

**St. Paul's First Lutheran
School**

School Handbook

2014-2015



Kindergarten through 8th Grade

11330 McCormick Street, North Hollywood
Phone: 818.763.2892
www.stpaulsfirst.org

St. Paul's First Lutheran School

Administration

BOARD OF CHRISTIAN EDUCATION

The Board of Education of St. Paul's First Lutheran Church consists of five elected members. The Principal is an ex officio member. It is the duty of the Board to supervise all educational and extra-curricular activities of St. Paul's First Lutheran School. The members of the Board for the 2014-2015 school year are:

- +Jason McGee, Chairman
- +James Ambrose
- +Bobby DiPietro
- +Roger Keefe
- +Mike Robinson

PASTORS

The Pastors of St. Paul's First Lutheran Church are called servants of the Word and spiritual overseers of all activities of the congregation (Hebrews 13:17). The pastors are available to school parents and students for counseling on spiritual matters. The pastors are also part of the instructional staff, teaching God's Word in the Junior High. The pastors can be reached at (818) 761-1846, extension 1.

- +Pastor Lynn Wiedmann
- +Pastor Paul Meitner

PRINCIPAL

In addition to teaching Junior High courses, the Principal's primary responsibility is to ensure that students receive a quality Christian education in a safe and supportive atmosphere. He is available to meet with parents and students about any issues related to school life including academics, discipline or other concerns.

- +Principal Rendy Koepfel

SCHOOL STAFF

- +Mr. Al Mindock: Grade 8 Homeroom Teacher, Science, PE, and Athletics Director
- +Mr. Dan Bredendick: Grade 7 Homeroom Teacher, Math, History, Computer, Technology
- +Mr. Larry Zarnstorff: Grade 6, English, PE, Athletics, Hot Lunch Coordinator, Student Council
- +Mr. Bradley Nehls: Grade 5, Algebra, Athletics, Extended School Program, Youth Programs
- +Mrs. Kristen Mindock: Grade 4, Student Recognition, Preschool Committee, Tutor
- +Miss Jan Stone: Grade 3, Drama, Tutor
- +Mrs. Kristi Bredendick: Grade 2, Yearbook, Extended School Program
- +Mrs. Barbara Hartel: Grade 1, Summer Program Coordinator, Tutor
- +Miss Terri Miller: Kindergarten 5 Year Olds
- +Mrs. Melissa Nehls: Kindergarten 4 Year Olds
- +Mr. Karl Bauer: Director of Music, Athletics
- +Mrs. Mary Sloke: Secretary
- +Mrs. Joyce Rizzo: Extended School Program Administrator

PRESCHOOL FACULTY

- +Miss Cynthia Clendenen: Director and Teacher of 4 Year Olds
- + : Teacher of 3 Year Olds
- +Ms. Sandra Bello: Teacher of 2 Year Olds

St Paul's First Lutheran School History

Founders of St. Paul's First Lutheran Church and School were committed to the principle--"The soul of education is the education of the soul."

In their dedication to Christ and His Word, they had come to see that an education directed only to broaden the intellect or the mind, without reaching down into the heart and the soul, is inadequate. They shared the convictions of the statesman-educator, John Milton, who said: "The end of all education is for the child to gain the knowledge of God in Christ, and out of that knowledge to love Him, to imitate Him, and to grow like Him."

The goal of education, they realized, could not be attained through a purely secular curriculum. If children are to grow up for God and country, strong in faith, sound in character, honorable in spirit, the three "R's" would have to be supplemented with a fourth--the most important of all, Religion.

So it was that after years of praying and planning, they acquired both the properties and funds to erect the first unit of their Christian Day School. The dedication took place on Sunday, September 14, 1947. The following day, 65 children were enrolled in the four-grade, two-classroom school. Thirty applicants had to be turned down because classrooms were filled to capacity. The excellent work of the first teachers was received with such enthusiasm that the school, under God's blessing, quickly developed into one of the major Lutheran Parish Schools of the country. Each year has seen some notable advance: increased enrollments, additional classrooms, enlarged faculty, or extended curricula.

In 1950, another two-room school building was constructed filling all classrooms to capacity serving children in grades kindergarten to grade 8. Five years later in 1955 the congregation dedicated a beautiful new church building that St. Paul's First members still worship in today. April, 1961 marked the addition of another wonderful building addition to the church and school campus, Faith Hall, which provided a gymnasium, kitchen, stage, locker rooms, and youth classrooms. In 1968, the new addition of the brick classrooms and office space was constructed and dedicated. This gave the school six more classrooms and needed administrative space.

A preschool facility was constructed in the old church building in 1996. St. Paul's First dedicated its newest building, Wagner Hall, a multi-purpose room, at the corner of McCormick and Bakman in 1998. In 1999, a computer lab and library was added to the campus. Each year following the computer technology has been updated in the lab and in classrooms. In the summers of 2003 and 2004 classrooms for kindergarten to grade 6 were refurbished. The summer of 2005 marked the beginning of a full time summer program for children in grades 1-6. Also in 2005 after a three-year fundraising effort, the PTL installed new playground equipment. In 2007, the refurbishing of the gymnasium in Faith Hall was completed with the refinishing and new painting of the gym floor.

In 2013, the school education program expanded by adding a Kindergarten program for four-year-olds to further strengthen the children's foundation in the important primary years of development.

Today the school includes Junior High, Elementary Grades, Two levels of Kindergarten, and Preschool classes. But with all the expansion and changes that takes place, the congregation of St. Paul's Church is determined that the Christian aims that motivated the founders of St. Paul's First Lutheran School will not be changed.

Founding Purpose and Objectives

The founding purpose of St. Paul's First Lutheran School is to support parents in "bringing up your children in the training and instruction of the Lord." This purpose is accomplished by following these objectives:

1. To strengthen and deepen the Christian faith, understanding, and consecration of its students,
2. To equip the students with an academic competence in fields of study as the State of California requires, and
3. To aid its students in their emotional, social, cultural, and physical development.

School Mission Statement

St. Paul's First Lutheran School exists to assist parents in providing children with a Christ-centered education promoting spiritual, emotional, social, physical and academic growth; equipping them for life and eternity as redeemed children of God.

Word of God

God's Word is the foundation for all that is taught at St. Paul's First Lutheran School. The wisdom of God's Word also serves as a guide for all planning, decision-making, and implementing of programs in our school. The Word of God in the Bible is the inerrant Truth on which we base our faith and our beliefs. No human philosophy or value system can be accepted unless it is in line with the Truth of God's Word.

God's Word answers the basic inquiries of all people: Where do we come from? Why are we here? Where are we going? The Word assures us that every person is God's special creation for whom God has a special purpose. Every person has been born into this world with inherited sin. Every person needs God's forgiveness through His Son, Jesus Christ, who lived in this world and then died by crucifixion for the sins of all people. **For God so loved the world that He gave His one and only Son, that whoever believes in Him will not perish but have eternal life (John 3:16).** Every person that has faith in Jesus as his/her Savior from sin will live as a redeemed child of God here on earth and also in heaven eternally.

It is understood that the Word of God is to rule supreme at St. Paul's First Lutheran School, and that the discipline of the school is to be shaped in accordance with this norm. Bearing this in mind, parents should not attempt to excuse their children from conforming to any of the rules of the school. In accordance with God's Word children will make an effort in everything they do, that it be to the glory of God.

Encompassing School Goals

1. Prepare students for life here on earth and in eternity through Bible study, Christian curriculum, devotions, worship, and Christian counsel.
2. Encourage students as redeemed children of God to live their faith in Jesus Christ by demonstrating a God-pleasing social behavior and attitude; and letting their Christian love and example be seen by everyone around them.
3. Provide our students with a Christ-centered, challenging and diversified curriculum that prepares them for continued advancement in every grade level and for every day life.
4. Teach proficient skills and impart knowledge to our students in the areas of Bible history, Lutheran catechism, reading, writing, mathematics, music, social studies, science, physical education, and art.
5. Provide opportunities for our students to develop and make good use of their God-given talents in the areas of music, athletics, drama, public speaking, art, and computers.
6. Foster an atmosphere of Christian love and care among students, staff, and families; and promote Christian fellowship between our school families and St. Paul's First Lutheran congregation.
7. Provide a safe and healthy environment for our students that enable them to learn and function with a sense of security and well-being.

Admission and Registration

Application for Admission

Applications for enrollment at St. Paul's First Lutheran School can be requested from the school office. St. Paul's First Lutheran School admits students of any race, color, national and ethnic origin to all 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, admission policies, athletic or other school- administered programs.

Application Procedure

Members of St. Paul's First Lutheran Church and returning families will be asked to register or reregister their children in January for the next school term. Beginning in February, new applications will be accepted. All new applicants will be asked to set up an appointment with the principal so that he can explain to the entire family the purpose of our school, what we believe and teach, and the responsibilities of the parents. After this visit, the application will be acted upon.

Additional Requirements

St. Paul's First Lutheran Church maintains a parish school whose primary purpose is the education of the congregation's children. In view of this, we require that all parents enrolling a child agree to the following provisions:

That all school parents new to our school and not of our Lutheran fellowship are required to attend three informational meetings conducted by our pastors and principal. The purpose of these meetings are to acquaint parents with the Lutheran doctrines that their children will be taught in school and learn more about Christian parenting. Parents are also invited to take a series of Bible information classes which study the important doctrines of the Bible in more detail and prepare adults for membership in our church. No one is obligated to join the congregation.

That parents are willing to have the student instructed in the doctrines as outlined in the Constitution of St. Paul's First Lutheran Church. These doctrines will be explained in the Bible Information Class;

That parents will honestly endeavor to have the student attend Christian worship services regularly at St. Paul's First Lutheran Church if they are members of St. Paul's. Families active in another Christian church are encouraged to regularly worship there. Families that do not have a church home are strongly encouraged to attend St. Paul's for the spiritual benefit of their children and the entire family. In addition, parents will provide a Christian environment in the home to complement the spiritual and scholastic commitment of our school;

That the student will receive Lutheran Catechism instruction in grades five through eight. The student is given the opportunity to be confirmed in the Lutheran Christian faith but is not obligated to do so.

That parents will encourage the student to take part in the usual school activities and church services throughout the school year, or present an acceptable excuse for the child's failure to participate. We also hope that parents will become involved by attending services and activities with their child. Parents are required to attend a parent/teacher conference at the end of the first quarter of the school year.

All students will be carefully observed to make sure that they are living up to this policy of enrollment. Any student who is antagonistic to the Christian faith as taught by our school will be removed. Any child, who deliberately fails in religion because his parents do not care about the child's grade in religion or memory work, or do not assist the child in religious homework, will be removed from the school.

The age requirement for enrollment in kindergarten is in conformity with the regulations of the State of California: a child must have attained the age of five years by September 1st of the year for which enrollment is sought. The age requirement for enrollment in the first grade is that a child must have attained the age of six years by September 1st of the year for which enrollment is desired. Children enrolling in the K-4 program must be four years old by September 1st.

Matriculation in the other grades will depend upon the character and ability of the applicant, the amount of space available, and evidence that the child is able to achieve success in the program at this school. In general a child who has poor or failing grades at another school will encounter difficulty in enrolling in the same grade at St. Paul's.

We require all new students in grades three to nine to submit to an entrance test, consisting of a partial battery of an Achievement Test, unless they provide us with recent valid test scores. Primary students may also be given a readiness test.

Communication

Matthew 18 offers us guidance in the area of parent/teacher communications. Any time a parent has a question or complaint, the first step is to talk to the teacher involved. If the situation is not resolved, then the next step is to contact the Principal. If the matter is still not resolved, then the Board of Education should be contacted. In the interest of peace and harmony, we ask these steps be followed for all concerns

Visitation and Consultations

Parents are encouraged to visit school sessions, and may do so by appointment. Parent/teacher consultations may be arranged after school hours by appointment. Frequent consultations are encouraged to promote closer home/school relationships, and to arrest any social or academic problems that may arise.

Parent consultations are held at the end of the first quarter of the school, when report cards are due. There is no school on that day, and all parents are required to pick up the reports for their children.

Parents are requested to refrain from consulting with teachers when teachers are in the performance of duties such as playground supervision, and especially while in the classroom teaching.

All late books, lunches, PE clothes, and instruments must be delivered to the school office, not to the classroom. Children should be encouraged to take care of these responsibilities before leaving home in the morning.

Earthquake Preparedness Program

St. Paul's School has an Earthquake Preparedness Program that will allow us to take care of your children in case of a major earthquake. A portion of the yearly registration fee is used to purchase water, food, blankets, and first-aid supplies to be used in the event of an earthquake emergency.

Academics

Curriculum

All efforts are made to comply with the State of California Department of Education curriculum requirements. Our curriculum is also integrated with the Course of Studies for Lutheran Schools.

The kindergarten programs offer complete readiness programs in all the basic academic areas taught in the first grade. Our two kindergarten levels offer a well-balanced program of academics, interactive activities, play, and rest time. Our programs teach reading, writing, and arithmetic, employing the finest materials and techniques available. In kindergarten the child is also helped in the adjustment of his personality and social life to the school situation.

The primary and elementary grades offer an intensive study in all basic subject matter areas with a strong emphasis on developing the children's reading skills and vocabulary.

The junior high school grades are departmentalized and aim at extending previously acquired skills and knowledge promoting higher order thinking activities.

In order to fulfill the expressed aims of the school, it is essential that all the children enrolled be taught the tenets of Christian doctrine. No child shall be excused from religious instructions. Parents who are of faiths other than Lutheran should consider this point before enrolling their children.

Homework

Homework is essential in the educational process of our students. It will be given at all grade levels. It is a way of reinforcing the learning that the student is doing in class, and is a method of teaching them self-discipline and proper study habits. The amount of time it takes for an individual child to do homework depends on that child's ability, study habits, and attitude, but the following can be used as a guideline:

Kindergarten: 5-10 minutes	4 th grade: 40-60 minutes
1 st grade: 15 minutes	5 th grade: 50-60 minutes
2 nd grade: 20-30 minutes	6 th grade: 1-1 ½ hours
3 rd grade: 30-60 minutes	7 th & 8 th grades: 1- 1 ½ hours

St. Paul's School uses a homework policy for grades 1-8. The policy for grades 3-8 is attached to the final page of this handbook. The policy for grades 1-2 is similar but less demanding.

Grading System

St. Paul's School uses the following grading system for grades 3-8:

- A--95-100%
- B--85-94%
- C--75-84%
- D--65-74%
- F--64% and below

St. Paul's honors students in grades 5-8 that achieve exceptional grades by publishing an Honor Roll. Students with a Grade Point Average of 3.96 and above are given High Honors. Students with a G.P.A. of 3.5 to 3.95 are given Honors. Students with a G.P.A. of 3.0 to 3.49 are included on our Honorable Mention list.

Activities

Athletics

In addition to the complete physical education program, the school holds membership in the Valley Christian Athletic League, which makes possible a complete interscholastic athletic program for boys and girls in grades 4-8. While physical education is compulsory, interscholastic sports are purely voluntary and will require extra time after school. Our sports program includes full schedules in flag football, volleyball, track, basketball, softball, baseball and soccer. Students must maintain a 2.0 grade point average and at least a "C" citizenship grade, display a Christian attitude and have a good discipline record to participate. If a student becomes ineligible, he/she has a two-week opportunity to regain eligibility after which the student is ineligible for the remainder of the quarter.

Student Council

Eight students from grades 7 and 8 make up the Student Council. Members are expected to be in good standing and exhibit exemplary Christian citizenship. The Junior High students and teachers select them.

School Choirs

The **Crusader Choir** is for grades 4-8. This elective choir is for credit and serves St. Paul's congregation several times a year in worship services. Children who may not be able to attend services at St. Paul's First Lutheran Church will be discouraged from enrolling in the choirs, since regular attendance on Sundays when the choir is singing is required. **Canticle Choir** is for grades K-3. Rehearsals are twice each week during the school day. Since the choir performs several times a year in the church service, children are expected to attend all such services.

Hand Bell Choirs

Children in grades 6-8 are eligible to play in our Hand Bell Choirs. They must be able to read music, have a good sense of rhythm, and show a sincere desire to learn. Beginning players will have a chance to progress to the advanced group as their talent develops. The Advanced Bell Choir will be required to play in church and for special occasions. Failure to be in attendance may cause dismissal from the choir. Children in grade 5 may join in the Tone Chimes Choir which is an introduction to the Hand Bell Choir.

Band

Two bands are offered to students in grades 4-8. The Beginner Band is open to anyone in grades 4-8. Its purpose is to begin the training of instrumental playing through a daily band program. The Beginner Band meets every morning from 7:45 – 8:10 AM. A fee is charged for participation in Beginner Band. The Advanced Band is open to anyone in grades 5-8, with one year of experience or participation in the Beginner Band. The Advanced Band meets twice a week during the Jr. High elective period. There is no fee for the Advanced Band. For a fee, individual lessons with our Music Director may be acquired.

Eligibility For Music Programs

Students must stay current on their schoolwork as described in the Late Work policy. Otherwise they will be declared ineligible for the quarter or the school year. Junior High students need to maintain eligibility for one music course elective as part of their Junior High curriculum.

Attendance and Excuse Policies

All absences must be explained **in writing** by the parents. **This excuse must be brought to school the day the child returns from the absence. A note from a physician must explain extended absences.**

Excused absences are those that result from illness, medical, dental, or eye appointment, television or motion picture work (with proper permit), and bereavement.

It is the student's responsibility to see that all tests and assignments are completed on time.

Examples of unexcused absences from school are the following:

1. Absence from school to attend show. (Sec. 16601 Ed. Code)
2. Absence from school to take music, drawing, dancing, or other lessons.
(Sec. 13.121 Adm. Guide)
3. Absence from school to run errands for parents.
(Sec. 13.121 Adm. Guide and Sec. 16601 Ed. Code)
4. Absence from school to carry papers. (Sec. 13.121 Adm. Guide)
5. Absence from school in order to entertain visiting relatives.
(Sec. 16601 Ed. Code)
6. Absence from school to help care for children.
(Sec. 13.121 Adm. Guide and Sec. 16601 Ed. Code)
7. Absence from school because someone else in the family is ill and help is needed at home. (Sec. 13.121 Adm. Guide)
8. Absence from school to assist with housework. (Sec. 16601 Ed. Code)
- 9- Absence from school because of lack of shoes or proper clothing.
(Sec. 16601 Ed. Code)
10. Absence from school because of family travel or vacation plans.
(Sec. 16601 Ed. Code)

Parents will kindly refrain from requesting special exceptions to these state regulations. All schoolwork for unexcused absences must be completed and handed in upon return to class. Failure to do so will result in a failing grade for those assignments.

Students who are unable to participate in Physical Education because of illness or injury are expected to bring a written note of excuse from a parent or physician stating the reason and length of exclusion.

Tardy Policy

Article 5, section 48620 of the California Education Code states that more than three tardies to school may be considered truancy. Therefore tardiness is considered a serious problem that must be remedied. Tardy is defined as not being present in the classroom when the 8:15 AM school bell has rung. The policy for repeated tardiness is as follows:

1. After the third tardy and subsequent tardy instances in a month, the principal will send a note home to the parents reminding them of the problem. The child will be required to serve an after-school detention.
2. Parents will be charged \$5 for a half hour and \$10 for one hour of detention.
3. Persistent tardiness will be reported to the Board of Education to review enrollment status of the child.

Lunches

Students may bring their own lunches and eat them at the covered lunch tables outside. We also have a catered lunch program that is ordered on a monthly basis. Orders are due by the deadline date published. Children who come to school without a lunch will be charged \$6 for a school lunch. Children will not be permitted to habitually come to school without a lunch. Parents should be reminded that growing children need nutritious lunches, and that poor nutrition is a frequent cause of poor academic achievement. **We discourage the bringing of "fast food" lunches on a regular basis.**

St. Paul's Parent-Teacher Fellowship (PTF) Program

The primary responsibility for the education of a child rests with the parents. The school assists the parents in the formal portion of this process. It cannot hope to succeed without the close cooperation of the parents. Many parents are needed to organize and lead the social and service activities. The PTF is our school support organization led by a group of parents in partnership with the faculty and pastors. There are numerous committees that parents can choose to join to use their talents, gifts, and interests. **All parents are expected to help and participate in some way.** Sign up opportunities will be provided at the beginning of the school year or at the time of enrollment.

School Newsletter

The Smoke Signal is a weekly school newsletter that is published every Thursday during the school year. A paper copy is sent home with the children and an electronic version is emailed to parents. It contains school news items of importance to parents. Please read it carefully every school week. It is our way of communicating with the home.

School Hours

The school grounds are opened at 7:45 AM and closed at 3:30 PM. School begins at 8:15 AM, and dismisses at 3:15 PM. Any child arriving before 7:45 AM will **automatically** be enrolled in the morning ESP. Likewise, any student remaining after 3:30 PM will be enrolled automatically in the afternoon ESP. The school is responsible for the supervision of the students and cannot allow children to be unsupervised before or after school.

No student may leave school, or leave and return to the school grounds, for any reason without written direction from the parent to the school. The 7-11 Store on Magnolia Blvd. is off-limits to any student remaining in the Extended School Program.

Extended School Program

The Extended School Program is available from 6:45-7:45 AM each morning and each afternoon from 3:30-6:00 PM. This adult-supervised program is available for working parents. In the afternoon, registration of children remaining on the school premises takes place at 3:30 PM. Parents may use the program as needed. Parents have the option to pay for hourly use or pay a flat monthly fee. Parents must enroll their children in the program and make a deposit payment, otherwise the program cost is \$10 per hour per child. All children need to be signed out by the parents or a designated adult when they leave.

Student Behavior

Christian Citizenship

Students enrolled at St. Paul's First Lutheran School will want to exemplify conduct, habits, and a Christian life that reflects a love for Jesus Christ, their Savior who has redeemed them as His dear children. Students in all grades will be encouraged, corrected, and observed with regard to the Christian life they display at school and all school related activities.

Students in grades 5-8 will be given a Christian Citizenship Grade on their report card to help them and their parents evaluate their conduct and habits. The following criteria will be used for determining Christian Citizenship grades: peer relationships; rapport with teachers; classroom behavior; conduct outside the classroom; general attitude and actions; and responsibility for schoolwork, punctuality, observance of dress code, etc.

It is our goal that God will be glorified by the attitudes, actions, and words of every student at St. Paul's First Lutheran School.

Discipline

God in His Word has given Christian guidelines and commands for living together in this world and for how we are to work together. God in His Word tells us in Matthew chapter 22: "Love the Lord your God with all your heart and all your soul and with all your mind." Also, "Love your neighbor as yourself". In accordance with those and other principles in God's Word, we expect that our students will make every effort to follow these guidelines:

1. Children will follow all teachers' instructions and directions as God expects under the Fourth Commandment.
2. Children will show respect for the rights of other students and people in the classroom, on the playground and in all school activities as an expression of their Christian love for God and other people.
3. Children will show respect for school property and other student's property at all times.
4. Children will avoid causing distractions and making disruptions in school which prohibit the teacher and other students from doing their work and lessons.
5. Children will raise their hand in class to get permission to speak so that the classroom will remain orderly.
6. Children will act in a quiet and orderly manner in the restrooms, locker rooms, and any other places where there is not direct teacher supervision.
7. Children will make every effort to keep the school campus free of litter. Children will not have gum any time at school including Faith Hall.

The teachers and principal will counsel children with the Law and the Gospel to help the students develop a behavior that reflects a Christian attitude. To help correct student behavior, teachers may use various means as consequences such as the following: loss of recess, loss of classroom privileges, removal from classroom, after-school detention. Parents are charged \$10 for each hour of after-school detention. Also, Saturday School is held from 8 AM to 12 Noon for severe behavior and delinquent schoolwork situations.

Discipline Policy for Extreme Behavior

The policies for severe behaviors are the following and will be administered on an individual basis with the discretion of the principal.

Grounds for Suspension: A student shall be suspended from school if the principal determines that the student, while on school grounds or during a school activity off school grounds, has:

- a. caused, or attempted to cause, damage to school or private property, or stolen or attempted to steal school or private property;
- b. caused, attempted to cause, or threatened to cause physical injury to another person;
- c. willfully defied the authority of supervisors, teachers, or administrators;
- d. repeatedly causing distractions and making disruptions in school or during activities;
- e. repeatedly been fighting, intimidating, harassing, or menacing another student;
- f. repeatedly used profanity, vulgarity, or sexually orientated language or gestures;
- g. repeatedly cheated on school work or lied to those in authority;
- h. willfully and blatantly defied the school dress code requirements that cannot be immediately corrected;

Grounds for Expulsion: A student may be expelled from school according to various Education Code sections. The principal may recommend a pupil's expulsion. The Board of Education has the final authority to expel a student. A student shall be immediately suspended from school and considered for expulsion when the principal determines that the student, while on school grounds or during a school activity off school grounds, has:

- a. repeatedly been suspended for infractions listed above;
- b. possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object;
- c. unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind;
- d. possessed or used tobacco;
- e. committed an obscene act or exhibited lewd sexual behavior.

Any suspension will be preceded by a conference with the principal and the student. A conference will also be held with the student's parents in a timely manner after the suspension has been initiated. The Board of Education will meet within 5 days of an incident when there are grounds for expulsion. A more detailed school policy outlining procedures for suspensions can be obtained in the school office.

Social Media Issues: It is God's will that students and parents live and work in harmony with one another. All children and adults connected to St. Paul's school are expected to use social media in a responsible way that reflects respect for the school, its staff, students, and adults connected to St. Paul's. Offensive, disrespectful, or divisive messages or material posted by students or parents may result in disciplinary action or enrollment review.

Additional Guidelines For Parents and Students

St. Paul's First Lutheran School expects all students to practice Christian love and concern in their daily associations with their fellow students as well as their teachers and other supervising adults.

Once a student has entered the school grounds, he may not leave again without written permission from home. Students may not leave the campus for lunch unless accompanied by a parent.

Students will be allowed to use the office telephone only if an emergency exists. Forgetting books, lunch gym clothes, or sports uniforms does not constitute an emergency. **Please hold your child accountable for remembering their school supplies.**

St. Paul's **book covers are required on all hardbound textbooks.** The school will provide the first set. Replacement book covers may be purchased in the office for 25 cents each. The name and grade of the responsible student must be written on the inside jacket of the book cover for identification. Uncovered textbooks or misplaced textbooks recovered by the staff are subject to a 50 cent fine.

Skateboards and roller skates/roller blades are not permitted on school grounds. Bicycles may not be ridden on school grounds. There is a secure bicycle rack for students who ride a bike to school.

The crosswalk must be used by students at all times when crossing the street. Parents, please assist us in the enforcement of this rule.

There is potential for traffic problems in front of the school during afternoon hours. The playground gate on Bakman Street will be open from 3:15 to 3:30 PM for school pick up to help reduce congestion.

The law prohibits parking and leaving your vehicle directly in front of the school office. This area is for loading and unloading of passengers only. **It is illegal and dangerous to double park when picking up or dropping off children. DO NOT DOUBLE PARK.** Please help us prevent possible injury to your child and others.

St. Paul's Church and School is a smoke free campus. Smoking is prohibited at all times in all places in and around the campus.

Gum chewing is prohibited on campus at all times and at all school activities.

DOGS AND WILD ANIMALS ARE NOT PERMITTED ON CAMPUS FOR SAFETY REASONS.

Students are not permitted to have cell phones or electronic devices on campus or at school activities. Any such devices brought on campus will be confiscated and parents will be required to retrieve the item in the school office at the end of the week. Parent who find it necessary for their child to carry a device to school are required to have the child submit the device to the school office upon arrival and may pick it up when they leave the campus at the end of the school day.

Lost and Found articles gather quickly. Insist that your child brings home jackets, coats, sweaters, lunch boxes, and P.E. clothing, etc. each day. Please put names on uniform clothing and P.E. clothes. This helps in returning lost articles to their owners.

All tuition and fees must be paid by the beginning of the last week of the school year in order for a student to attend the last week of school and attend the class field trip. Final report cards will be withheld until balances are paid in full. 8th grade parents must have all fees paid in full in order for their child to participate in graduation activities.

Graduation Policy

In keeping with high academic standards and expectations, exiting Junior High students must properly finish all assigned course work and earn a passing grade in every subject in order to publicly graduate. A passing grade is a minimum D average for the four quarters of the school year. Seventh grade students who do not finish course work or earn a passing grade may make a request to complete summer course work in order to be eligible for 8th grade graduation.

Requests For Student Transcripts

School parents who request transcripts for submission to another school will be given the first set at no charge. Thereafter, each request for each additional school will require a \$20 fee payable in advance to St. Paul's First Lutheran School.

Student Special Needs

Special Education

St. Paul's First Lutheran Church has an interest in providing a Christian education for every child. The curriculum and program of education in our school provides the opportunity for children with various abilities and learning styles to succeed. Some children have unique learning difficulties or special needs for which the faculty of St. Paul's School has not been trained to teach. Enrolling children with these types of special needs at St. Paul's could result in a learning atmosphere that may not be in the best interests of particular children. Parents with a child having special needs wishing to transfer to St. Paul's from another school will need to submit detailed records of IEP reports and needs assessments. Primary children enrolled in our school who may show evidence of special needs can receive testing and assessment services from the LAUSD if their residence is within the district.

Tutoring

Some children who have learning difficulties or are behind in particular curriculum areas may be in need of one-on-one attention for completing homework and developing skills. Depending on the help needed and the after school schedule of classroom teachers, temporary tutoring may be available with a teacher. The St. Paul's Study Club often can accommodate such needs as well. If a child is identified with extensive academic needs, parents may be required to seek and obtain a personal tutor for their child so that the child can meet the academic requirements and experience success.

Child Abuse Reporting

Statutes in the California Penal code require that private school personnel report any observed or suspected instances of child abuse. The California Penal Code defines child abuse as physical abuse, physical neglect, sexual abuse, and emotional mistreatment. School personnel are required to file a report as soon as possible. Failure to do so may result in criminal liability which is subject to severe penalty under California law. Reporting duties under the California Penal Code are individual, meaning no school superior or administrator can prevent school personnel from reporting suspected abuse.

ST. PAUL'S FIRST LUTHERAN SCHOOL

UNIFORM DRESS CODE

SCHOOL YEAR 2014-2015

(Revised 8/01/13)

As Christians the Lord admonishes us to dress modestly and not draw attention to ourselves, but to praise Him in all that we do. Therefore, the St. Paul's Board of Education has approved the following uniform dress code:

- **UNIFORMS:** All uniform items must be from True Grits Co. or St. Paul's Booster Wear. Exceptions to this are the following: Equivalent navy or gray shorts and pants may be purchased from other sources. No cargo shorts or pants are permitted. Polo shirts in white, gray or navy that duplicate those available from True Grits Co. may also be purchased elsewhere. Blue skirts and skorts may be purchased at department stores. Name brands should not be visible and acceptability of these items of clothing will be at the discretion of the faculty Dress Code Committee.
- **SHIRTS:** Each student must have at least one burgundy polo shirt with the St. Paul's logo for field trips. Polo shirts with or without the SP logo are permitted for the regular school day. All shirts must be correctly sized and tucked into pants, shorts or skirts at all times.
- **PANTS/SHORTS/SKIRTS/SKORTS:** must be appropriately sized (no baggy or oversized items), and must be fitted at the waist. Only plaid skirts, skorts, and jumpers from True Grits are permitted. Solid navy blue skirts, skorts, and jumpers from department stores are permitted. These items must be no shorter than six inches above the knees. Shorts must be above the knee. Shorts may be worn under skirts as long as they are not visible below the skirt hem.
- **OUTERWEAR:** Only jackets, coats and sweaters from True Grits Co. or St. Paul's Booster Wear may be worn. Sweatshirts must be from True Grits or have the St. Paul's logo. Previously owned items that have been outgrown by students are available for sale at the school. If families have a special need for this, please visit the office. Raincoats from outside sources are acceptable during rainy weather.
- **SHOES & SOCKS:** Shoes must be in good condition, properly tied, and be the correct size. Sandals are not permitted. Boots are acceptable as long as heels and soles are of a moderate and safe height. Socks are required at all times. Socks may be of any color but must not go above the knee. Girls may wear tights and leggings in a solid color with the discretion of the Dress Code Committee.
- **CHAPEL DRESS:** Every Wednesday is Chapel Day. Pants are acceptable wear for both boys and girls, as well as skorts or jumpers for girls. No shorts will be worn on Wednesdays as a matter of respect when worshiping in the house of the Lord.

(continued on next page)

- **GYM UNIFORMS:** Gym clothing is required for Physical Education classes, which begin in Grade Four. The shirts and shorts must be purchased from St. Paul's School. Citizenship and academic grades will be lowered if P.E. dress rules are not followed.
- **HAIR** must be well groomed, clean and moderately styled. Hair must be worn so that it is no lower than the eyebrows. Shaved images, lines or designs, extreme styles, or hair coloring of any type are not acceptable. Boys' hair should be above shoulder length.
- **MAKEUP:** NO makeup may be worn or brought to school. Clear nail polish may be worn, but not brought to school.
- **TATTOOS:** All children are prohibited from displaying tattoos, designs, symbols, and writing on their body.
- **ACCESSORIES:** The Dress Code strictly prohibits earrings that are longer than one inch in length or hoops large enough for a finger to go through. Girls may wear two earrings in each earlobe. No other body piercings are permitted. Boys may not wear earrings of any kind. Sunglasses are prohibited. Belts must fit the waist: they may not have long dangling ends. St. Paul's Boosterwear hats and caps are permitted for outdoor activity.

DRESS CODE VIOLATIONS: Students in violation of the Dress Code will be issued a violation notice that will be sent home. Violations will be recorded on a cumulative basis each quarter.

First Violation:	After a referral by a teacher or dress code committee member, the student will have the violation explained and the parents will be notified by a letter of the infraction. If this is not corrected or another violation occurs...
Second Violation:	The student will be assigned a one-hour detention after school. Parents will be notified through the proper detention form.
Additional Violations:	Students will be assigned to a half-day Saturday School, consisting of school and yard work. There will be a \$25.00 charge for this to cover the cost of student supervision.

DRESS CODE VIOLATIONS THAT CANNOT BE IMMEDIATELY CORRECTED AND/OR DEMONSTRATE BLATANT DISREGARD FOR SCHOOL POLICY MAY RESULT IN A SUSPENSION FROM SCHOOL.

As fashion trends and fads change, it may be necessary to make additional revisions of this code. The faculty, administration and dress code committee are the final authority on all questionable cases that are not written in the dress code.

LATE WORK

All class work assigned by the teacher is given a due date. Failure to hand in a complete assignment by the due date will result in a late assignment. Each teacher will make provisions for extenuating circumstances, and will communicate these provisions to parents at the beginning of each school year.

Each child is given 2 excused late assignments per quarter. Realizing that unforeseeable situations occur, this will allow a student to hand in the assignment and receive the original grade on the assignment. **Students who have no more than 2 late assignments in a given quarter will be recognized at the end of the quarter.**

For each late assignment after the second the following consequences will occur:

3rd late assignment

Assignment will be dropped one grade. Example: from an “A” to a “B.” Parents will be notified.

4th late assignment

Assignment will be dropped two grades. Example: from an “A” to a “C.” Parents will be notified by the teacher and asked to sign and return a form.

5th late assignment

Assignment will be dropped three grades. Example: from an “A” to a “D.” Parents will be notified by the teacher and asked to sign and return a form. **Parents and the teacher will meet to identify and correct problems related to turning schoolwork in on time.**

6th late assignment

He or she will be declared ineligible for extra-curricular activities (after-school sports, music electives, drama) and the citizenship grade will be lowered. The assignment must be completed and the student will receive a failing grade for the assignment. Parents will be notified by the teacher and asked to sign and return a form.

7th late assignment

A detention will be served after school for one hour. Meeting with parent, child, teacher, and principal to develop an action plan. The assignment must be completed and the student will receive a failing grade for the assignment. Parents will be notified and asked to sign and return a form. The Board of Education will be informed of the situation.

8th late assignment

A detention will be served after school for one hour. The assignment must be completed and the student will receive a failing grade. Parents will be notified and asked to sign and return a form. The teacher will contact a parent to review the action plan.

9th late assignment

The assignment must be completed and the student will receive a failing grade. Parents will be notified and asked to sign and return a form. Student will be required to stay after school for a minimum of two weeks for additional study time and charged a supervision fee.

Students with persistent incomplete work will be given out-of-school suspensions. Parents and student will be required to meet with the Board of Education. Continued enrollment will be dependent on the student meeting expectations.

RE-ENROLLMENT AGREEMENT

2014-2015

The following paragraphs detail what parents of St. Paul's First Lutheran School commit to carrying out as responsible parents in partnership with our school and church.

St. Paul's First Lutheran School exists to assist parents in providing children with a Christian education promoting spiritual, academic, social, emotional, and physical growth; equipping them for life and eternity as redeemed children of God. Because there is a partnership among the parents, the church, and the school, all parents enrolling a child agree to the following provisions:

*Parents are willing to have their child instructed in the truths of God's Word given in the Bible and do not object to the teachers or pastors informing the child of erroneous doctrines of cults as well as the doctrinal differences of other churches.

*The child will be receptive to the Christian instruction of teachers and pastors. The child will show respect to the direction of the teachers and staff.

* Parents are encouraged to regularly attend worship services with their child. Parents will make every effort to have their child be in attendance for all worship services in which the child is scheduled to sing with a class or choir.

*Parents will provide an environment in the home that complements the spiritual and academic commitment of our school.

*Families will be involved in the activities of the school by attending school activities and doing volunteer service. Successful schools have active parent participation that enhances the entire school program.

*Parents and the child will regularly follow all policies and guidelines described in the School Handbook which promotes cooperation with the school, its staff, and teachers.

*Instances of inappropriate conduct or behavior by parents or children that is contrary to the Bible and is deemed destructive, distracting, and/or detrimental to the school, the children, or other school families as determined by the Board of Education may result in enrollment termination.

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