECTRONIC DEVICES

St. Paul's Lutheran School supports the advancing use of technology to enhance learning. However, certain electronic devices can be counter-productive to the educational process. St. Paul's School will observe measures intended to protect the privacy rights of individuals using school locker rooms and restrooms.

Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or his/her designee and Board policy. St. Paul's recognizes the privacy rights of individuals using the locker rooms and restrooms and shall take reasonable measures to protect an individual's privacy.

No cameras, cell phones or other devices that can be used to record or transfer images may be used in the locker rooms or restrooms at any time.

No person may use a cell phone in the locker rooms or restrooms at any time. Cell phones should be turned off when they are in a locker room and/or restroom.

Persons violating this policy shall be subject to appropriate disciplinary action in accordance with St. Paul's policies and procedures and/or penalties under state law or local ordinance. The building principal and/or his designee shall be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room and restroom.

Note: If we ban all technology capable of recording or transferring images, we must furnish a place for safe storage and retrieval of said items.

Student use of cell phones, music devices, and any other electronic device is prohibited from the time students arrive on school property until the time students leave school grounds at the end of the day. If a student does not adhere to the policy, the student will have his/her phone taken away from him/her, and the phone will be delivered to the school office. Any electronic device removed from the student's possession because of inappropriate use will be returned to a parent/guardian at the end of the school day. After any offense the notice of disciplinary action will be followed as with other infractions. Authorized student use of cellular phones may be granted by the administration in certain emergency situations.

## TECHNOLOGY USE POLICY

The use of computers during the school day is an integral part of student education. The use of computers is a privilege not a right and inappropriate use will result in cancellation of the privilege to use the computers and other discipline. Students will be held responsible for their actions and activity while using technology at St. Paul's Lutheran School.

Technology is to be used in a way that treats others in a God pleasing manner. The sending of harassing or degrading messages, using files and email to bear false witness or spread rumors about others or posting anonymous messages or personal communications without the original author's consent is prohibited. Any use of the computer to demean another person, whether they be other students, teachers, staff, parents in a way contrary to God's Word will not be tolerated.

Do not interfere with the work of another student or teacher. Students may not degrade or disrupt the normal function of hardware or software so that the performance of these items is damaged. Students may not use technology in such a way that is disruptive or harmful to the teacher, students, or classroom environment. Any student who uses a computer in a manner that is outside the parameters established by the teacher is subject to disciplinary action.

The privacy of other people, students or teachers is to be respected. Any invasion of the privacy of another is a violation of this policy. Students may not access the messages, files or work of another student or teacher or in any way alter these items. Students using technology are expected to follow the 7th Commandment. It is illegal to violate copyright laws. Copying of program files (as opposed to personal word processing files or another student's work) is prohibited except with the approval of the homeroom teacher and their personal supervision.

Students are to use computers only as instructed by the teacher, student may not attempt to gain any unauthorized access to resources, programs or on-line sites. Students are expected to maintain individual computer settings. These settings (such as background, icons, screen savers etc.) may not be altered without the permission of the instructor.) Students may not use the technology of St. Paul's Lutheran School for personal, financial, or commercial gain.

All students are expected to adhere to all of the following guidelines concerning Internet use:

- Personal information of any kind about themselves or another may not be transmitted via social media, including the location of another, at any given time.
- Students may not use the Internet without the direct personal supervision of the classroom teacher. Direct personal supervision means the teacher (or a qualified individual) is present in the classroom or computer lab and is actively monitoring the work of students.
- Students are expected to maintain a Christ-like demeanor at all times. No text, image, movie, music or sound that contains material or language that offends or demeans others will be allowed.

Consequences for policy violations may include:

- Withholding of privileges
- In-school suspension
- Out of school suspension
- Expulsion

Computer technology is a gift from God to His people. Like any other gift it is our responsibility to use the gift wisely to glorify God and advance His kingdom. St. Paul's Lutheran School acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our students to use this gift in a way that is keeping with our Christian faith. We pray that God will bless our efforts to enhance student education experience through technology.

## Technology : Middle School

### GRADES 5 THROUGH 8 DEVICE POLICIES AND PROCEDURES

We at St. Paul's Lutheran School require that your child will have his or her own Chromebook in 6th – 8th grade. Students will need to purchase their own Chromebook with the following specifications; 11 inch screen and 3 GB memory.

#### Home Internet Access

Students are allowed to set up wireless networks on their Chromebooks, with the permission of their parents. The students will have the ability to log into their Google accounts, where all their school work is saved and available. This will assist them with the Chromebook at home. "Google for Education" is a web-based application. Printing school assignments will be available at school and students can upload to Google Classrooms, as set up by the teaching staff.



## MANAGING YOUR FILES & SAVING YOUR WORK

### Saving to Google Classroom

Students will submit their work to Google Classroom and Google Docs. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

### Network Connectivity

St. Paul's Lutheran School makes no guarantee that their network will be up and running 100% of the time. Google for Education works in real time and worked is saved continuously.

## ACCEPTABLE USE

The St. Paul's Lutheran School *Technology Use Policy*, governs the use of Chromebooks and all other school technology tools.

## PARENT/GUARDIAN RESPONSIBILITIES

Parents are expected to talk to children about values and the standards that they should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, and radio. Parents are responsible for the proper maintenance and repair of the Chromebook.

## SCHOOL RESPONSIBILITIES

- A. Provide Internet access to its students.
- B. Provide Internet blocking of inappropriate materials.
- C. Provide cloud-based storage.

Chromebooks will be treated similar to school lockers. St. Paul's Lutheran School reserves the right to review, monitor, and restrict information stored on or transmitted via St. Paul's Lutheran School.

Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

## STUDENT'S RESPONSIBILITY

- Use of devices in a responsible, ethical, and God-pleasing manner.
- Obey general rules concerning behavior and communication that apply to device use.
- Monitor all activity on their account(s).
- Charging Chromebooks before school starts.

### Charging your Chromebook at school

Students will be using the Chromebooks for a wide variety of educational purposes throughout each school day. Students are responsible for bringing their Chromebooks to all classes, unless specifically instructed not to do so by their teacher.

### Chromebook left at Home

If students leave their Chromebooks at home, students may be issued a Chromebook upon availability for their use during the school day. If a student repeatedly neglects to bring his/her Chromebook to school, an action plan will be created by the teacher and parents (and the school principal, if necessary) to address this situation.

### Charging Your Chromebook Battery

Chromebooks must be brought to school each day in a fully charged condition.

### Screensavers/Background photos

Inappropriate and non-God pleasing media may not be used as a screensaver or background photo. The presence of guns, weapons, sexual images, inappropriate language, alcohol, drug, and gang-related symbols or pictures will result in disciplinary actions. Passwords are not to be created by students.

### Sounds, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Internet Games are not allowed on the Chromebooks.

All apps and or web-based programs must be school-provided. Chromebooks are cloud-based only. "Google for Education" will

provide file storage for each student.

Unauthorized games, apps or programs will be removed.

### **Student Activities Strictly Prohibited:**

- Illegal transmission of copyrighted materials.
- Any action that violates existing Board of Christian Education policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, obscene, or sexually explicit materials including music and movies.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services – EX: iMessage, Facebook chat, Yahoo, Instagram, Snapchat, Google + etc.
- Internet/Computer games, unless specifically directed by the classroom teacher.
- Social media sites, such as Facebook or Twitter, without the permission of a teacher for the use of the site for academic purposes.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.

Students are not allowed to give out personal information, for any reason, over the Internet.

This includes, but is not limited to:

- Any personal Information about the student, or other students in the school.
- Setting up internet accounts including those necessary for chat rooms, email, shopping or video viewing sites, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the St. Paul's Lutheran School web filter through any method.

### **Legal Propriety**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the St. Paul's Lutheran School Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action by St. Paul's Lutheran School. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the appropriate agency.

### **Chromebooks left unsupervised**

Under no circumstances should Chromebooks be left unsupervised. If a Chromebook is found in unsupervised areas, it will be taken to the school office.

### **Personal Home or Homeowners coverage**

Students or parent may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the device.

# Extended Care

## ADMINISTRATION

St. Paul's Lutheran School Extended Care Program provides a friendly Christian atmosphere where working parents may leave their children before and after regular school hours. The care is an extension of the Christian Day School which gives children added opportunities to learn and grow in Christ. The service is available for use on an occasional, scheduled or daily or emergency basis.

It is administered through the School under the supervision of the principal.

## ENROLLMENT POLICY

Any child enrolled in St. Paul's Lutheran School is eligible for Extended Care services. Kindergarten students enrolled in the morning are eligible for before-school care only. Full-day kindergarten students are eligible for before and after school care. For further information please call the school office.

## EXTENDED CARE HOURS

The hours of Extended Care are from 6:30 a.m.-8:15 a.m. (8:45 a.m. on Thurs.) and from 3:15-6:00 p.m. Extended Care will be offered on all early dismissal days and "late-start" days with the exception of parent teacher conference days published annually and the last day of school. Prompt pick-up is urged and appreciated. During times of inclement weather please watch for announcements as explained earlier. A school closing also closes Extended Care. After normal office hours, Extended Care may be reached through Ext. 204.

Children may arrive and leave Extended Care according to your schedule within the hours listed above. Late pick ups from 6:01-6:05 p.m. will be charged \$5 and an additional \$1 for each additional minute per family. Due to insurance liability restrictions early drop-offs are not allowed.

## DAILY SCHEDULE

### Monday-Thursday

3:15-3:45 preparation, crafts, etc.  
 3:45-4:00 snack  
 4:00-5:00 play and relaxation, outside weather permitting or in gym if available  
 5:00-6:00 homework time

### Friday

3:15-6:00 children may play the entire time until they are released

A quiet atmosphere is provided for the children to do their homework. You can assist your child by making sure they have adequate supplies including pencils, paper, pens, a book to read, and any other materials needed to complete homework assignments. Children in Extended Care may not return to their classrooms or lockers. Kindergarten and first grade students may bring coloring books and crayons.

## REGISTRATION/RELEASE FORMS

Before your child attends Extended Care a complete set of registration and release forms must be on file in the school office. These forms include pertinent information about your child, such as medical or family information. Anyone listed on the release form is authorized "automatic" permission to pick up your child. If a situation arises requiring a court order, the principal **MUST** be advised immediately, in writing, with a copy of the court order presented for the school office file. Please also keep your family information current in FACTS (SIS).

## ARRIVAL AND DEPARTURE

When dropping off and picking up your children please use the designated school entrance. Extended Care is presently located in the lunch room off the gym.

## SIGN IN/SIGN OUT

Parents are to accompany their children to Extended Care. The supervisor will sign them in to insure an accurate recording of arrival time. We will only release your children to you, the custodial parent, unless we have written permission on file to release your children to someone else. In an emergency we will accept a telephone authorization from mother or father. For the safety of all the children and staff, a picture identification may be required until you become a familiar face. Please also keep your family information current on FACTS (SIS).

## SNACKS & AFTER SCHOOL ACTIVITIES

An after school snack such as popcorn, cookies, cheese & crackers along with a drink are provided. Many of the extracurricular activities are scheduled after school. If your child needs to leave Extended Care for a scheduled practice or game, a note must be sent to the office. This should include the name of the coach, date and the time of pick up. The coach should be advised of the arrangements in writing to avoid confusion. This will be used for the entire season. Should the schedules change the office must be notified immediately in writing. If your child is coming to Extended Care after a practice or game it will be your responsibility to notify the office before 3:15. Extended Care is closed after the last child is picked up and all personnel leave the building.

## DISCIPLINE

Supervisors will use reasonable restraint and “time out” procedures to maintain order and insure the safety of all children. Detentions will be given for inappropriate behavior such as the use of inappropriate language, disrespect, name calling etc. Fighting will result in a one week suspension from Extended Care. Additional offenses may result in exclusion from Extended Care for the remainder of the quarter.

## PAYMENT SCHEDULE

St. Paul’s Extended Care program operates under a “pay after” system with bills being sent home every two weeks. Prompt return of payment along with the bill is expected. Overdue bills will be subject to a \$50.00 late fee and grounds for suspension from the program until payment is made and the account is current. Since billing is dependent on accurate records of when your child attends Extended Care, it is vital that parents accurately sign their child in and out every time.

The following **fee structure** will apply to all users of the St. Paul Extended Care program.

### *Limited use:*

Up to 10 hours/week	\$5 per half hour per child in 30 minute increments, with time of attendance rounded up to the next half hour for each time slot of attendance. Morning and afternoon attendance times are combined for billing purposes.
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### *Late pick up*

6:01–6:05 p.m.	\$5/family
6:06 p.m. and beyond	\$1 per minute per family

## Home-School-Church Partnership

St. Paul’s Lutheran School values the home-school-church partnership. To enhance that partnership parents are encouraged to become active in school events by sharing their time and talents. There are many opportunities available.

## SCHOOL VOLUNTEERS

School volunteers are a vital support of the educational process. There are many opportunities available to adults to enjoy the benefits and rewards of using your time and talents to benefit our students. Volunteers are encouraged not to bring younger siblings when volunteering during the school day so full attention can be given to the class or activity.

Our children learn from seeing our example of giving and community support. They learn the value of working together to make light work through many hands. A volunteer application is available in the office. All applicants are subject to a background check.

## SCHOOL DIRECTORY

A School Directory is available through FACTS (SIS) under school information.

## NEWSLETTER

A newsletter is published and emailed to parents weekly containing many items of importance and interest. It is posted to FACTS every Friday. A limited number of printed copies are available from the office.

Announcements are made through the monthly calendars and weekly newsletter and occasional text messages, detailing assembly schedules and special items like health screenings. The deadline for submitting newsletter items to the school office is Tuesday of each week. All items must include the complete text and the name and phone number of the contact person.

## TEACHERS AND PARENTS (TAP)

TAP is an educational organization that meets at least three times a year. A program is planned to enrich the parent/teacher/school relationship and support the ongoing activities of St. Paul's. All parents and teachers are members of the TAP. Attendance and participation are encouraged.

The Room Parent Committee represents and serves each class by helping the teacher in the classroom with special projects, holiday parties, teachers' birthdays and volunteer recruitment from their classes. Teachers ask interested parents to sign up to be a member of a Room Parent team at the beginning of each school year. Parents are encouraged and expected to assist and support the Room Parents team as much as possible and to use them as a resource when questions or concerns arise.

## TUITION REDUCTION INCENTIVE PROGRAM (TRIP)

Through the TRIP Program, parents and families can purchase gift cards to retailers and restaurants at face value. There is no minimum or maximum when ordering. Checks, direct account transfer and/or cash are paid in full to St. Paul's at the time of ordering. Cards are sold to St. Paul's through a 3rd party service at varying discounts, depending on the retailer: 85% of that discount is credited to the family tuition account or scholarship of your choice; 10% of the discount goes toward a St. Paul's enhancement project; and 5% pays for weekly shipping and maintenance of the TRIP program. The accumulated credit is posted to each family's account in January and August. Cash cannot be given for unused credit. The program is maintained by parent volunteers.

Orders are placed most Mondays through the school office or online ([www.RaiseRight.com](http://www.RaiseRight.com)) by 8:30 a.m. The code is 42AB7D1B3255. Pick-up is available in the school office on Friday mornings; order less than \$300 may be sent home with your child if you indicate your wishes on the Enrollment Form. By doing so, you authorize St. Paul's to release the certificates to your child at his/her responsibility.

## Tuition & Fees

St. Paul's Lutheran School is a major ministry of St. Paul Lutheran Church. Tuition is charged for all students. There are three levels of tuition fees: Membership at St. Paul Lutheran Church, membership at a sister Lutheran Church-Missouri Synod congregation and non members.

The amounts of tuition paid by families covers only a portion of the total cost of providing a quality Christian education for each student. The balance is subsidized by St. Paul's Lutheran Church in dedication of Christian education and a commitment to the mission of building the community of Christ. During recent years tuition rates, on average, have covered between 70%-90% of actual costs of education.

Families who benefit from a St. Paul's Member Scholarship have the responsibility of regular attendance at worship, financial support of church and school and active involvement in school activities and events. The Board of Deacons monitors member attendance at worship. When attendance rates are less than 50% for a quarter, families may be contacted by the Board of Deacons and/or the Board of Christian Education to discuss family concerns and provide support in the event of personal difficulty or crisis. Through prayerful dialogue our hope is to reach mutually supportive solutions.

## FEES

Curriculum material is rented to students for \$300.00 per school year and remain the property of St. Paul's Lutheran School. Students are expected to take care of their books. Fees will be assessed for damaged or lost books and must be paid before the end of the school year.

All fees are due by the first day of school. Fees not paid by September 1st will be assessed a \$50.00 late fee per student. The book rental fee includes funding for textbooks; current events support material, social activities, assemblies, athletics, achievement testing

materials. The \$150.00 paid in the spring for returning students will be applied to book rental fees on Reporting Day to textbook rental.

The field trip fee for regular class field trips for grades K-8 is \$30.00. An additional deposit of \$50.00 for grades 4 & 6 outdoor education and grade 5 Challenger trip, and a \$100.00 deposit for grade 8 class trip will be assessed. Total fees for these trips will be determined closer to the event.

The technology fee is for audio/visual equipment supplies and computer equipment and software is \$50.00 for grades K-4. Grades 5-8 will purchase a Chromebook.

Additional items such as Bibles, catechism, gym suits, milk, athletic participation etc., are payable on Reporting Day. All students in grades 3 through 8 must purchase a Bible. A fee for basketball, volleyball, cheerleading, and soccer will be charged for each student participant.

Annual tuition Students in K – 8 <sup>th</sup> Grade	\$7,000	A Payment plan is set-up in FACTS Management during enrollment. Payments can be made in full, two payments or 10 payments and are collected from August through May.
Annual Tuition Students in Half Day Kindergarten	\$3,500	
Annual Registration Fee - New Student (Applied towards total Curriculum costs, includes \$20 fee for FACTS Management)	\$170	Due with application.
Annual Registration Fee - Returning Student (Applied towards total Curriculum costs, includes \$10 fee for FACTS Management)	\$160	Due with re-enrollment packet.
Additional Curriculum cost, general field trips, technology fees	\$230	Due by Sept. 30.
Grades 4 - 6 Field Trip deposits	\$50	Due by Sept. 30.
8 <sup>th</sup> Grade Class Trip deposit	\$100	Due by Sept. 30.
Athletic fee (optional for grades 5 - 8 per sport includes soccer, volleyball, basketball, cheerleading).	\$25	Due at beginning of the sport season.
Band fee (optional for grades 4 - 8)	\$65	Due by Sept. 30.
Bible – Faith Alive ESV version (required for grades 3-8)	\$35	Due by Sept. 30.
Gym Suit (required for grades 5-8)	\$25	Due by Sept. 30.
Catechism (required for grades 7-8, purchase once)	\$21	Due by Sept. 30.
Chromebook or laptop must be provided by the family and ready to use on the first day of school	NC	First day of school.

## NON-SUFFICIENT FUNDS CHECKS

Any check returned for non-sufficient funds (NSF) from a party for any goods or services will be assessed a \$25.00 fee. After receiving two NSF checks payments for the remainder of the school year will be required in cash, certified check or money order.

## TUITION GUIDELINES

Tuition is based on the Board of Christian Education's expenses including teachers' salaries and benefits, professional memberships, continuing education, supplies, etc. The cost of educating a student is determined by the projected cost of the budget for the next school year, divided by the current year's September enrollment.

This year's tuition is payable in ten monthly installments. The first installment is due August 1. All tuition fees are to be paid in full by May 1. All fees may be paid online.

If an installment date is missed and payment has not been received by the fifteenth of the same month, a late fee of \$50.00 will be assessed. If the next month's installment date is missed and a prior missed installment has not yet been paid, the matter shall be presented to the Board of Christian Education (BOCE). It is the policy of St. Paul Lutheran Church and School that in cases where tuition payments become 60 days past due, students may be removed from enrollment.

*The following procedure is used in communicating with parents when tuition payments fall behind:*

1st day of the month.....due date for tuition payment.  
 15th day of the month.....initial statement is sent home with the late fee of \$50.00 added to the account.  
 1st day of the next month.....statement of one month in arrears and second month is sent home, accompanied by letter indicating child(ren) will not be permitted to attend classes as of the 15th of the coming month if the prior month's tuition is not paid.  
 5th day of the next month .....child(ren) are excluded from class-letter is sent home indicating matter is being referred to the Board of Christian Education as 60 days is approaching.

*The same procedure will be used for any subsequent missed payments.*

## MEMBERSHIP POLICY

**Attendance measurement** — Church attendance will be measured by collecting information from BOTH the sign-in sheets that are located at the end of each pew in the church AND by the receipt of each Member's weekly contribution envelope. Therefore, in order to be recognized as having attended for a given week, member families will need to record their attendance in the pew sign-in sheets each week when they attend church AND submit their family contribution envelope for that week into the collection basket at the service (Contribution amounts are kept confidential and are at the discretion of each Member family).

If different family members attend different services on given week, each should sign in at the service that each attends. Attendance statistics will be compiled by the St. Paul's accounting department for the BOCE for the sole purpose of quantifying church attendance and shall not include any indication of contribution amounts which are currently irrelevant to the purpose of this policy.

**Sister Congregation tuition** rate qualification will fall under this same Membership Policy. Sister status applies when sister congregation has no school.

**New Members to St. Paul's Lutheran Church** who are enrolling students must accumulate six months of measured attendance data (meeting the above requirements) prior to becoming eligible to receive a member scholarship. An exception may be made for those transferring from another Lutheran congregation. Transferees would have to demonstrate their attendance record from the previous congregation. If no such record exists, then the New Member requirement will apply.

Extenuating or special circumstances may be discussed with the principal and/or BOCE on a case by case basis, whose decision on such issue(s) will be final.

## ST. PAUL'S CHURCH SCHOLARSHIP

St. Paul's members maintaining active membership are awarded a St. Paul's Lutheran Church Scholarship. In order to remain eligible, scholarship recipients must maintain 50% church attendance in a current year. For example, if there are 52 regularly scheduled weekly services in a year, a family would need to attend at least 26 in order to qualify.

Attendance measurement—church attendance will be measured by collecting information from the sign-in sheets that are located at the end of each pew in church, the receipt of each member's weekly contribution envelope and the online Google attendance form. Therefore, in order to be recognized as having attended for a given week, member families will need to : record their attendance in the pew sign-in sheets each week when they attend church; submit their family contribution envelope for that week into the collection basket at the service (contribution amounts are kept confidential and are at the discretion of each member family), or complete the online Google attendance form.

If different family members attend different services on a given week, each should sign in at the service that each attends. Attendance statistics will be compiled by the Board of Deacons and St. Paul's Accounting Department for the BOCE for the sole purpose of quantifying church attendance and shall not include any indication of contribution amounts which are currently irrelevant to the purpose of this policy.

Families who attend sister congregations must provide a letter from the congregational Pastor confirming active membership.

## **BECKMANN SCHOLARSHIP PROGRAM**

A fund in the name of former principal Waldemar Beckmann has been established to aid families in the payment of tuition costs only. Completed applications must be submitted by July 15 of each school year for consideration. Detailed information describing requirements is available from the Admissions Office.

## **TUITION REDUCTION INCENTIVE PROGRAM**

Through the TRIP program you purchase gift cards or e-cards for use at participating retailers and restaurants at face value. You can order or re-load online through the Raise Right app anytime OR checks or cash are paid in full to St. Paul's at the time of order. Cards are sold to St. Paul's through a 3rd party service (Raise Right) at varying discounts, depending on the retailer. 85% of that discount is credited to the family tuition account or scholarship or your choice; 10% of the discount goes toward a St. Paul's enhancement project; and 5% pays for weekly shipping and maintenance of the TRIP program. The accumulated credit is posted to each family's tuition account in March and August. Cash cannot be given for unused credit. The program is maintained by parent volunteers. St. Paul's enrollment code is 42AB7D1B3255.

## **OTHER FINANCIAL RESOURCES**

The State of Indiana Voucher Program and the Scholarship Granting Organization are available depending on income guidelines. More information is available through the finance office.

## **EACH ONE/REACH ONE**

We all know the advantages of a solid Christian education. That's why we at St. Paul's make the extra effort to be certain our children grow and are educated in an environment which is God-blessed. We experience firsthand that it's just as important for a child to become what he should be, as it is for him to know what he should know.

As the principle ministry of St. Paul's Lutheran Church, we need to be bold in Christ and not keep our school a secret. That's why St. Paul's offers this opportunity/challenge to our current school families: Refer a new family to St. Paul's Lutheran School and if that family enrolls a student who begins attendance at St. Paul's, you will receive a \$100.00 credit to your account one month into the school year. It's that simple! Refer as many new families as you like - two families enroll under your referral results in a \$200.00 credit.