



BRANCHING OUT TO

OTHERS IN CHRIST

GROWING TOGETHER

IN CHRIST

ROOTED IN CHRIST

PARENT/STUDENT HANDBOOK
2019-2020

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MISSION OF ST. PAUL'S LUTHERAN CHURCH AND SCHOOL

St. Paul's Lutheran Church and School exists to **Share** Christ with the World, **Proclaim** Christ through His Word, and to **Live** in Christ as His children to be blessed with a future in heaven.

ST. PAUL'S LUTHERAN SCHOOL MISSION STATEMENT

St. Paul's Lutheran School in partnership with home strives to shape minds and mold hearts to apply the Christian Faith in all aspects of life and learning.

PHILOSOPHY

St. Paul's Lutheran School, in partnership with the Christian home, seeks to shape minds and mold hearts by applying faith to all areas of life and learning. We believe a school's ultimate purpose should be to equip children to understand the truth about life, the world, and their place in it. At St. Paul's, by using God's word as our standard of truth, our goal is to teach students to recognize the Lordship of Christ in all areas of leaning. We strive to challenge students to allow God, through the working of His Holy Spirit, to mold their hearts in submission to Him, and in so doing, equip them to put the love of Jesus into practice in their lives.

The Christian education difference at St. Paul's Lutheran School is found in the focus and goals of our teaching. Our education functions as an extension of what parents are seeking to accomplish in the lives of their children. It is important that our children not only see God being acknowledged and honored at home, but also in school. In our school setting, parents can be assured that every teacher will not only challenge each student with rigorous academics, but will also frame the whole of the curricula through the lens of Scripture and openly model the love of Jesus through their actions and words. On a daily basis, our teachers integrate distinct Biblical perspective into their teaching at all grade levels. Each teacher, unique in personality and teaching expertise, is a Christian committed to the goals of Christian education.

Our school is not perfect. The power of sin has its effects within our walls as well. The value of a Christian education at St. Paul's lies not in the perfection of our student body or staff, but in our educational focus of training our children to recognize God's central place in their lives. We truly are a Christian school community, rooted in the knowledge that Christ is continually transforming us with His undeserved grace and amazing love. In response to this grace, St. Paul's students are learning to share Christ's love with others in our school, our community and our world by participating in a variety of ministry opportunities throughout the year.

SCHOOL HISTORY

The beginnings of St. Paul's Lutheran School extend deep into the early life of Kankakee County. A small group of German Lutheran immigrants had organized St. Paul's Lutheran Church by 1859. Five years later, in the fall of 1864, they organized a day school with an enrollment of 25 students.

St. Paul's Lutheran School was conducted in the basement of the church on the corner of East Avenue and Chestnut Street until a destructive fire. A church was constructed on the corner of Merchant Street and Dearborn Avenue and occupied in 1866. By 1917, a schoolhouse was built. St. Paul's began a kindergarten program in 1946 before it was required for local public schools. An addition was completed to the schoolhouse in 1958. When building expansion was needed for the school, a decision was made by the congregation to build an Upper Grade Center, known as the Westwood site, in 1976, and the school was operated on two campuses. Preschool programs and extended day care were begun in the 1970's as the school continued to meet the educational and ministry needs of its families. Construction in 1990 included remodeling and building additional classrooms at the Westwood site to enable the entire school program and the administrative offices of the church and school to move to one location. A new era began in 2009 for St. Paul's with its new school campus in Bourbonnais.



ACADEMICS

ACCREDITATION & RECOGNITION

St. Paul's Lutheran School is accredited by the National Lutheran Schools Association, an agency of the Lutheran Church-Missouri Synod. This is a nationally respected agency and meets the expectations of states for the purpose of recognition and approval of the school's program.

The school has also received recognition by the State of Illinois. State recognition is the highest possible ranking for nonpublic schools in Illinois. Accreditation and recognition guarantee that St. Paul's program has been organized according to basic standards and that students may transfer their academic credits to any elementary school or high school.

ACADEMIC EXPECTATIONS

Academic achievement of our students is of primary importance. The faculty of St. Paul's Lutheran School believes that each student should be given the opportunity to achieve up to and exceed his/her ability level. Students who apply themselves to fulfilling their daily responsibilities should be able to achieve at a desirable academic level.

Academic expectations are monitored throughout the year. Parents will have access to their students' grades throughout the school year by using Fast Direct. Teachers will have regular contact with parents and are willing to discuss student progress at any time.

Promotion: To be promoted requires the satisfactory completion of class assignments, including projects and reports, assigned in any class and must be completed prior to the final week of school. Promotion in K-2 is determined by the child's readiness for success at the next level demonstrated by consistently meeting classroom expectations at his/her current grade level. For promotion in grades 3-8, the student's cumulative grade point average must be 1.7 or above (on a 4-point scale) in the following subjects: reading, grammar/spelling, mathematics, science, religion/confirmation, and social studies. Eighth graders who do not meet these requirements will not receive a diploma. All other students who do not meet these requirements will be considered for retention at the current grade level.

Retention: The decision to retain a child in the current grade level is normally made cooperatively between a teacher, the parents/legal caregivers and the principal. The following steps are utilized:

1. The parents and teacher will regularly discuss the student's progress throughout the year.
2. If concerns persist, the teacher will notify the principal during the early part of the second semester of concern regarding success at the next grade level.
3. The teacher will then contact the parents to discuss with and advise as to what is best for the student.
4. If a parent wishes, they may ask for a conference with the teacher and the principal to discuss their child's progress.
5. If after these meetings, there is not an agreed upon plan for retention or promotion, the principal may inform the parents that in order for the child to remain at St. Paul's, their child will be retained in the current grade.

The school reserves the right to make a final determination on retention if agreement with the parent/legal caregiver is not possible, especially when the advancement of the child would have a significant negative impact on the dynamics of the rest of the class.

Eligibility: Eligibility determines participation in extra-curricular activities such as athletics, interscholastic events and drama productions, but does not include choir, band, academic fairs, all-school musicals, talent festivals, or similar activities. Students must meet teacher expectations regarding behavior and general conduct to remain eligible to represent St. Paul's at activities during non-school hours.

A student will be declared ineligible when their grade point average drops below 1.7 on a 4.0 grading scale or if they receive an F at the end of the quarter. A student may also be declared ineligible by the principal if they are failing to complete assignments on a regular basis or if they show no effort to maintain proper academic achievement in the classroom for a prolonged period of time. To regain eligibility standing, they must show improving effort and appropriate grade point achievement. This decision rests solely with the principal.

While a student is declared ineligible, he/she may not attend practices or participate in games. The student may attend extracurricular events, but may not accompany the team or group to away games or events under the auspices of the school's responsibility for supervision and participation. It is the intent of the eligibility policy to teach students responsibility for putting academics in proper perspective in relationship to all other school activities and events.

ACADEMIC AWARDS

HIGH HONORS: An average of 3.75 on a 4.0 grading scale in major subject areas with no Cs on the report card.

HONORS: An average of 3.25 on a 4.0 grading scale in major subject areas with one C per quarter allowed on the report card.

HONORABLE MENTION: An average of 2.75 on a 4.0 grading scale in major subject areas with no Ds on the report card.

GRADING SCALE

<u>Percentage</u>	<u>Letter Grade</u>	<u>Grade Points</u>
100-91	A	4
90-81	B	3
80-71	C	2
70-61	D	1
≤ 60	F	0

CURRICULUM

St. Paul's curriculum meets or exceeds the standards set by the State of Illinois and our students are accepted in all other educational institutions. In addition to the regular academic curriculum, religion is a part of the regular course of instruction for all grade levels. Teachers are given the freedom to use a variety of teaching styles and plans to meet these standards.

STUDENT RECORDS

Viewing Student Records: Under state law, student academic records are maintained securely by the school for a period of 60 years. Any parent wishing to view their student's records should give 72-hour notice as to the time they would like to view them. The parents may view them within the office.

Transfer of records: When a student transfers to another school, they must fill out a request for records at their new school which will then contact St. Paul's and ask for an official copy. St. Paul's will then send an official copy to the new school. No records will be transferred directly through the parents.

ADMINISTRATION

PRINCIPAL

The primary responsibility for the daily administration of St. Paul's Lutheran School is given to the principal. He is responsible for providing supervision for all activities and functions of the school both within the school day and during extra-curricular activities outside of normal school hours. He reports to the Day School Board of St. Paul's Lutheran Church.

DAY SCHOOL BOARD OF EDUCATION

The Day School Board is responsible for setting the policies for St. Paul's Lutheran School and ensuring that all policies are carried out.

Board meetings are open and may be attended by any member of St. Paul's or parent except when the Board votes to go into executive session. Observers should notify the principal or Board Director prior to the meeting, to ensure that the time and location of the meeting have not changed.

Individuals wishing to address the Board are asked to contact the principal or Board Director prior to the meeting and state the reason for their desire to address the Board. A time for comments will be provided. It is not appropriate to share comments or concerns about students or staff at the Board meeting unless the person attending has followed the dispute resolution policy of the school.

If the Board needs to go into Executive Session, all non-Board members will be asked to leave. Only Board members, the Principal, and Senior Pastor may attend Executive Sessions. Items discussed in Executive Session are confidential and pertain to personnel or students. The Board will determine what is to be recorded in the minutes in order to protect confidentiality and privacy of personnel or students.

DISPUTE RESOLUTION POLICY

Our school will not be conflict free. As we live in the Christian community, parents, students, teachers, and staff should remember that if problems develop, we should attempt to solve the conflict using the principles in Matthew 18:

1. Resolve the conflict with the parties involved, (teacher, coach, etc.)
2. If there is still a problem, speak to the principal and he will set up a time for you and the teacher to meet and discuss the concern together.
3. If after serious efforts have been made, the problem has yet to be resolved, the parent may request to speak with the Day School Board and the principal at its next regular meeting.

ADMISSIONS

STATEMENT OF NON-DISCRIMINATION

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

ENROLLMENT

Early enrollment is offered to parents who are active members of St. Paul's Lutheran Church and families who have a member of their family attending the school or who are reenrolling. This period will normally be during a two-week period prior to open enrollment, which begins near the end of January. The actual time frames will be announced each January in the newsletter and other communications. Once early enrollment is completed students will be accepted in the order in which registration forms and fees are received.

This enrollment policy is affected by class size limits and available space at all grade levels. All families must commit to re-enrollment by filing an application according to the specified deadlines each school year and paying the annual registration fee. Classes will be limited to 16 students in three-year-old preschool sessions, 18 students in four-year-old sessions, and 22 students in kindergarten through eighth grade classrooms. Class sizes cannot go over these amounts without board approval

REQUIREMENTS FOR ENROLLMENT

All students entering preschool or kindergarten must meet the following requirements:

3-year-old preschool—Must be 3 by September 1st of the year entering the program and must be toilet trained.

4-year-old preschool—Must be 4 by September 1st of the year entering the program.

Kindergarten—Must be 5 by September 1st of the year entering the program.

NEW STUDENT PROBATIONARY PERIOD

All newly enrolled students at St. Paul's Lutheran School will be placed on a probationary period of eight weeks. During the probationary period, the student must demonstrate appropriate behavior and age appropriate academic achievement. The principal shall have the right to make the final determination in these matters.

ARRIVAL AND DEPARTURE FROM SCHOOL

Students may not leave school grounds during the school day or during extra-curricular activities unless they have received permission from their teacher or the adult supervisor of the activity.

BUS TRANSPORTATION

Students may receive transportation to school through the Bourbonnais School District if they live in the city of Bourbonnais. Students taking the bus to school and arriving prior to 8:00 a.m. will need to report to Extended Care and will be charged accordingly. Bus transportation is not available at the end of the day. Students are to observe the Bourbonnais bus rules posted in each school bus and give their complete cooperation to school bus drivers. Violations of school bus policies will be handled in accordance with the school disciplinary policy. Parents are required to write permission slips if students will be using the buses in any irregular pattern during the school week. Students who board or disembark from buses at places other than their regular stops must have a note from parents that has been signed by the principal.

DOORS OPEN

The main school doors open at 8:00 a.m. each morning. Students who arrive prior to this time must go to the Extended Care Room through the South entrance. No student is to remain unattended outside of the building prior to this time.

DROP OFF OF STUDENTS

When students are brought to school in the morning, they may be dropped off in the driving circle in the front of the building. Those parents wishing to walk their students into the building, must park in the appropriately marked parking spaces in front of the building before proceeding into the building. The driving circle is a fire lane, so no car should be left unattended in this area. Due to security concern, all students entering the building after 8 a.m. are asked to enter through the main entrance on the West side of the building.

DEPARTURE FROM SCHOOL

On normal school days, school dismisses at 11:00 a.m. for half day preschool, 2:45 p.m. for full day preschool and 3 p.m. for students in K-8. In order to provide a safe procedure for dismissal, parents or those authorized to pick up students must come into the building to get their students from their teacher. No student will be allowed to walk unattended out to a car in the parking lot. Those students who have not been collected by their parents by 3:00 p.m. for preschool and 3:20 p.m. for grades K-8 will be sent to Extended Care. In cases where there is a hardship, parents should speak with the teacher about special arrangements.

Any parent who desires their student to walk home, must submit a note to the student's teacher who then puts it on file in the office.

EXTENDED CARE

Extended Care is available from 6:00 a.m. to 8:00 a.m. and from 2:45 p.m. to 6 p.m. for any student who attends the school. The cost of this service is \$1.25/child for each 15 minutes. Since the program closes at 6 p.m., any family that does not pick up their child prior to that time will be charged \$5/child for each 10 minutes beyond 6:00 p.m. After school care is not provided on school days prior to a long break (i.e. the Friday before Christmas break and so on).

EMERGENCY CLOSINGS

Although we generally follow Bourbonnais schools in regard to declaring weather related closings, we may not follow their lead at all times. Parents should listen for St. Paul's Lutheran School in announcements for early or full day closings on radio stations WKAN (AM 1320), WVLI (92.7 FM), and WIVR (101.7 FM). In addition, School Messenger, our automated calling system, will be used to notify parents of emergency closings, as will Fast Direct messages. Closings will also be posted at www.EmergencyClosings.com. If the school closes early, after school care will remain open until parents can reach the school or make other arrangements for supervision for their children.



ATTENDANCE

IMPORTANCE OF REGULAR SCHOOL ATTENDANCE

Regular school attendance by students is necessary for the welfare of the academic development of those who are enrolled in our program of Christian education. Daily attendance is emphasized because:

1. It is essential to succeed in school;
2. It is required by the laws of the State of Illinois;
3. God has asked us to use our talents and abilities for our own welfare and to His glory.

All students must attend school daily in order to maintain good academic achievement. When a student has excessive absences in one quarter, parents may be asked to provide a doctor's note, have a meeting with the principal or in extreme cases, withdraw their student from school. If a student misses school because of a known long-term illness, surgeries or other known medical conditions, the teacher and school will work with the parents to provide necessary educational opportunities for the student.

REPORTING ABSENCES

All preschool and kindergarten through eighth grade parents are required to call the school office (815-932-0312) between 8:00 a.m. and 9:30 a.m. when students will be absent from school. If a call has not been received by 10:30 a.m., the school secretary will contact parents at home or work to verify the reason for the absence and to ensure the school and home of the safe arrival of all students. Prolonged absences must be called in to the school on a daily basis, unless a specified number of days can be identified for the absence. If requested at the time of the absence notification, teachers will make every effort to have student assignments available in the office after school for pick-up.

VACATIONS AND PLANNED ABSENCES

Since education is more than doing worksheets and working through textbooks, it is strongly advised that students not be taken out of school during the school year. If, however, a parent chooses to take their student on a scheduled business trip, vacation, or other personal matter, the teacher should be notified in advance. **It is not always possible for teachers to have assignments prepared before leaving.** If the teacher is unable to have homework prepared before departure, the students are allowed a day for each day absent to make-up work.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

A student who misses a full day of school will not be allowed to participate in or attend an extracurricular activity on the same day or evening that he/she was absent. As a general rule, a student must attend at least one-half of the school day preceding an activity in order to participate.

TARDINESS

A student in grades K-8 must be in his/her seat ready for the school day at 8:15 a.m. Should a child come into the school building after 8:15 a.m., he or she must stop in the school office, report his or her attendance, and receive a Tardy Slip before entering the classroom.

On the 5th tardy in a semester and for every subsequent tardy, the parent or guardian has an option to either have the student serve a detention or pay a \$5.00 tardy fee (per student). The fee must be paid within two school days from the date of the tardy, or the student will serve a detention on the third day.

A student will not be counted as an unexcused tardy if the parent has called in a dentist, doctor, or orthodontist appointment (although the school encourages appointments during non-school hours) or if the bus is late in transporting the student to school.

PERFECT ATTENDANCE AWARDS

To receive a Perfect Attendance Award, a student may not be absent or tardy for any reason during the entire school year.

LEAVING DURING THE SCHOOL DAY

If your child must arrive or leave during the day for a scheduled appointment you must:

1. Notify the office and teacher prior to the appointment;
2. Sign in at the school office to notify the office when you pick up your child and when you return your child to school;
3. Return your child to the school as soon as possible.

COMMUNICATION

Communication with the home is an important part of the regular school week.

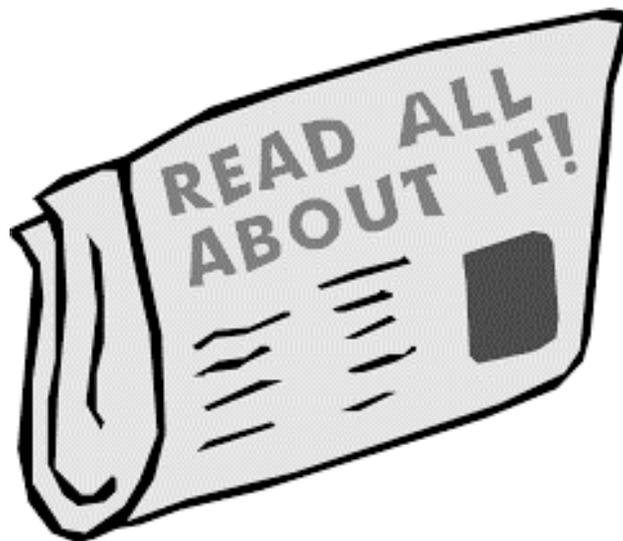
Tiger Tracks: Announcements of activities and programs will be made each Friday in the school newsletter called *Tiger Tracks* except when the week is shortened by days off of school. The preferred form of delivery is through your Fast Direct account. Families without computer access may request a paper copy to be sent home with their youngest enrolled child. The newsletter will also be posted on the website each Friday at www.stpaulslutheran.net.

Fast Direct: All enrolled families will be issued a Fast Direct Account. Parents are encouraged to regularly log into their Fast Direct account to check school emails, the current status of extended care and lunch balances, progress on Partnership hours, and to follow their child(ren)'s academic progress through its on-line grade book. Teachers regularly update gradebooks and assignment calendars using Fast Direct. Fast Direct can also be used to communicate with the teachers or office staff and is accessible from a link on our web page.

Teacher communication: Teachers regularly communicate with parents through newsletters and Fast Direct messages. They may also send paper notes home with the students. Please check your accounts and student book bags to regularly keep informed as to what is taking place in the classroom.

One Call Now: One Call Now is an automated phone calling system used to keep parents informed of important announcements or school cancelations. You may choose a certain phone number for this contact. Contact the school office to make a number designation change.

Parent/Teacher Conferences: Mandatory Parent/Teacher conferences are held after the first quarter. As part of our parent/school partnership, it is expected that all parents attend. Additional conferences can be arranged at any time.



DISCIPLINE POLICY

The Discipline Policy of St. Paul's is based on God's commands and is founded on Christian care and love for our students. Through consistent application of the rules and regulations that follow, we strive to teach our students to deal with each other in a Christ-pleasing manner. It is understood that all St. Paul's parents should work together with the school in the discipline of their children. Christian discipline is the application of self-control and orderliness as motivated by Christian attitudes. Therefore, it is essential that teachers and parents nurture and supervise children in accordance with the teachings and philosophy of Christ.

As a Lutheran school, we believe in the appropriate use of Law and Gospel. As such, our goal in discipline is to correct poor or sinful behavior and, once repentance takes place, assure the student of the forgiveness that we have through Jesus Christ.

Depending on the nature of the incident and the age of the child, violations of expectations or rules may result in the following: detention or detentions, required conference with parents, suspension from school, and expulsion from school.

Establishing and maintaining a disciplined environment at St. Paul's is the shared responsibility of the teachers/faculty, parents and principal/Day School Board. In the following sections we describe these expectations and define the process of communication when behavioral problems persist.

Responsibilities:

Student Responsibility: Students are expected to respect all people with whom they come into contact in the school, in the church and on the playground. This includes other students, teachers/faculty, principal, pastors, secretaries, custodians, volunteers, bus drivers, parents and visitors. Students are also expected to respect property and materials. Bullying of any kind whether in person or over technology will not be tolerated. Depending on the incident and the age of the students involved, students may be subject to various forms of discipline outlined later in this policy. Students are to show respect for school/church property and responsibility for the care of their own possessions as well as the possessions of others.

Teacher/Faculty Responsibility: All teachers/faculty are responsible for the discipline of all students in the school. Teachers/faculty members shall establish good relations with students by reinforcing positive behavior that encourages, rather than discourages, the child. A variety of learning experiences must be provided to stimulate student interest and motivation. Teachers/faculty members must understand the uniqueness of all students, accept them as persons of value and help them to grow in their creativity, individuality and problem solving ability. It is important that teachers are caring and understanding of the student's needs. Teachers must also be aware of their own values and establish trust with student's needs.

The teacher must create a disciplined environment by setting reasonable limitations that are fair and consistent. Teacher supervision in the classroom, hallways, playground and church shall maintain the desired learning environment.

There are a variety of teaching styles that can effectively fulfill these responsibilities. We respect the teacher's/faculty's right to use procedures for maintaining discipline that are most effective for them as long as the procedures are consistent with the expectations described above.

Parent Responsibility: The responsibility of educating a child is twofold, belonging both to the school and to the home. Teaching responsibility and respect begins in the home. When a child enters school, this process becomes a shared responsibility that reinforces Christian values in the home and school. The parent is expected to be supportive of the policies of St. Paul's Lutheran School and to foster respect in the child for the rules of the school.

Principal Responsibility: The Principal is responsible for establishing and maintaining a disciplined environment in the school. This responsibility includes supervision of school wide activities, movement of groups, busing, emergencies, safety drills, school pictures, performance practices, etc.

Possible Disciplinary Actions:

1. Detentions may be given by the teachers in accordance with their classroom rules or by the principal if he determines that it is appropriate.
2. Since the parents are those entrusted by God with the responsibility of raising their children, the teacher should actively communicate with parents regarding student behavior in school. If a teacher, in consultation with the principal, deems it necessary, they may require parents to attend a meeting to discuss behavior.
3. Suspension is defined as the temporary removal from the school environment due to a serious infraction of school rules. This may include, but not be limited to, improper use of language, bullying behavior, or continual misbehavior. The principal shall have sole authority to suspend a student from school and may determine the length of suspension depending on the severity of the infraction. Any student who has received a suspension will be excluded from class trips and in school and after school activities at the discretion of the teacher/faculty member and the principal. Any suspension will be reported to the Day School Board in its next regularly scheduled meeting after going into executive session. If a parent chooses to appeal the suspension, they may do so in writing to the Day School Board. The findings of the Day School Board will be final.

4. Expulsion is defined as the permanent removal from the school. The reasons for expulsion include, but are not limited to, the possession of or the use of any illegal drugs or tobacco product on the school grounds; the possession of any type of weapon on school grounds; the threat of violence to any school personnel, fellow students, any person in authority in the transportation to school or the coaching of a team; continual and uncorrected disruption in the classroom; or a student's proven public conduct which has brought significant disrepute to the school. The authority to expel a student belongs solely to the principal. Parents may choose to appeal this decision in writing to the Day School Board. The decision of the Day School Board is final. Any student who has been expelled may not be on the school grounds at any time. This includes any school function or activity.

Serious Infractions:

The following are behaviors that are considered serious and will result in out of school suspension.

1. Any student who directs inappropriate language toward a teacher may be suspended at the discretion of the principal. Follow up procedures after suspension will be determined by the principal.
2. Any student who possesses or uses any controlled substance or drug paraphernalia or alcoholic beverage at school shall be suspended until the principal makes determination as to their further enrollment at St. Paul's Lutheran School. In the case of drug or weapon related items, the local authorities will be contacted.
3. Any student who willfully damages school property will be assessed the value of the replacement or repair, or be required to satisfactorily repair the damage if such a task is reasonable. As a result of the willful damage, the student may be suspended or expelled at the discretion of the principal.

Weapons:

Weapons may not be brought to school. Students found in possession of weapons will be expelled. Illinois Law requires expulsion of students possessing weapons and/or using dangerous objects in a threatening manner. In addition, we are required to contact local law enforcement officials.

APPEARANCE STANDARDS (DRESS CODE) FOR STUDENTS IN GRADES K-8 AND FOOTWEAR FOR PRESCHOOL

PURPOSE

The purpose of St. Paul's dress code is to encourage our students to glorify God in all areas of life. Selection of attire should exhibit modesty, neatness and cleanliness. In addition, students should dress in a manner that does not attract undue attention to themselves. St. Paul's Lutheran School reserves the right to reject any article or accessory worn to school by a student if the article is deemed inappropriate or does not conform to the dress code standard.

Appropriate dress is to be maintained during both school hours and after school activities.

Because there are so many ways that a student may adhere to or stray from this policy, it is impossible to provide an exhaustive list of proper and improper attire. However, here are some of the more common items, which should be understood.

Clothing that *is not allowed* includes:

- Clothing that is too tight, too loose or too revealing
- Shirts that display bare midriffs when arms are raised overhead
- Tank tops, sleeveless shirts, strapless tops, halter tops, spaghetti straps, or sheer tops
- Pants, skirts or shorts that show underwear or midriff skin
- Skirts, shorts or dresses that are not fingertip length or longer
 - ✓ Shorts are allowed in May-June and August-October
- Leggings or other form-fitting pants
 - ✓ Leggings are acceptable *under* a skirt or dress (not a sweater) that is fingertip length
- Clothing that is torn, frayed, distressed or has holes
- Sweatpants, yoga pants, pajama pants and athletic wear including:
 - ✓ Basketball-type shorts
 - ✓ Athletic pants
- Leather/leather-like clothing
- Any clothing that may be suggestive, distasteful, disrespectful, distracting or of questionable taste including:
 - ✓ Clothing that "advertises" amoral activities, secular musical groups, tobacco products, drugs, alcoholic beverages, and individuals (fictitious or real) that show a blatant disrespect for the authority of God and the ideals of this school
- Backless styles of shoes may not be worn. (Shoes must be worn at all times.)
- Hats may not be worn in the building

Concealer/foundation and powder are the only types of makeup allowed. It must not be distracting in color, design, or style.

Earrings and makeup are not allowed for boys.

Physical Education: Students in grades 5-8 will be expected to change into P.E. clothes different from normal classroom attire. These clothes should be an appropriate pair of shorts or sweatpants and a t-shirt or sweatshirt.

Alternate Dress Days: On alternate dress days, students must still abide by certain dress code rules including wearing proper footwear, shirts with sleeves, shorts or skirts of proper length, clothing in good condition without rips or holes, and clothing that is appropriate for our Christian environment.

Extra-Curricular Activities: Dress at all extra-curricular events should reflect the Christian values taught at St. Paul's. No clothing should be worn that does not reflect this standard.

Enforcement of the Appearance Standards (Dress Code)

The dress code is in effect from the moment the child enters the school building until he or she leaves with his or her parents or guardians at the end of the day. If a child comes to school disregarding these standards, the student may be asked to call home for a change of clothes or, in repeated circumstances, may be subject to other disciplinary actions.

If a student or parent has a doubt as to whether a clothing item is appropriate for school, it should not be worn. The classroom teachers are responsible for enforcing the appearance standards. If there are any questions relative to the suitability of a student's clothing, the principal is the final authority in deciding issues of compliance. Parents are expected to support the school administration as the final authority in matters of appropriate dress.

HEALTH AND SAFETY OF STUDENTS

ALLERGIES

Parents should notify the school of any allergies that their student might have. The Parish Nurse regularly trains the teachers on how to handle such needs.

ASBESTOS

Since the current school building was completed in 2009, there is no asbestos in the building. A letter certifying this is on file in the school office and can be viewed in the office during normal business hours. If you wish to view this letter, please call the school office (815-932-0312) to set up an appointment.

INFECTIOUS OR COMMUNICABLE DISEASES

Any serious infectious disease should be brought to the attention of the school office. Since the school is responsible for reporting illness statistics to the State of Illinois, it is important that parents state the nature of the illness when calling the school office. If a student has a fever, the student may not return to school for a period of 24 hours after any symptoms of the illness and/or fever have disappeared.

MEDICINE USAGE DURING THE SCHOOL DAY

Students who are taking medication must give the medicine to school office personnel for safekeeping during the school day. Parents should notify classroom teachers and school office personnel when students are taking medication of any kind so they are aware of the student's needs during the school day. The school will not administer medicines of any kind unless parents have requested them to do so in writing. Requests need to include a written note from the physician.

Over the counter medications need to be accompanied by written authorization from the parent, including dosage instructions, before school personnel may administer the medication.

All medications need to be in the original container with dosage instructions whenever possible.

LIFE TOGETHER

There are many unexpected things which come up during the school day and students are encouraged to follow their teacher's direction at all times. However, there are some school practices that make life together work well.

CHAPEL

Worship is a vital part of a Christian's life. It is for this reason that we gather each Wednesday in the gym at 8:30 a.m. to worship our Lord in word and song. Chapel services are normally led by pastors, teachers, classrooms or other invited guests. Parents and visitors are always welcome to join us.

GUM AND CANDY

No gum and candy are allowed during the school day, including extended care, bus transportation to and from school and waiting for rides at the end of the school day. Candy may be eaten only during the lunch hour at the lunchroom tables as part of the meal or in the classroom if given as a treat by the teacher. Students may not sell candy or other fund raising items on school property from sources or clubs other than those sponsored by the school without prior approval.

IDENTIFICATION OF PERSONAL PROPERTY

Jackets, boots, tennis shoes, electronic devices, and other items of personal property brought from home should be identified with the child's first and last name to avoid confusion over ownership of misplaced articles. The school will make every effort to help the student protect his/her personal property, but it is not responsible for the student's neglect in taking care of his/her personal property.

LOCKERS

All students are provided with lockers or cubbies for storing articles of clothing and lunches during the school day. A periodic locker check will be made by the administration or teachers to avoid an accumulation of materials. Locks will not be used on student lockers. Valuable items should be kept with the student in the classroom. There is no expressed or implied expectation of privacy for items in the lockers. Locker decorations are permissible with teacher approval.

LOST & FOUND

A lost and found area will be maintained in the school office. Students and parents should check this area periodically to claim misplaced articles of clothing. More valuable lost and found items, such as jewelry and glasses, will be kept in the school office. At the end of each semester, most lost and found items that have not been claimed will be donated to a charitable organization.

SNOW

Students may not pick up, sit in, or throw snow under any circumstances while they are on school property.

TEACHER AREAS

Students may not enter areas designated for teacher use unless they have specific permission and/or are accompanied by a teacher with some assigned task.

LUNCH

GENERAL INFORMATION

Students may bring their own lunch or purchase one through the school hot lunch program. Menus are published each month and students/parents may choose which day they choose to eat hot lunch or bring their own lunch from home. When bringing drinks from home, students may not bring pop or energy drinks. Milk may be purchased separately from hot lunch.

HOT LUNCH PROGRAM

On each full school day, St. Paul's hot lunch program prepares a meal in compliance with the Federal Hot Lunch Program. One milk is included in the cost of lunches. All students who order lunch are required to take a milk with their lunch unless they have a doctor's notation stating that they are allergic to dairy products. In such cases, the school will provide soymilk for the student. For the 2019-2020 School year, lunch prices will be \$3.25/day and \$.40/day for the students who qualify for reduced lunch prices.

We encourage families to pay for hot lunches for a month at a time, but require payment at least on a weekly basis. Parents should put money on their account and they will be notified when their hot lunch funds are low. Free and reduced price lunches are available for families who meet the requirements of income standards set by the federal government.

Students with a negative lunch balance will not be allowed to order an extra entrée.

MONEY SENT TO SCHOOL

It is recommended that money always be placed in a marked envelope when being sent to school with your child. Students are encouraged to turn in money at the beginning of the school day to prevent losing or misplacing it. Receipts for payments made in the office will be sent home with students on Fridays. All checks should be made payable to St. Paul's Lutheran School.

PARTIES AND CELEBRATIONS

BIRTHDAY TREATS FOR STUDENTS

On their birthdays, students may bring a birthday treat for their classmates and teacher. Parents must contact the teacher for suggestions (including allergy restrictions within the classroom) and scheduling prior to sending treats to school. Those who have summer birthdays may make special arrangements to set aside a day to share birthday treats. *We ask that parents not have items such as flowers and balloons delivered to the student during the school day because it can become disruptive to the educational process.*

BIRTHDAY TREATS FOR TEACHERS

Birthdays for all staff members are announced on the monthly activity calendar. Celebration of a teacher's or teacher assistant's birthday is the responsibility of the room parents. Please coordinate the date and time for this celebration with the classroom teacher. For staff members with summer birthdays, celebrations generally occur approximately six months before the actual birthday.

The faculty has requested that teacher birthdays be treated the same as student birthdays. A treat for everyone in the class is appropriate.

CLASSROOM PARTIES

Parties for the school year differ at various grade levels, but can include celebrations for Thanksgiving, Christmas, Easter, Valentine's Day, and staff birthdays. Although we may refer to Santa Claus and the Easter Bunny, the main focus of these celebrations will be on the blessings of Jesus Christ.

Room parents are responsible for the organization of the parties in consultation with the teacher. There should be minimal collections of money for gifts. Students may choose to provide individual teacher gifts in addition to the class gift, but that should be a matter of individual choice.

The teacher will have the responsibility for designating the time to be taken for classroom parties. It is suggested that room parents keep the treats simple because most students eat a hot lunch at the school and there is no need for lavish amounts of food at classroom parties.

SEXUAL HARASSMENT

Definition:

Sexual Harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures.

Sexual harassment will not be tolerated among students of the school. It is the policy of the Day School Board that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract with the school, or volunteers who come in contact with students or staff. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, fellow students and to the public.

Complaint Procedures:

The Day School Board encourages victims of sexual harassment to report such claims promptly to the principal. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment.

1. If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional or highly inappropriate.
2. As soon as a student feels that he/she has been subjected to sexual harassment, he/she should speak with the principal/teacher immediately. At such time, the student will be asked to write down details of their concerns and give them to the principal. The detail should include:
 - a. Their name
 - b. Date of complaint
 - c. Date of alleged harassment
 - d. Name(s) of alleged harasser(s)
 - e. Location of alleged harassment
 - f. Detailed statement of the circumstances constituting the alleged harassment
3. All complaints are to be submitted to the principal unless that individual is the subject of the complaint, in which case the complaint should be forwarded to the senior pastor or the director of the Day School Board.
4. Depending on the nature of the complaint, the principal shall immediately contact the student's parents (where applicable) and begin an investigation. The principal shall inform the Day School Board of the allegations and findings and share the appropriate information with the student's parents in a timely manner.

TUITION AND FEES

FEES

Although every effort is made to limit the number of fees, there are certain fees assessed at the beginning of the school year. A full list of these is sent out in mid-summer and fees are due on fees day in early August.

TUITION

Tuition Rates: Tuition rates for the upcoming school year are normally adopted in December prior to early registration. The tuition amount reflects the cost of the entire program of the school and there is no refund for days missed because of school cancellation due to weather or other unforeseen incidents.

Tuition payment options: Tuition payments for all classes may be made in one annual payment, two semi-annual payments, four quarterly payments, or 10 or 12 monthly payments.

Tuition payment method: Tuition is collected through a company called FACTS Management Co. FACTS keeps a record of all tuition payments. Your account will be accessible via the internet and telephone as per the instructions from FACTS. Payments cannot be sent to the school office. Families will be billed by FACTS monthly and will have several options for payment: check, credit card, electronic payment, automatic withdrawal, etc. FACTS will keep the school informed of payments. If payment is not made by the second successive month, students may be removed from their regular classroom instruction or before and after school care services until payment has been received in full.

All tuition and fees must be paid in full by the last day of the school year. Report cards will be held until all balances (including lost books) are paid. Eighth graders may only participate in graduation if balances are paid in full by that date. Re-enrollment for preschool through seventh graders for the following year is contingent upon full payment of tuition and fees. Pre-registered students with a delinquent balance will be moved to a waiting list.

MEMBER TUITION POLICY

Active members of St. Paul's Lutheran Church are eligible for a discounted tuition rate at St. Paul's Lutheran School. An active member of St. Paul's Lutheran Church for the purpose of tuition only is a member who attends weekend worship services at least 60% of the time. Members who consistently attend less than 60% of the weekend worship services will be considered inactive members for the purpose of school tuition only. Only active members pay the St. Paul's member tuition rate. Inactive members pay the "Community" tuition rate.

At least one parent/guardian must retain an active member status for the purpose of member tuition. Active/inactive status is reviewed twice a year, in January and June. Tuition charges for the next semester are based on this status. Attendance figures are verified from information provided on attendance cards available at each service. It is important that these cards be completed during each service the family attends. We encourage students to attend services with their families.

TUITION ASSISTANCE

St. Paul's believes that no child should be excluded from its educational ministry because of the inability to pay tuition. We therefore offer tuition assistance to those who qualify. In order to qualify for tuition assistance, families must complete an application for assistance through FACTS at the following <https://online.factsmgt.com/aid>. After your application has been processed, a small committee will meet and review the information provided by FACTS and determine the tuition assistance to be given. You will be notified by the school office of the decision made (please allow six weeks for the process to be completed).

FAMILY PARTNERSHIP PROGRAM

Tuition alone does not cover all the aspects and responsibilities of a quality Christian education. Partnership opportunities allow our families the opportunity to become involved while keeping tuition affordable by reducing labor expenditures through service and fund-raising contributions. Each St. Paul's Lutheran School family with one student in kindergarten through eighth grade is required to complete 20 partnership hours annually toward the support of school programs. Families with multiple students in preschool through eighth grade are required to complete 30 partnership hours. Families of preschool students will be required to complete 10 partnership hours per student.

Partnership hours can be credited for various activities, including volunteering for St. Paul's Lutheran Church activities, attending monthly PTL meetings, and assisting with St. Paul's athletics program in the concession stand. Families may look for opportunities in the weekly newsletter or ask their child's teacher about volunteer opportunities. The school's principal makes the final decision as to which projects are credited for partnership hours. A basic rule of thumb is that the activity must benefit more than just your child or family. A sheet is provided on the school website or in the school office on which parents can record partnership hours for each month. This form is to be dropped in the Partnership Hour's box in the school lobby or a message may be sent to Karen Meyer on Fast Direct ***at the end of each month***. The partnership hour requirement must be met for the current year by May 15th. Any hours completed after May 15th will be credited to the balance for the following school year. A monetary assessment of \$10.00 for each unfinished partnership hour will be made after May 15th, or you may elect to pay an amount not to exceed \$300 annually in lieu of completed partnership hours. (Active participation is preferred over payment option.)

EXTENDED CARE FEES

Before and after school care fees are handled separately by the school office. Families are asked to prepay for anticipated usage of before and after school care.