

# St. Paul Lutheran School

Touching Lives Forever



## Parent & Student Handbook

90 Millville Rd.

Lapeer, MI 48446

810-664-0046

<http://school.stpaul-lapeer.org>

Growing up in the Lord

“...grow up into Him...Christ.” Eph. 4:15

Celebrating 24 years of Christian Education

1987 - 2011

## A PRAYER FOR OUR SCHOOL

Heavenly Father,

We thank you for St. Paul Lutheran School. You have commanded us to love and nurture the children in our care. Please bless our teachers in their life's work. Give our children receptive minds and hearts so that they may come to know Him, their one and only Savior, Jesus Christ.

Help us to be willing to sacrifice for the welfare of our school's children. We understand that we are not building the perishable, but we are building that which is immortal. We want our families and children to live in your Kingdom of Glory forever. May the truth of your Word be taught faithfully and with the power and guidance of the Holy Spirit.

Help us as parents and teachers to recognize our responsibility in the training of our children. Grant us the strength and grace to fulfill our mission.

All this we ask in Jesus' most precious and powerful name,

Amen.

## FORWARD

The purpose of this handbook is to provide, in compact form, the procedures and policies of St. Paul Lutheran School. This handbook will be especially useful to parents and children, giving them specific information about their school. If it is kept in a convenient place, it will be a ready source of information about school procedures.

Some of the sections of this handbook contain policy statements. Policies may change from time to time. We learn by experience, and we constantly strive to improve our entire educational program. We welcome suggestions and comments on these policies. We will consider and study your contributions for the betterment of your school.

St. Paul Lutheran School  
90 Millville Road  
Lapeer, Michigan 48446-1696  
Telephone: 1-810-664-0046  
<http://school.stpaul-lapeer.org>  
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Member of the Lutheran Church - Missouri Synod (LCMS)

## MISSION STATEMENT

### Mission Statement of St. Paul Lutheran Church

Our Mission- To show all people the love of God by sharing the Gospel of Grace.

### Mission Statement of St. Paul Lutheran School

The Mission of St. Paul Lutheran School is to show all people the love of God by sharing the Gospel of Grace and by providing a quality Christ-centered education. We endeavor to assist families in their growth as disciples so that through their faith, they may proclaim and celebrate the Gospel.

“As for me and my household, we will serve the Lord.” Joshua 24:15

**SCHOOL ADMINISTRATIVE STAFF 2011-2012**

Mr. Ray Sturm - - - - - Principal  
Mrs. Sue Korpalski - - - - - Administrative Assistant  
Mr. David King - - - - - Athletic Director

**FACULTY**

Mrs. Jennifer Arsenault - - - - - Kindergarten  
Mrs. Valerie Koyl - - - - - Grade 1  
Mrs. Jennifer Olko - - - - - Grades 2 and 3  
Mrs. Kristine Schmitt - - - - - Grade 4  
Mr. David King - - - - - Grades 5 and 6 Homeroom and subjects  
Mr. Ray Sturm - - - - - Grades 7 and 8 Homeroom, Grades 5-8 Band, and subjects  
Mrs. Lynda Kuisell - - - - - Grade 6 Mathematics, Grade 8 Algebra, K – 8 Computer, Technology Consultant, Preschool  
Director  
Mrs. Kim Tedesco - - - - - Grades 7 and 8 Religion

**SCHOOL SUPPORT STAFF**

Mrs. Kari Ballman - - - - - Director of the After School Program  
Mrs. Laurie Sturm - - - - - Director of the Child Care Program  
Mr. Pat Zarate, Miss Alicia Zarate - - - - - Custodial Services  
Mrs. Ruth English - - - - - Hot Lunch Supervisor

**CHURCH ADMINISTRATIVE STAFF**

Rev. John Kaiser - - - - - Senior Pastor  
Mrs. Kim Tedesco - - - - - Parish Assistant  
Mrs. Cathy Kohl - - - - - Church Secretary  
Mrs. Sheri James - - - - - Business Manager  
Mrs. Judy Eick - - - - - Parish Nurse  
Mr. Larry Bonner - - - - - Worship Director  
Mr. Jim Wilson - - - - - Church Properties Director

**PARENT TEACHER ORGANIZATION**

President – Mrs. Jill Oberle  
Vice-president – Mr. Andrew Burk  
Treasurer - Mrs. Kari Ballman  
Secretary – Mrs. Erynn Templeton

### **PHILOSOPHY STATEMENT**

Guided and empowered by the Holy Spirit, St. Paul Lutheran School provides Christ-centered training in God's Word integrated with excellence in education. The central purpose of our school is to nurture each child's faith in Christ as his or her Savior and to equip each child to live and to bear witness to that faith.

The teachers of St. Paul Lutheran School personally and publicly bear witness to their faith in Jesus Christ. Teachers and students worship God and study His Word as found in the Bible. God's law is taught without apology. The Gospel of God's forgiveness through His Son, Jesus Christ, is taught with joy daily. The school serves as a mission agency of our church, in that all students, regardless of church background or membership, are taught according to this philosophy. Physical evidence of the Christian faith throughout the school helps to define and bear witness to the school's mission.

Using their God-given abilities, teachers and students strive for excellence as they use effective, current learning and teaching materials. Students are prepared to become responsible stewards of their talents and treasures in a joy-filled Christian life.

St. Paul Lutheran School holds high, yet appropriate, expectations for its students and believes that all students need to be successful. Students need to be challenged and guided toward success. Appropriate evaluation of student performance, both formal and informal, occurs before, during, and after teaching.

St. Paul Lutheran School seeks to develop the basic skills of learning, thinking, solving problems, making value judgments and decisions, and respecting self, others, and property. Our school teaches children how to apply concepts such as individual responsibility, the common good, Grace Alone, and living "by faith in the Son of God, who loved me and gave Himself for me." Galatians 2:20

St. Paul Lutheran School serves families by assisting parents to carry out their parental responsibilities in Christian education. A close relationship between school, home, and congregation is promoted. Parents are encouraged to provide the primary education of their children, to have family devotions, to take their children to weekly worship services and Sunday school. The school exists as a partner in the Christian growth and overall education of the children.

### **ADMINISTRATION**

St. Paul Lutheran School is an institution of the St. Paul Evangelical Lutheran Congregation of the Lutheran Church - Missouri Synod. It is at all times under the control and supervision of the congregation and the Voter's Assembly, the ruling body of the congregation.

The principal is responsible to the senior pastor of St. Paul Lutheran Church who in turn is responsible to the Church Council and to the congregation for the operation of the school.

### **PARENT TEACHER ORGANIZATION (PTO)**

St. Paul has been blessed with a very active and dedicated Parent Teacher Organization. Monthly PTO meetings are held. PTO officers, teachers, and administrators report on current activities and plans for future events. All parents are welcome to attend and get involved in this vital service to the school.

### **VOLUNTEERS**

For an organization to operate effectively, many services must be performed behind the scenes. We rely on the gracious assistance of parents and members of our congregation. Their dedicated efforts have been sincerely appreciated by the school staff, children, and other parents, for without them many deeds would have been impossible to consider and others would have remained unaccomplished. To all who have so kindly assisted in the past, we say, THANK YOU!

### **ENROLLMENT AND ADMISSIONS POLICY**

While it is the primary responsibility of Christian parents and the church to first train, nurture and bring up their own children in the Lord, we also recognize the directive to "make disciples of all nations." In accord with this directive, we will accept all children under the following provisions:

1. Upon initial request of enrollment, the parents will be given school information and an enrollment application.
2. The administration will review the enrollment application. Upon reviewing the application, a conference may be conducted by the principal or administrative assistant with the parents and student(s). This will enable the principal or administrative assistant to determine whether the life priorities, philosophy, and discipline of the family are Christian and consistent with that of St. Paul Lutheran School.
3. Documentation of the student's academic progress will need to be provided. This documentation could include a copy of the most recent report card, recommendations from the previous teacher or principal,

and/or a portfolio of student work.

4. The principal or administrative assistant may contact personnel (principal or teacher(s)) from the pupil's previous school for the purpose of making the school aware that there is a change in the status of the student as well as ascertaining any behavioral issues that need to be addressed.
5. **No student shall be accepted at St. Paul Lutheran School who has been expelled from another school.** St. Paul Lutheran School reserves the right to deny such students on the basis of previous behavioral records and/or on the basis of the interview with previous school personnel.
6. Any misinformation on an enrollment form will result in immediate cancellation of a new student's application or the immediate dismissal of any newly enrolled student who has been attending classes under false information.
7. The school administrative assistant or principal will contact parents with information regarding acceptance or denial of admission to St. Paul Lutheran School.
8. These procedures apply to grades one through eight and to former St. Paul students who are returning after a period of extended absence.

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

**ADDITIONAL REQUIREMENTS**

- Children entering kindergarten must be 5 years old, on or before October 1.
- Children entering a Michigan school for the first time must supply the school with a birth certificate and immunization records as required by law. Also, a physical checkup and complete medical records are required for all students entering kindergarten. Forms are supplied by St. Paul. Kindergarten hearing and vision screening is scheduled during school hours.
- Student Enrollment and Admission Priority is as follows:
  1. Staff and families with students currently in St. Paul Lutheran School grades K-8.
  2. Children not previously enrolled in St. Paul Lutheran School:
    - A. Members of St. Paul Lutheran Church
    - B. St. Paul Preschool
    - C. St. Paul Childcare Center
    - D. Children of other LCMS congregations
    - E. All others
- Generally, enrollment procedures will begin during the month of February. Enrollment in grades K-8 is not to exceed 25 students per class. In some instances, this limit is extended beyond 25 students due to subject area (band, PE,) and staffing. A waiting list is kept for those interested in enrollment beyond the class limit.

**SCHOOL FEES**

A nonrefundable Registration Fee of \$200 (per student) is due upon registration. There is a non-refundable \$200 Book/ Technology Fee (per student) due before the start of school.

The tuition for the 2011 - 2012 school year is as follows:

Grades Kindergarten through 8

<u>Child Number</u>	<u>Non-member</u>	<u>Member</u>
1	\$2850	\$2350
2	\$2050	\$1600
3	\$800	free

**Tuition payments may be made in 10 monthly installments during the school year or tuition may be paid all at once.** Reimbursement for tuition will be refunded for any whole months remaining (up to the 15<sup>th</sup> of the month) if a student leaves St. Paul. Families enrolled in the Simply Giving program (see next entry) can spread payments over a 12 month period. No interest is charged for participation in Simply Giving.

**SIMPLY GIVING**

Simply Giving is a program sponsored by Thrivent Financial for Lutherans. It allows parents to have their tuition automatically withdrawn from their checking account and deposited directly into the St. Paul account. This convenience has been in operation for eight years and has worked very favorably for families. Some of the benefits

of using Simply Giving are the reduction of paperwork and the choice to make payments for either ten or twelve months. Families that use the Simply Giving program also have the option to have their withdrawals designated for the first or the fifteenth of the month. Application forms are available in the school office or church business office.

### TUITION DELINQUENCY

In order to maintain your school's financial operations, tuition must be paid on a regular basis. St. Paul Lutheran School expects families to be good stewards of what God has provided for them. However, if an account becomes delinquent, the school will continue to hold the parents responsible for satisfying their obligation. If no payments have been made for three consecutive months, a cautionary letter will be sent to the family as a reminder of its financial commitment. Should there be extenuating circumstances (job loss, illness, etc.) the contacted family **must make the principal and/or the business manager aware of the situation so amenable arrangements can be made.**

In the event that three months have elapsed without tuition payments being made and **correspondence with the family has been ignored**, the following options are available to the school:

- A follow-up cautionary letter from the School Council will be issued.
- Small Claims Court forms will be filed. The expense of processing court papers will be the responsibility of the family.
- If financial aid or scholarship monies had been approved, continued funding may cease.
- The child/children may not be allowed to enroll in the next school year. This decision would be made by the School Council, administration, and business manager.
- Report cards/transcripts would be held until tuition is paid in full.

St. Paul Lutheran School has a long-standing record of working with families and their tuition responsibilities. It had been our verbal policy, now in written form, that we must receive tuition payments on a continued basis. When statements are sent and **continually ignored, we need to assess the situation and act.** If there are economic problems, *it is the family's responsibility to contact us.* We will work with families in distress and encourage them to formulate a satisfactory budget to accommodate their needs as well as ours.

### ACTIVE MEMBER TUITION GRANT

*Members of St. Paul Lutheran Church are required to attend a minimum of 50% of the Sunday worship services in order to qualify for the Active Member Tuition Grant which is the difference between non-member and member tuition rates.* The attendance information will be obtained from the attendance pads found in the church pews. It is very important to get into the habit of signing it every time you attend a worship service. The Monday night worship service **does** count toward the AMTG. Church attendance will be reviewed in June of the current school year and those congregational members who do not qualify for the AMTG for the next school year will be notified at that time. Credit for the AMTG begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

It is expected that when attending worship, one remains for the complete service. The practice of coming, signing in, and leaving, is not acceptable.

### CURRICULUM/COURSE OF STUDY

In keeping with the purposes of St. Paul Lutheran School, the curriculum is based on the Word of God. Subjects are selected with the viewpoint of enabling every child to develop into a "whole child." Religion is not merely a separate subject in the day's work; its influence permeates and gives substance to all other subject areas taught.

In keeping with a Christian philosophy of education, guidelines for Lutheran Schools, and the requirements of the State of Michigan, children receive a thorough education in the following areas:

**Religion:** Daily devotion and prayer, Wednesday chapel service, Bible study, memory work, and church history. All students are required to take religion instruction.

**Language Arts:** English, spelling, literature, reading, phonics, handwriting, dictionary skills, research and study skills, writing composition, and oral communication.

**Social Studies:** Geography, history, citizenship, current events, map and study skills, eastern and western hemispheres, U.S. and Michigan history. We participate in the annual National Geographic Bee.

**Science:** Life, physical, and earth sciences, human body, health and nutrition, and hands-on experiences.

**Mathematics:** Basic arithmetic skills and concept development, problem solving, decimals, metric and traditional measurements, algebra and geometry concepts, formal instruction in pre-algebra and algebra in grades 7 and 8. Students who successfully complete our algebra course will receive high school graduation credit when they enter as freshmen.

**Music:** Vocal music experiences, music appreciation, music notation, 5-8 band, and various ensembles. A certified

vocal music instructor from Lapeer Community Schools will be leading our vocal music program. Performance opportunities include concerts, special music at chapel, Sunday worship services, the Advent service, and the Fine Arts Fair.

**Art:** A variety of creative expressions including drawing, painting, sculpture, and printing throughout the grades. An art history and appreciation program is provided. Art instruction is provided for grades one through eight, once each week, by a certified teacher from the Lapeer Community Schools.

**Physical Education:** Motor facilitation, physical skill development, calisthenics, physical fitness, tumbling, games, team and recreational sports. A certified physical education teacher from Lapeer Community Schools will be working with our first through eighth grades.

**Computer Science:** Computer lessons and skills are taught in grades K-6. Word processing and literacy courses are taught in grades 6-8.

**Foreign Language:** German and Spanish are taught to 7<sup>th</sup> and 8<sup>th</sup> grade students on alternating years. We are currently working on getting our graduates high school credit for one year of foreign language. There will be Spanish instruction for grades one through six, one day a week. It will be taught by a certified instructor from the Lapeer Community Schools.

### MEAP AND ACHIEVEMENT TESTS

St. Paul Lutheran School has participated in the annual Michigan Educational Assessment Program (MEAP). This statewide test has been given to students in grades three through eight for many years. We may not be involved in this battery of testing in 2011-2012 for several reasons: only 15% of Michigan Lutheran schools use the MEAP, our curriculum as well as the state's standards are changing to meet national standards, we would prefer to challenge our student's to meet national goals rather than be limited to Michigan, and the results from the October testing dates do not reach us until the Spring. The Iowa Test of Basic Skills, a nationwide series, is administered to students in grades three, six and eight. The results from our early Spring testing were provided to us *within one week* in 2011.

### GRADING SCALE

Grades 3-8 use the following scale:

100%	A+	87-89%	B+	77-79%	C+	67-69%	D+
93-99%	A	83-86%	B	73-76%	C	63-66%	D
90-92%	A-	80-82%	B-	70-72%	C-	60-62%	D-
						59% and below	E

### ATTENDANCE

As mandated by State Law, all students are responsible for regular and punctual attendance. This is essential if a student is to make use of the educational opportunities the school has to offer. It develops dependability and responsibility in the student and contributes to his or her academic achievement. On the other hand, chronic absenteeism and tardiness seriously hamper academic achievement and good classroom management.

**The teacher marks students not in their homeroom by 8:15 a.m. tardy.** If the child is going to be absent, the parent is to call the school office, 664-0046, before 8:15 a.m. After an absence, each student will have one day for each day missed to make up his or her assignments. This requirement may vary depending on the individual teacher, but it is a good "rule of thumb" so students do not get behind in their make-up work.

Students who need to leave school during the day must give an early dismissal note from their parents to their homeroom teacher. Parents must go to the office where they must sign the child out and the secretary alerts the teacher by intercom when the student should report to the office. Students excused after 2:15 p.m. are still eligible for perfect attendance provided they have been in school since 8:15 a.m.. Students must provide a doctor/parental note to document their early departure. A student who is tardy more than two times in the morning in a marking period does not qualify for perfect attendance. A student who arrives after 10:15 a.m. is granted a half-day of attendance.

Children who are ill will not be allowed to go home unless a responsible adult is at home or unless the parent gives specific permission for them to do so. A phone call to the parent is to be made from the school office, and the student is to wait in the school office for the parent or guardian. No students will be allowed to leave the school during the school day unless they are accompanied by a parent or legal guardian. If there is a family situation in which a child **is not to be escorted or removed from school by a certain individual or individuals, please notify the school administration immediately.**

### SCHOOL HOURS

Students are to be in their classroom by 8:15 a.m. so morning devotions and classes can begin promptly. The class times are as follows: Grades Kindergarten through eighth – 8:15 a.m. to 3:00 p.m.

**Please Note!** No students are allowed in their classrooms until 8:00 a.m. without prior permission. If a child must arrive before 8:00 a.m., he/she must report to the Fellowship Hall which will be supervised by a staff

member beginning at 7:45 a.m.. Dismissal for students is 3:00. Parents may pick up their student(s) at the east door (main entrance). Any students not picked up by 3:15 p.m. will be sent to the After School program.

Students that ride the late busses at 3:30 or 3:45 will report to a designated teacher's room at 3:00 to read, do homework, study, or visit.

#### EXCESSIVE ABSENCES

If a student's cumulative total for days absent during the school year reaches twelve (12), the teacher must report the absences, by means of a written report, to the principal and parents. The principal will contact the parents and request a conference or send correspondence to document and evaluate the effect of the absences on academic progress. The county truant officer may be contacted when absences with no written excuses reach eighteen (18) days. Students accumulating twenty four (24) or more days absent from school during a school year may be retained at the same grade level.

#### TARDINESS

A student is expected to be in school on time. Any delay causes distractions to the classroom and teacher. Students will be allowed five (5) homeroom tardies per quarter. On the sixth tardy, and each subsequent tardy, the student will be given a 30 minute administrative detention. Parents will be notified of the detention with an appropriate report form. The exception will be a medical excuse signed by the doctor or dentist.

For students who change classes, two (2) tardies will be allowed per class per quarter. On the third tardy and each subsequent tardy, students will serve a 30 minute classroom detention supervised by that classroom teacher. Parents will be notified of the detention with an appropriate report form.

#### HONOR AWARDS

Each teacher in grades 3 through 8 will review report card grades for each student. Names of students who earned all A's or all A's and B's, will be listed and submitted to the school office. Certificates are awarded to students on the Honor Roll and they are recognized for their achievement at a special Wednesday chapel service each quarter.

#### RETENTION POLICY

A recommendation to retain a student based on academic progress and/or next-grade readiness, should be made by the classroom/subject teacher. Considerable consultation and communication with the parents and principal is expected.

A student who earns a total of four failing SEMESTER grades in ANY subjects will not be promoted to the next grade level. An "E" is considered a failing grade. This policy applies to grades 3 through 8 since letter grades are not given in kindergarten, first, or second grade.

#### GRADUATION POLICY

No student shall receive a St. Paul Lutheran School diploma or participate in the eighth grade graduation ceremony if he/she earns two failing semester grades during his/her eighth grade year. This applies to any subject area.

#### REPORTING TO PARENTS

Parent/Teacher Conferences are held in November. This is an extremely important meeting for parents and teachers. It is an opportunity for teachers and parents to discuss their student's progress and exchange ideas to facilitate their child's academic growth. Report cards are issued quarterly to all students. Parents are urged to communicate with their teacher(s) if they have any questions or concerns regarding their child's progress. Upper grade students' progress is updated frequently on our PowerSchool system. Families may request a hard-copy progress report for their student. Parents can obtain their personal password for PowerSchool from the school office. Parents are strongly encouraged to contact their child's teacher(s) and arrange a conference at any time of the year if they have any questions or concerns. It is very important for parents to monitor PowerSchool and their student's grades **on a regular basis**. Early discovery of a struggling student will result in effective strategies and ultimately, success. Teachers will always provide the time for parent conferences. Teachers may also initiate conferences.

### HOMEWORK

Time is allowed by teachers during the school day for students to do their work. However, there may be times when the student will have work to do at home. All work cannot be completed in the classroom setting. We encourage our parents to provide a set time and place at home for students to complete their homework. This is an opportunity for the student to learn task-oriented discipline.

A rule of thumb for homework is that there should be approximately ten minutes per night for the grade level of that student. Thus first graders would have 10 minutes, second graders 20 minutes and so on. Some assignments and situations could dictate more or less time on a specific assignment. If there are concerns regarding homework, contact individual teachers as soon as questions arise. Addressing a problem early makes adopting strategies for success and improvement much easier and more effective.

### SUNDAY WORSHIP SERVICES (ATTENDANCE)

St. Paul Lutheran School strives first and foremost to be a Lutheran School dedicated and committed to offering a Christ-centered education based on God's Holy Word. To remain consistent with our philosophy of education in the Lutheran faith, your child's church attendance will be reviewed and recorded weekly. Part of the ministry and purpose of our school is to offer spiritual guidance and counseling to those who are negligent in their responsibility to attend church regularly. To this end, families of St. Paul are strongly encouraged to attend church on a regular, weekly basis. In order for St. Paul families to be eligible for the Active Member Tuition Grant for the next school year, they must attend at least 50% of all Sunday or Monday night worship services. This attendance will be tracked using the pads located in the church pews. July 1<sup>st</sup> is the beginning of the tracking period and June 30th of the following year is the conclusion.

Parents are reminded that faithful church attendance for their children and for themselves is necessary for their spiritual welfare, as well as supportive of the educational and spiritual efforts of our school. This aspect of the school's mission in Christian education is found in the Third Commandment, "Remember the Sabbath day to keep it holy." To this end, St. Paul will provide an environment based on the Word of God and where our children "hold it sacred and gladly hear and learn it."

If the parents are members of another church, the child is encouraged to attend worship services with his/her parents at their church. Families who have no church home are welcome to attend worship services at St. Paul Lutheran Church.

### SCHOOL YEAR VACATIONS

Vacations during the school year, which necessitate extended absences from school, are strongly discouraged. We realize some of these absences may result in positive learning experiences for children. Nevertheless, our school does not condone these absences. We urge parents to teach their children responsibility by encouraging faithful attendance at school every school day. Some classroom lessons are impossible to reteach when a student is absent. **Teachers should not be expected to provide classroom work prior to a student leaving on extended absences.** In most cases, students will be required to make up class work after returning to the classroom.

### CLOSINGS

If weather conditions dictate the closing of school, we will follow the Lapeer Community Schools' decision. Please turn to WMPC – Lapeer 1230 AM radio, WJR-TV 12 – Flint, WEYI – TV 25 – Tri-Cities, WJBK-TV – Fox 2, Detroit, WDIV – TV 4, Detroit, and WJR – Detroit 76 AM radio. Families may also want to consult the Lapeer Community Schools' website at [www.lapeerschools.org](http://www.lapeerschools.org).

If bad weather develops during the school day, you will be notified before your child is sent home at an earlier than expected time so you and the school office know he/she will be cared for properly.

### ACCEPTABLE USE OF TECHNOLOGY POLICY

It is a general policy of St. Paul Lutheran School that computers and other instructional technology enhance your child's education. With technology, your child will be able to electronically access the World Wide Web to gather information, learn concepts, and research subjects. With educational resources also comes responsibility. There are rules and ethics that govern computers that must be understood and observed by all users. These rules require that all staff and students using the school's equipment may not:

- Access offensive or inappropriate messages or pictures.

- Use obscene or defamatory language.
- Harass, insult, defame, or attack others.
- Intentionally damage computers or computer systems.
- Violate copyright laws.
- Use another person's password.
- Give out his/her name, address, or phone number.
- Trespass in another person's folders, work, or files.
- Intentionally waste limited resources.
- Employ the computer for commercial purposes.

Misuse or abuse of Internet access or computer accounts may result in a loss of privilege as well as disciplinary action in accordance with the Discipline Policy of St. Paul Lutheran School. Filtering software is installed on our computer system to prevent student access to objectionable sites. Educational resources also come with risk. In spite of our best efforts to provide a wholesome educational environment and to establish regulations for St. Paul Lutheran School computer use, please be aware that there may be occasions when your child can access some information you think inappropriate for his or her viewing. Classroom teachers and others will closely monitor student use to every extent possible.

### DISCIPLINE POLICY

To discipline means to make a disciple or follower. This implies that someone follows an example willingly rather than being forced to. Our goal is for students to follow the loving example of Jesus Christ. This means loving God first, others second, and oneself last. It means being willing to help and serve others.

We therefore commit ourselves to a cooperative effort with parents and children to provide an atmosphere that is God pleasing. Characteristics of such an atmosphere include the following:

1. Students who demonstrate their faith in Christ through their words and actions.
2. Students who exhibit pride in their school, their own learning and accomplishments, and the accomplishments of their schoolmates.
3. Students who respect their teachers, staff, parents, fellow students, school, and themselves.
4. Students who know and obey the rules and decisions of those in authority.
5. Students who are accountable for their own actions and realize that with privileges there are always responsibilities.

We believe that our school must be an orderly environment in which disruptions are not allowed to interrupt learning. Students must be given opportunities to practice responsibility and to accept reasonable exercise of authority. We affirm that good education cannot proceed without good discipline, fairly and consistently applied. Student misconduct in the school building or on school grounds and at school-related activities will be cause for disciplinary action. Teachers and the administration will hold students accountable for their failure to obey school rules.

Students forfeit their privilege to an education at St. Paul Lutheran School if their continued presence here will be of no substantial benefit to them or if their continued presence in school will be injurious to the health, morals, education, or the welfare of others in our institution. Possible consequences of misconduct include, but are not limited to, the following:

1. Counsel and verbal reprimands from school authorities.
2. Loss of privileges for students.
3. After/before school detention.
4. Intervention plan worked out with the parents, student, and school authority.
5. In-school suspension.
6. Short term suspension from classes (1-2 days).
7. Long term suspension from classes (3 – 10 days).
8. Expulsion from St. Paul Lutheran School.

#### **Misbehavior**

Misbehavior can include, but is not limited to the following actions:

1. Inappropriate language
2. Disobedience
3. Disrespect for authority
4. Damage to school property (vandalism)
5. Running/pushing/shoving /shouting in school
6. Threatening, name-calling, or bullying \*(Please request a copy of our extensive Anti-Bullying Policy)

7. Disruption of school activities
8. Physical contact with the intent of causing harm
9. Inappropriate physical contact
10. Unacceptable/inappropriate use of cell phones or other technology

Other guidelines that apply at St. Paul Lutheran School:

1. Students are only allowed in designated areas for recess because violations could result in injury to the student.
2. Students are expected to use the abilities, which God has given them, and complete their assignments faithfully.
3. Gum chewing is permitted during the school day as long as it is disposed of properly. This privilege will be revoked if students deposit their gum in water fountains, toilets, on rugs, etc.
4. Electronics, toys, and collectibles, and other similar items are not permitted at school without prior teacher authorization. **These items are not to be used during school hours. Cell phones are included in this guideline. Cell phone use is not allowed during the school day. They need to be kept in the student's locker. A student who cannot abide by this policy will receive a verbal warning. If subsequent problems occur, the cell phone will be confiscated by the principal or supervising staff member. The parents will be responsible for recovering the cell phone.**

#### PROCEDURES FOR STUDENT MISBEHAVIOR

Students misbehaving in grades K – 8 will be subject to the following disciplinary steps:

1. Verbal Warning- to the student by the teacher and/or administration which should include Christian counseling and guidance in an attempt to correct the behavior with the student.
2. Written Warning- to the student by the teacher and/or administration which may also include a phone or personal contact with the student's parents explaining the concern that the teacher or administration has for the student.
3. Detention - Upon further occurrence of misbehavior, the teacher and/or administration shall provide Christian counseling with the student and levy a detention period as agreed upon by the teacher and the principal. The child and parents are cautioned that a continuation of misbehavior will result in suspension and could lead to expulsion.
4. Short-term suspension in school or out of school (1-2 days) - The principal shall suspend any student who exhibits a further occurrence of misbehavior. The principal shall send written notice of a suspension to the parent or guardian. The student will be given the responsibility of delivering this notice to his/her parents.
5. Long-term suspension (3 – 10 days) - The principal shall suspend any student who exhibits continued misbehavior. The principal shall send written notices of suspension to the parent or guardian and the senior pastor. The student will be given the responsibility of delivering these notes to his/her parents **and the senior pastor.**
6. Expulsion - Any student who refuses to exhibit appropriate behavior shall be expelled from St. Paul Lutheran School. A written notice of expulsion will be sent to the parent or guardian and the senior pastor. A meeting will be scheduled with the student, parents, teachers associated with the student, School Council, principal and senior pastor for the purpose of reviewing the reasons for expulsion.
7. Note – **There may be times where this procedure, due to the infraction, may not be followed step-by-step by the administration. An extreme breach of behavior may result in immediate suspension. For example, fighting or punching with the intent to harm may result in immediate suspension. Threatening and bullying may also result in immediate suspension.**

#### APPEAL PROCEDURE – DUE PROCESS POLICY

If a parent, student, teacher, or staff member believes that his/her rights have been denied, the guidelines of Matthew 18:15-16 assure fairness to all and should be followed. Jesus said, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony to two or three witnesses." If a parent, student, teacher, or staff member disagrees with any of the disciplinary steps that have been applied, the following guidelines to appeal are available:

1. The student/parent/teacher/staff member shall first contact the party with whom there is a conflict or friction and attempt to peacefully resolve the dispute or problem.
2. If the student/parent/teacher/staff member believes that satisfaction has not been gained, he/she shall contact the school principal and state his/her grievances. The school principal shall call a meeting of the

- parties involved and attempt to resolve/remove the differences/disciplinary action. The principal may request a pastor and/or a School Council member to be present at this meeting.
3. If the person(s) believes that no satisfaction has been gained, he/she shall contact the senior pastor of St. Paul Lutheran Church, who will call a meeting of the involved parties and attempt to resolve the differences. The senior pastor may request that the School Council be represented at this meeting.
  4. Problems not solved with this procedure are delegated to a grievance committee consisting of three designated members of the St. Paul Lutheran Church Council. Its decision is deemed final.

#### SCHOOL COUNCIL

The School Council is a group designed to assist the principal and oversee the operations of the school. Any grievances or serious issues need to be addressed following the "Procedures to Express Concerns" found in on page 17 of this handbook.

#### FIELD TRIPS

Students make visits to places of interest when educational objectives can be enhanced, highlighted, and reinforced.

Notes are sent home prior to the field trip detailing all the information necessary so parents know what to expect. Written permission from the parent/guardian is required for each student participating in an out-of-school experience. Costs of these trips are usually covered by the students involved. Only students regularly enrolled in the class may attend the field trip.

It is usually necessary for parents to provide transportation. Parents who are willing and able to help are urged to do so. Parents who drive for such events are required to have a Driver's Statement on file in the school office. These forms are available from the administrative assistant in the school office **and must be renewed each school year.**

#### NEWSLETTER

A weekly newsletter called "Catch His Spirit!" is the main communication device used by the school. Families need to provide their e-mail address so they can be aware of school and church events. **It is extremely important that the newsletter be read.** It is prepared on Sunday and usually sent out Monday morning. We welcome community announcements and important items that may be a benefit to our school and church community. A tray on the principal's office door is available for newsletter articles.

#### FIRE, TORNADO, AND LOCKDOWN DRILLS

Fire, tornado, and lockdown drills are held regularly during the school year. Students are instructed in the proper procedure for quick evacuation of the classrooms and proper behavior during these events.

#### HEALTH AND SAFETY

Good health for our students is essential. It can be obtained only by the combined efforts and cooperation of parents, teachers, and students. It is the responsibility of parents to notify the school in writing if there are any special instructions regarding the application of first aid, special precautions concerning the child's health, or reasons why the child cannot actively engage in the physical education program. All children must be inoculated as required by the State of Michigan.

To minimize the danger of spreading diseases, a student having the symptoms of a contagious infection should remain at home. If signs of an illness arise while the child is at school, the office will contact the parent/guardian who will arrange for transportation home. It is understood that teachers may administer first aid in cases of minor injury. In cases of serious injury, we will follow instructions as indicated on the student's Emergency Card, which parents must fill out at the beginning of the school year. In serious injury cases, an incident report will be filled-out, filed in the school office, and made available to parents. **Please notify the school at once if any changes need to be made in the Emergency Card information. It is critical that we have the most current phone numbers, family contacts, and addresses.**

#### SEXUAL HARASSMENT POLICY

It is the policy of St. Paul Lutheran School to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of the policy for any member of the faculty, church staff, volunteers, or students to harass a faculty, staff, volunteer, or student member of St. Paul Lutheran School through conduct or communication of a sexual nature.

### **LIBRARY**

Our school is equipped with an excellent library for all grades to use. Students must follow the rules for its use. These guidelines will be explained by their teacher or library aide at the beginning of the school year. Library books should be returned by the date due. If they are not returned, additional books cannot be checked out.

***Donate-A-Book*** to our school library. At registration, or on your child's birthday, parents are given the opportunity to donate a book to our library in the name of their child. The book is given to our library with a permanent reminder inside the cover, naming the child as donor.

### **LUNCH**

Hot lunch will be served Monday through Thursday of each week. Cost of hot lunch (including milk) is \$2.50. The cost of a single serving of milk is \$.25 per glass. Friday is considered a cold lunch day and students should plan to bring a cold lunch. Pizza by the slice may be offered on Fridays.

Talk with your child about good eating habits, table manners, and food waste. Half a sandwich with fresh fruit, vegetable, and milk, is usually plenty for young children. Please do not send pop, coffee, cappuccino, highly caffeinated drinks (Red Bull), excessive snack items, or "fast food" to school. Send wholesome foods that your child will eat.

### **NUT-SAFE ENVIRONMENT**

St. Paul Lutheran School is a Nut-Safe School. Out of love, concern, and consideration for our students, we have chosen to ban any nuts, nut products, and food items that contain nuts. Students who are vulnerable and sensitive to nut products may have serious and tragic reactions. We ask all families to abide by this policy when they send treats for their class parties or bake sales, and when they make a lunch/snack for their son or daughter.

### **MEDICATION**

Medication requiring a doctor's prescription will only be dispensed by school personnel with written consent. A Medication Form may be picked up in the office and must be signed by the parent. All non-prescription drugs such as aspirin must have specific parental approval before being administered in school. Students may be responsible for their own inhalers.

### **RECESS POLICY**

Students must participate in outdoor recess unless the teacher receives a note from the parent stating the child is to stay inside because he/she has recently been ill, and the parent feels one or two days of staying indoors would help get over the illness. Students may be required to go to the school office for the recess period. If there seems to be a persistent problem, a doctor's written note would be required in the office.

### **CHURCH EXTENSION STAMPS**

The Lutheran Church Extension Stamps program has two purposes: 1. To encourage children to save money in an interest-bearing savings account 2. Provide financial resources for the building of Lutheran churches and schools in Michigan. Students may purchase stamps (\$.25 or \$1.00 denominations) and place them into a booklet. When the booklet is filled with stamps, it will be sent home for the parent to mail to the Lutheran Church Extension office and deposited into the child's savings account. Stamps are available for purchase on chapel days.

### **TRANSPORTATION**

St. Paul is privileged to have bus transportation provided by Lapeer Community Schools. LCS administrators do all the bus stop assignments and schedule times for pick-up and drop-off. If you have questions or concerns regarding bus transportation, please contact the Lapeer Community Schools' Bus Garage at 667-2433

### **BEFORE SCHOOL PROGRAM**

This program is for families that need before school care and supervision. The school office will be opened at 6:45 a.m. by the principal and be available for very early arrivals. At 7:00 a.m. the Fellowship Hall will be open for early arrivals until 7:45 a.m. and be supervised by a staff member or approved adult. At 7:45 a.m. all students that arrive early must wait in the Fellowship Hall until 8:00 a.m. This time will be supervised by a staff member. The hourly rate or "drop-in" rate for the before school program (7:00 to 7:45) will be \$4.00. A weekly,

non-refundable rate of \$15.00 will also be available.

### **AFTER SCHOOL PROGRAM**

St. Paul Lutheran School provides an after school program for all St. Paul students. Hours for the program are 3:30 until 6:00 p.m., excluding school vacation days, snow days, and early release days. The St. Paul after school program provides a safe and well-supervised atmosphere by stressing fun, mutual respect, and cooperation. Fees for the program are \$4.00 per hour. The program currently uses the multi-purpose room as its meeting area. Students who are not picked up from school by 3:30 p.m. may be sent to the after school program and parents will be billed accordingly.

### **CLOTHING GUIDELINES**

“Your body is a temple of the Holy Spirit, who is in you, whom you have received from God. You are not your own; you were bought with a price. Therefore honor God with your body.” 1 Corinthians 6:19-20

Dress and grooming reflect an individual’s attitude and self-concept. Within the guidelines established as our St. Paul dress code, students have the opportunity to express themselves as unique creations of God with various styles of dress and grooming, while maintaining the appearance of students who take pride in the school, their education, and their Savior.

We believe that parents want us to create an environment conducive to learning and supportive of Christian values. We also believe that parents do not want an environment that nurtures a focus on fashion trends. *Students are here to learn* and we rely on parents to be responsible for their children being dressed neatly, in good taste, and in age appropriate clothing. The final authority to interpret our clothing guidelines belongs to the St. Paul administration.

**HAIR**...Hair should be neat, clean, a natural color, and free from styling extremes. Boys’ hair length should be above the collar and at or above the eyebrows. Hats and head coverings are not to be worn in class.

**ACCESSORIES**...Only girls may wear earrings, and no more than two earrings per ear. Light make-up may be worn by girls in 7<sup>th</sup> and 8<sup>th</sup> grades. Tattoos and other body piercings are not allowed.

**SHIRTS/BLOUSES**...We encourage collared, buttoned shirts. Any shirt may be solid-colored or have patterns or have designs that are not un-Christian. Shirts are to cover midriffs, shoulders, and everything in between. No tank tops are to be worn. St. Paul Lutheran School Spirit Wear may be worn anytime. *Any* article of clothing that promotes, advertises, or displays tobacco products, alcohol, drugs, or anything that is unwholesome or ungodly will not be allowed.

**PANTS/SKIRTS**...Pants must fit and be worn properly. They need to be a cotton blend material. Jeans may be worn on Fridays or casual dress days as announced by the administration. Pants must not be faded, ripped, torn, frayed, or un-hemmed. Warm-ups, sweats, wind-pants, parachute pants, or Spandex are not acceptable. Tights and leggings are not to be worn alone as pants. Girls’ skorts, skirts, dresses, tunic tops, and shorts must be knee length. If they are worn with leggings, they may be finger tip length when standing.

**SHORTS**...Athletic shorts are not to be worn to school. They are fine for physical education and recess, but not the classroom.

**SHOES**...For safety reasons, footwear must have backs and/or heel straps and must fit firmly on the foot. Flip-flop style shoes are not allowed. Heels may be no higher than 2” measured from the back of the heel. For safety reasons, children must wear shoes that are completely enclosed for recess. Bedroom-style slippers are unacceptable to wear at school.

**SPECIAL DRESS DAYS**...Our students should make an effort to dress their best on chapel days. This is a time of worship and a time to show respect for our Lord Jesus Christ and His church. Other special dress or casual days may be announced by the administration. On these days, students may be allowed to wear jeans and other casual-style clothing as determined by the administration.

**OTHER**...Due to occasional wet and muddy playground conditions, children are encouraged to have an extra pair of shoes at school. Boots or shoes designed for winter conditions are also recommended. Recesses will be outside as much as possible. Hats, scarves, and gloves will be needed during the cold months. It is recommended that clothing be labeled with the child’s name. Children should wear St. Paul Spirit Wear on field trips for ease of identification.

**CONCLUSION**...Parents are responsible for their child’s adherence to our clothing guidelines. If a student comes to school inappropriately dressed, he/she will be counseled by the St. Paul administration. Alternate clothing may be provided to the student. If the student fails to heed the administration’s request, the parents will be

contacted. If other measures are necessary to enforce our guidelines, the administration may take disciplinary action.

We believe our guidelines are reasonable. Our parents and staff expect our students to come to school prepared to **learn** and not be burdened by fashion pressures.

### **SCHOOL ATHLETICS PROGRAM**

St. Paul Lutheran School offers an interscholastic sports program for students in grades four through eight. We are members of the Tri-County Lutheran League. In addition, we compete against teams from other Lutheran schools as well as public, private, and charter schools. Organization of teams is dependent upon grade level and number of students who participate in each sport. However, all 8<sup>th</sup> graders will be automatically assigned to the "A" level team. For the 2011-2012 school year, if any 7<sup>th</sup> graders are needed or placed on a particular "A" team, all 7<sup>th</sup> graders would be placed on the "A" team. If any 5<sup>th</sup> or 6<sup>th</sup> graders are needed to field a particular level team, all 5<sup>th</sup> or 6<sup>th</sup> graders **already involved in the sport** will be invited to participate even though their playing time might be limited. Girls' sports include basketball, volleyball, soccer, cheerleading, and track. Boys' sports include basketball, soccer, volleyball, and track.

Extra-curricular activities provide a value structure for participants:

1. To enhance God-given physical and mental talents and abilities.
2. The values of sportsmanship: Respect for the rules of the game, willingness to "play fair," and to be a "good sport."
3. The values of leadership and cooperation; assuming leader and follower roles promotes the success of the team.
4. The values of individual improvement will be encouraged and developed by the coach and/or athletic director. They will write and distribute a constructive critique to all players at least once during, or immediately following, a sport's season. This critique will contain information regarding skills, techniques, and personal goals to work on and practice. This is to be a positive and constructive communication to assist in the accomplishment and improvement of an individual's talents and abilities. This evaluation will be provided to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders.

Athletes are required to purchase their uniforms. There is a nominal fee assessed for each sport in order to help offset a stipend for coaches. **Students who have not been involved with the St. Paul athletic program will not be allowed to participate in any sport unless their parent(s) attend a mandatory sports meeting. Students with prior experience in the St. Paul athletic program must sign an agreement to abide by the policies and practices of St. Paul Lutheran School in order to participate.** Attendance at the meetings and the signing of the agreements will be documented by the athletic director.

### **EXTRACURRICULAR ELIGIBILITY POLICY**

Participation in athletics or other school-sponsored extracurricular activities is a privilege; academics must be the first priority.

#### **Eligibility/Ineligibility Definitions:**

- Eligibility – In order to participate in athletics or other school-sponsored extracurricular activities, students must maintain a minimum C- in all subjects.
- Academic Probation (AP) – Having one subject grade of D+, D, or D-. The student may practice, but not participate in games.
- Athletic Ineligibility (AI) – Having a single failing grade (below D-) in any one subject or having 2 or more grades below C-. A student in this category may not practice or participate in games, nor request "Academic Allowance."
- Academic Allowance – Allowing students to participate and play if they are on AP (see policy below). If a student is on AI, the Academic Allowance appeal process cannot be implemented.

#### **Eligibility/Ineligibility Determination:**

- Eligibility is determined weekly beginning at the end of the second week of each marking period.
- Eligibility may be restored when the teacher(s) informs the athletic director that the student has achieved a minimum grade of C- in the subject in question.
- In cases where a student becomes ineligible at the end of a marking period, eligibility cannot be re-evaluated until a minimum of two full weeks into the next marking period has passed (a body of work must be established).
- **It is the responsibility of the student to speak to the teacher, coach, and athletic director,**

**regarding work that can be done, re-done, or made up in order for the student to regain eligibility.**

- The teacher may be asked to re-calculate a student's grade on a weekly basis; anything more frequent than weekly shall be at the discretion of the teacher.
- Academic Probation (AP) and Athletic Ineligibility (AI) are determined by two sources: PowerSchool and report cards.
- The grades recorded on Friday by PowerSchool are used to determine AP and AI.
- As soon as it is available, a current roster of participating athletes will be provided for the 4<sup>th</sup> through 8<sup>th</sup> grade class teachers. Teachers of the 4<sup>th</sup> through 8<sup>th</sup> grade classes are to check PowerSchool on Fridays and contact the **athletic director** if any student athletes are AP or AI. It is the **athletic director's responsibility** to communicate with the coach(es) regarding a student's eligibility status. Classroom teachers are **not** responsible for notifying the coach – only the athletic director.
- The student may be notified by either the teacher or the athletic director regarding AP or AI.
- **A coach is to assume that an athlete remains on AP or is still ineligible to play unless the athletic director informs him or her otherwise. A student is not the authority in this matter.**

#### Additional Athletic/Extracurricular Policies

- A student may not participate in activities, games, practices, or scrimmages if he/she is not in school that day. An excused morning absence shall constitute attendance.
- Ineligible team members will be invited to participate in the team photo, team banquet (if applicable), and any end-of-the-season exhibition type game (such as alumni game or father/sibling game, etc.)
- A student diagnosed with a learning disability may be exempt from the academic standard for participation in athletic/extracurricular activities. The principal, athletic director, teacher, and parents must all agree to this exception. For those students who would otherwise be ineligible without academic probation or learning disability provisions, the following conditions must be met:
  1. The student's planner must be signed by the teacher(s) and a parent on a daily basis. **It is the student's responsibility to see that this is done.**
  2. There may be no missing assignments or late assignments in those subjects in which the student would otherwise be ineligible.

Failure to meet these provisions will result in immediate ineligibility.

#### Academic Allowance Defined

There may be occasions when a student hits a "rough patch" in a subject area and may receive the Academic Probation status. This status allows a student to practice, but not compete. We want students to realize that an appeal process is available and that they can achieve academic success. We want students to understand that effort, attitude, and behavior can influence his or her future. Lack of effort, a poor or disrespectful attitude, or inappropriate behavior will negate this appeal process. The classroom teacher, athletic director, and principal will be the ones responsible for monitoring a student's effort, attitude, and behavior. We realize that effort is a very subjective and frankly debatable measure of a student's progress, but with the help and support of the parents we can make this judgment.

To eliminate a confusion of terms, it has been decided to call this sports status an "Academic Allowance." If a student is granted Academic Allowance, he/she may compete and practice with a D+, D, or D-. A time period or number of games will be determined by the principal. The time period may not exceed two weeks and the number of games may not exceed four.

#### Academic Allowance Procedure

If a student is on Academic Probation, he/she may request an Academic Allowance using the following guidelines:

- A conference will be requested by the parent(s) that will involve the principal, athletic director, and classroom teacher. No conference will be considered nor continued if any of the above parties cannot display or maintain a Christian manner.
- The decision to grant or deny Academic Allowance will be made by the principal. The time period or number of games will be established by the principal using the guidelines given above.

- The principal’s decision must be in writing and distributed to all involved parties. All must understand what is expected of the student during this Academic Allowance.
- If a student displays any inappropriate behavior (according to school rules), does not make an effort to improve class performance, or displays an unacceptable attitude at any time, the Academic Allowance may be revoked immediately or reviewed by the principal.
- Only one Academic Allowance may be granted to a student during a single sport’s season.

### **Meet The Principal Forums**

The principal may schedule a forum each marking period. The purpose of these meetings is to exchange ideas and discuss school issues. These are informal in nature and provide an outlet for parents to share any and all concerns.

### **Procedure to Express Concerns – St. Paul Lutheran School**

Jesus said, “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”

Matthew 18:15-16

If a matter arises over which you have a concern and feel a need to express that concern, we ask that you follow this procedure:

1. First talk with the person with whom you have the concern, whether it is a teacher, administrator, another parent, or staff member. You may need more than one session of communicating.
2. Usually speaking with the person with whom you have the concern personally will clear up misunderstandings.
3. If you believe that the matter has not been concluded to your satisfaction and further discussion is required and the concern is with a school employee, then talk with the supervisor of that person. In the case of a teacher, aide, or other school employee, speak with the principal. In the case of the principal, speak with the senior pastor, or in the case of the senior pastor, speak with the church council.

The sin of gossip can be eliminated if we abide by the wisdom of God’s Word. Issues dealt with early, directly, and personally, is the best way to diffuse tension and resolve problems before they grow and become matters causing great emotional distress and serious conflict.

### **IN KINDERGARTEN YOUR CHILD WILL LEARN...**

- About God's love through worship and prayer.
- About how God created and still cares for His creation.
- To be a member of a social group by working and playing with other children in a courteous manner.
- To develop an interest in books and reading.
- To listen and follow directions.
- To express himself/herself orally before a group.
- To identify and print capital and small letters, phonics and phonemic awareness.
- To identify high frequency words (sight words) for beginning reading.
- To recognize and write numerals up to 30 and use them with understanding, comparing sizes, counting, etc.
- To be aware of the wonders of nature.
- To understand the meanings of safety at home, on the streets, and at school.
- To be aware of community helpers such as the mailman, policeman, and fireman.
- To develop good habits, attitudes, and skills.

### **HOW WILL YOUR CHILD SPEND HIS OR HER DAY IN KINDERGARTEN?**

It has been acknowledged for many years that experience is the best teacher. Our kindergarten program provides many kinds of experiences considered suitable for the five year old child.

**Working and playing together-**Kindergarten children learn about Jesus their Savior, the home, community helpers, and other things pertinent to their young lives and their futures. Hand and arm coordination is improved with each object made of clay, each finger painting, each drawing or scrapbook. It will be interesting to watch your child's progress. Do not expect his/her work to be of the same style or quality as that of an older brother or sister or even another child the same age as yours. Every child is different. Some children will show readiness to learn to write their names in kindergarten. This will be done in manuscript writing rather than printing in capital letters. Use only a capital letter for the first letter of his/her name.

**Clothing-**All articles of clothing, including boots and mittens, are to be labeled with first and last names. Comfortable, durable clothing characteristic of their age group and easy to get on and off is best. Large buttons are best for small hands; zippers can be hard to manipulate. Pull-over shirts are fine. Boots at least one size larger than shoes make for easier outdoor preparation.

#### **Our Kindergarten Program Includes:**

**Religion-**In our daily devotions, we will use stories from the Bible to teach the children about the wonders of the world around them and how God planned for us to live in a loving relationship with Him and the people around us. We will make special use of the Word of God in our science studies to show God the Creator, and in our social studies to show that God is loving, forgiving, and always near. There will be prayer before we eat our snacks.

**Playtime-**Games, blocks, puzzles, painting, coloring, clay, trucks, dolls, puppets, pretending, etc..

**Work readiness by games and workbooks.**

**Reading Readiness-** Learning to identify and print capital and small letters, ear training, phonics, etc..

**Math Readiness-** Recognizing and writing numerals to 20 and using them with understanding, comparing sizes, counting, etc..

**Social Growth-** Learning to work and play with other children keeping Jesus' teaching of love for each other in mind, curbing self-centeredness and developing an awareness for others and their rights.

**Library-** Children will be introduced to our school library and check out books for parents to read to them.

**A Place for Everything-** When "clean-up" time is announced, busy hands work to replace all toys and materials to the proper storage places. In a short time, children should be able to work efficiently and quickly.

**So Bodies May Develop-** It is on the playground that children are permitted to use the loud voices and sounds which must be subdued in the classroom. Here, outdoor play equipment will be used as well as active games which make use of youthful energy and rapidly growing muscles. Sharing equipment, taking turns, and taking care to injure no one are some of the social experiences offered.

**Gym-** There will be time in the gym devoted to the development of body coordination, and the experiences of cooperation and sportsmanship.

**Snack Time-** Eating together at our tables, we reinforce desirable eating manners, good habits, and the value of wholesome foods.

**The Thread of Music-** Children are encouraged to develop a love for music, and a sense of rhythm and sound. Singing is an important part of the kindergarten program. We use both secular and sacred music. Music is part of every kindergarten day in work and play.

**Eyes That See and Ears That Hear-** The kindergarten child learns to inspect carefully the natural things about him; to learn how they feel, smell, sound, and look, through nature walks and classroom exhibits.

**Art-** The children will be introduced to and experience many media with an emphasis on creativity.

**The Closing of the Day-** This is done in the same manner in which it was begun, in the name of the Lord, with prayer.

#### HOW YOU CAN HELP YOUR CHILD IN SCHOOL

1. Give your child love and a feeling of security.
2. Show an interest in everything that your child does.
3. Become acquainted with the kindergarten program.
4. Insure prompt arrival at school, regular attendance, and promptness in meeting the child after school.
5. Stress safety rules on the streets as well as in the home.
6. Report any physical weaknesses to the teacher promptly to avoid embarrassment to the child.
7. Be sure to label all clothing and any other articles that may be brought to kindergarten. Teach your child to recognize labels.
8. Send miscellaneous articles that children may ask for such as oatmeal boxes, spoons, and plastic containers.
9. Teach the child to attend to his toilet needs without assistance.
10. Prompt return of all forms sent home.
11. Help to overcome fear of facing new situations.
12. Teach him/her to share and pick up toys.
13. Teach your child how to dress alone and how to hang his/her coat and care for scarf and mittens.
14. Read and tell him/her stories about Jesus.
15. Teach him/her to pray and pray with him/her.
16. Bring him/her with you to God's house regularly.
17. Set a good example at all times.
18. Give him/her duties and responsibilities at home appropriate for his/her age.
19. Make sure your child gets at least 10 hours of sleep every night, gets a proper breakfast, and regular meals.