

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

**School Handbook  
2018-2019**



**K4 through 8<sup>th</sup> Grade**

11330 McCormick Street, North Hollywood

Phone: 818.761.1846

*[www.stpaulsfirst.org](http://www.stpaulsfirst.org)*

## **WELCOME TO ST. PAUL'S FIRST LUTHERAN SCHOOL**

Dear Parent(s)/Guardian(s),

It is with great pleasure that we welcome you and your children to St. Paul's First Lutheran School.

St. Paul's has a long history of successfully teaching and training children through our school. Over the past decades many activities and programs have been developed for the benefit and enjoyment of our students and their families. Many useful policies and procedures have been established for good order and clear understanding for students, parents and teachers. St. Paul's is a well-organized school that supports the success and growth of our students. The following pages describe how our most important task--daily educating children--is supported by our philosophy, policies, procedures and activities.

In everything we do at St. Paul's First Lutheran School, we strive to meet our mission to help children grow spiritually, academically, socially, emotionally and physically. Everything described in this handbook is a part of this mission.

We trust that this handbook will help you better understand our program of quality Christian education and we strongly encourage you to carefully read and discuss it with your children.

We welcome the opportunity to answer any questions.

In Christ,

Rendy Koepfel  
Principal



# *Table of Contents*

WELCOME TO ST. PAUL’S FIRST LUTHERAN SCHOOL.....	2
ST. PAUL’S FIRST LUTHERAN SCHOOL ADMINISTRATION.....	6
Board of Christian Education.....	6
Pastors.....	6
Principal.....	6
School Staff.....	6
Preschool Faculty.....	7
ST. PAUL’S FIRST LUTHERAN SCHOOL HISTORY.....	8
FOUNDING PURPOSE.....	9
SCHOOL MISSION STATEMENT.....	9
SCHOOL VISION STATEMENT.....	9
SCHOOL OBJECTIVE STATEMENT.....	9
WORD OF GOD.....	10
AFFILIATION.....	10
ACCREDITATION.....	11
ENCOMPASSING SCHOOL GOALS.....	11
EXPECTATIONS OF ST. PAUL’S FIRST LUTHERAN SCHOOL.....	12
ADMISSION AND REGISTRATION.....	13
Application for Admission.....	13
Application Procedure.....	13
Enrollment Requirements.....	13
Entrance Requirements.....	14
COMMUNICATION.....	15
Back to School Night.....	15
Email.....	15
Grievance Procedure.....	15
School Newsletter.....	15
Visitation and Consultations.....	15
HEALTH AND SAFETY.....	16
Earthquake Preparedness Program.....	16
First Aid and CPR Certification.....	16
Illness.....	16
Immunization.....	17
Medication.....	17
Safety and Emergency Management Plan.....	17
ACADEMICS.....	17
Curriculum.....	17
Grading System.....	18
Homework.....	18
ACTIVITIES.....	19
Athletics.....	19
Band.....	19
Choirs.....	19
Eligibility For Music Programs.....	19

Field Trips.....	20
Hand Bell Choirs .....	20
Piano Lessons .....	20
Student Council .....	20
ATTENDANCE AND EXCUSE POLICY.....	20
CHILD ABUSE REPORTING.....	21
EXTENDED SCHOOL PROGRAM .....	21
ESP Payment Policy .....	21
ESP Program Rates.....	22
Morning Program.....	22
Afternoon Program .....	22
Late Pick-Up Policy and Payment.....	23
Release Policy.....	23
GRADUATION POLICY .....	23
LATE WORK.....	23
LOCKERS .....	24
LOST CLOTHING AND OTHER ARTICLES.....	24
LUNCHES.....	25
MISSION PROJECTS.....	25
PARTIES .....	25
SCHOOL HOURS.....	26
ST. PAUL’S PARENT TEACHER FELLOWSHIP (PTF) .....	26
STANDARDIZED TESTING.....	27
STUDENT BEHAVIOR .....	27
Christian Citizenship .....	27
Discipline.....	27
Discipline Policy for Extreme Behavior.....	28
STUDENT INFORMATION SYSTEM .....	30
STUDENT RECORDS.....	30
STUDENT SPECIAL NEEDS .....	30
Special Education .....	30
Tutoring .....	30
TARDY POLICY .....	31
TELEPHONE/CELL PHONE.....	31
TEXTBOOKS.....	31
TUITION AND FEES .....	32
UNIFORM DRESS CODE.....	32
Uniform.....	32
Gym Uniform.....	33
Hair .....	33
Makeup .....	33
Tattoos .....	33
Accessories .....	34
Dress Code Violations .....	34
ADDITIONAL GUIDELINES ON CAMPUS .....	34
RE-ENROLLMENT AGREEMENT .....	36

# 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 current members of the Board of Education for the 2017-2018 school year are:

- +Jason McGee, Chairman
- +Ron Gusman Jr.
- +Mike Robinson
- +William Brown
- +Nathan Vogt

## 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). They are available to school parents/guardians and students for counseling on spiritual matters. These spiritual leaders are also part of the instructional staff, teaching God's Word in grades 5-8. They can be reached at (818) 761-1846, ext. 1.

- +Pastor Paul Meitner

## Principal

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/guardians and students about any issues related to school life including academics, discipline or other concerns. He can be reached at (818) 761-1846, ext 2.

- +Principal Rendy Koeppel

## School Staff

- +Mr. Al Mindock: Grade 8 Homeroom Teacher, Science, PE, Athletics Director
- +Mr. Dan Bredendick: Grade 7 Homeroom Teacher, Math, History, Computer, Technology
- +Mr. Larry Zarnstorff: Grade 6, PE, Athletics, Student Council
- +Mrs. Melissa Botero: Grade 5, Athletics, Mathematics
- +Mrs. Kristen Mindock: Grade 4, Student Recognition, Preschool Committee, Tutor
- +Miss Jan Stone: Grade 3, Drama, School Nurse, 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, Hot Lunch Coordinator, Tutor
- +Ms. Joanna Gusman: Kindergarten 4 Year Olds
- +Mr. Karl Bauer: Director of Music

**Office Staff**

+Mrs. Mary Sloke: Secretary

+Mrs. Joyce Rizzo: Extended School Program Administrator

**Preschool Faculty**

+Miss Cynthia Clendenen: Director and Teacher of 4 Year Olds

+Mrs. Monica Silva: Teacher of 3 Year Olds

+Ms. Sandra Bello: Teacher of 2 Year Olds

**Dress Code Committee**

+Miss Jan Stone, Teacher

+Miss Terri Miller, Teacher

+Mrs. Kristin Mindock, Teacher

## 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 original church building in 1996. St. Paul's First Lutheran 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 strengthening the children's foundation in the important primary years of development. In 2016, the school received Exemplary Accreditation through the rigorous WELSSA Accreditation self-study and evaluation.

## **FOUNDING PURPOSE**

St. Paul's First Lutheran School was founded to aid our congregation and community to "bring up children in the training and instruction of the Lord" (Ephesians 6:4) by "teaching them everything [Jesus] has commanded" (Matthew 28:20). We exist to equip parents and children for this life and for eternity as redeemed children of God.

## **SCHOOL MISSION STATEMENT**

St. Paul's First Lutheran School assists families and children building excellent spiritual, moral and academic foundations for life, and producing life-long learners centered in Christ.

Children are taught through a Biblical worldview set forth in the Word of God so that in all things Christian faith, understanding, and life might be deepened.

## **SCHOOL VISION STATEMENT**

In providing an opportunity for spiritual, emotional and intellectual growth centered in the Gospel of Jesus Christ, the vision of St. Paul's First Lutheran School will be recognized as a Christ-centered, vibrant learning community, vigorously in both academic and physical development, technologically progressive and family oriented. Students will always participate in a safe and healthy atmosphere with many opportunities to develop their God-given talents. The faculty and staff will continue to grow professionally and be well trained to support and serve the children under their care. Many school families will be regularly involved in the congregational ministry beyond the school. Everyone connected with the school will let their Christian light shine so that St. Paul's is recognized by everyone as an outstanding partner of the community.

## **SCHOOL OBJECTIVE STATEMENT**

To meet our mission and vision, St. Paul's First Lutheran School sets the following objectives for our faculty, our families and our students

- To offer students a comprehensive Christian education so that they may be "wise for salvation through faith in Christ Jesus." (II Timothy 3:15)
- To offer students a comprehensive and rigorous academic foundation that stresses history and religion, math and science, language arts and physical education, technology and music to equip our students to excel in high school and beyond.
- To provide opportunities for our students to make use of their God-given talents in the areas of music, athletics, drama, art, public speaking and technology.
- To maintain a close relationship with St. Paul's First Lutheran Church and Pre-school as they carry out their individual, yet united ministries.

- To provide a safe and healthy learning environment that enables the students to learn and function with a sense of security and allow St. Paul's First to fulfill our vision and mission.
- To maintain a well-trained, supportive and accountable faculty and staff who, trusting in God's care, seek to grow in love for those they serve, strive for excellence in their skills and adorn the Gospel of Jesus Christ with a godly life.
- To let its Christian light shine as a permanent fixture in and around the community it serves.
- To encourage our families to grow in grace outside the classroom in the fellowship of our Christian congregation – in worship, in fellowship activities and in study of the Word of the Lord.

## **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/guardians 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.

## **AFFILIATION**

St. Paul's First Lutheran School is a member of the Wisconsin Evangelical Lutheran Synod (WELS), a church body that supports the fourth-largest private school system in the nation.

## **ACCREDITATION**

St. Paul's First Lutheran School is nationally accredited through the Wisconsin Evangelical Lutheran Synod School Accreditation (WELSSA) agency and through the National Council for Private School Accreditation (NCPSA). The school received Exemplary Accreditation through WELSSA in 2016 by meeting 96% of 240 school standards.

## **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 everyday 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.

## **EXPECTATIONS OF ST. PAUL'S FIRST LUTHERAN SCHOOL**

Parents who enroll their children in our school can have the following expectations of the school, staff and faculty on a daily basis:

1. The school will assist parents in providing their 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.
2. The education described above will be consistently provided through all grade levels of the school.
3. The Word of God will be clearly taught and immersed in the school life of all students.
4. Every child will be taught an academic curriculum that meets the requirements of the state of California.
5. Children will be taught and cared for in a loving, safe and Christian environment.
6. The children will receive a very well-rounded education offering experiences in academic competitions, music, athletics, performing arts, creative art and more.
7. The teachers will love the children in their classroom giving them encouragement and providing consistent Christian discipline.
8. Parents and students will experience a friendly spirit and a welcoming atmosphere with the staff and faculty.

## **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 or ethnic origin to all rights, privileges, programs and activities generally accorded or makes 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 re-register 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 for an interview and 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/guardians. Student applicants will be scheduled for an entrance test and/or a personal assessment by a teacher. After parents submit the required documents, the application will be considered for enrollment. Once students are accepted for enrollment, parents and children will meet with the pastor or staff minister to become more informed about the entire St. Paul's ministry.

### **Enrollment Requirements**

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/guardians, the church and the school--all parents/guardians enrolling a child agree to the following provisions: Parents/guardians 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.

New school parents/guardians 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/guardians with the Lutheran doctrines that their children will be taught in school and learn more about Christian parenting. Parents/guardians 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.

Parents/guardians are encouraged to regularly attend worship services with their child. Parents/guardians 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.

Students 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.

Parents/guardians 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/guardian participation that enhances the entire school program.

Parents/guardians 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/guardians 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 St. Paul's Board of Education may result in enrollment termination.

### **Entrance Requirements**

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 K4 program must be four years old by September 1<sup>st</sup>.

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 First Lutheran School.

Students transferring from another school must present their last report card, supply other necessary information for the Master Record and meet with the principal for an interview. Testing may be required before enrollment can be determined.

All students must present their birth certificate, immunization records and TB test results. St. Paul's follows California law for immunization requirements. Students are only exempt from state immunization requirements if parents provide documentation of a medical exemption to vaccinations from a licensed physician.

## COMMUNICATION

### **Back to School Night**

At the beginning of the school year, parents/guardians are expected to meet with the principal and teachers at Back to School Night--a parent orientation meeting. Classroom visitation and a question-and-answer session provide parents/guardians with helpful insights and information they will need for a successful school year. Inability to attend this meeting will necessitate a separate visit with the classroom teacher.

### **Email**

Email is the preferred method to communicate to your child's teacher without interrupting their time in the classroom. Teachers will make every attempt to acknowledge receipt and/or respond to your inquiry within 24 hours.

### **Grievance Procedure**

Matthew 18 offers us guidance in the area of parent/teacher communications. Any time a parent/guardian 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 St. Paul's Board of Education should be contacted. In the interest of peace and harmony, we ask these steps be followed for all concerns

### **School Newsletter**

A weekly school newsletter 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/guardians. It contains school news items of importance. Please read it carefully every school week. It is our way of communicating with the home.

### **Visitation and Consultations**

Parents/guardians 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/guardian 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/guardians are required to pick up the reports for their children.

Parents/guardians 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.

## **HEALTH AND SAFETY**

### **Earthquake Preparedness Program**

St. Paul's First Lutheran 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.

### **Emergencies**

In the event of a life-threatening situation, the school may need to contact the appropriate emergency medical service first, before calling the parent/guardian. In case of an accident or illness where emergency care is not deemed necessary, but where a child is unable to remain at school, the school will contact the parents/guardians to arrange transportation home.

Parents/guardians, please remember that the school must be able to reach you at all times. If neither parent/guardian can be reached at home, work or cell, the emergency contacts listed on the child's emergency card will be phoned and asked to pick up the child.

### **First Aid and CPR Certification**

All St. Paul's First Lutheran faculty and staff are CPR and first aid certified--meeting the American Red Cross and American Heart Association recommendation. In case of a cardiac emergency an automated external defibrillator (AED) is available in the faculty room.

All minor accidents--cuts, scratches, bruises and insect bites are given first aid treatment.

All head injuries will be reported to parents/guardians.

Students who become ill or incur an injury during school will be attended by Miss Jan Stone, our third grade teacher, who serves as the school nurse.

### **Illness**

Students who have been diagnosed with illnesses such as the flu, a fever or any other contagious condition must be symptom-free prior to returning to school. Any student who suffers an infectious disease must be removed from the premises until certified by a physician to be non-infectious and able to return to school.

## **Head Lice**

Parents are expected to notify the school office if their child contracts head lice. Any child who has head lice or nits in his/her hair is not to attend school until the child has been treated and has no lice or nits. The school nurse will examine the child's hair upon return to school to approve re-entry to classes. A detailed policy with helpful information is available in the school office.

## **Immunization**

Students cannot begin classes at St. Paul's First Lutheran without a current, completed physical exam form and proper documentation of up-to-date immunizations. An emergency card, filled out at registration time, is also required of each student.

## **Medication**

Only the school office designee will dispense medicine in its original container that a doctor prescribes and/or medication that a parent/guardian sends with their child. This will only be done after the parent/guardian has completed the proper medication authorization form. Directions as to dosage, administration time, and/or refrigeration instructions should be clearly given in written form by the parent/guardian.

No aspirin will be given to students without written permission from the parent/guardian.

## **Safety and Emergency Management Plan**

St. Paul's First Lutheran School has formulated a safety and emergency management plan in the event of an external threat to its students, teachers, staff and property. This Plan is reviewed annually and updated as needed. This management plan will assist teachers and school administrators and others in preparing for, responding to and recovering from emergency incidents on school grounds.

# **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.

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

The kindergarten programs offer complete readiness programs in all the basic academic areas. 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 and supported in adjusting to the social life in the school situation.

The primary and middle 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.

### **Grading System**

St. Paul's First Lutheran School honors students in grades 5-8th that achieve exceptional grades by publishing an Honor Roll. Students with a Grade Point Average of 3.95 and above are given High Honors. Students with a G.P.A. of 3.5 to 3.94 are given Honors. Students with a G.P.A. of 3.0 to 3.49 are included on our Honorable Mention list. The grading system used by St. Paul's First Lutheran School can be reviewed in the school office.

<u>Grade</u>	<u>Percentage</u>	<u>GPA</u>
A+	100	4.0
A	99-95	4.0
A-	94-90	3.67
B+	89-87	3.33
B	86-83	3.0
B-	82-80	2.67
C+	79-77	2.33
C	76-73	2.0
C-	72-70	1.67
D+	69-67	1.33
D	66-63	1.0
D-	62-60	.67
F	59-0	0

### **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 <sup>th</sup> grade: 40-60 minutes
1 <sup>st</sup> grade: 15 minutes	5 <sup>th</sup> grade: 50-60 minutes
2 <sup>nd</sup> grade: 20-30 minutes	6 <sup>th</sup> grade: 1-1 ½ hours
3 <sup>rd</sup> grade: 30-60 minutes	7 <sup>th</sup> & 8 <sup>th</sup> grades: 1- 1 ½ hours

## 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.

### 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 a.m. 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.

Each student must provide or rent their instrument. Assistance is given in choosing and renting instruments.

### Choirs

The *Crusader Choir* is for grades 4-8. This elective choir is for credit and serves St. Paul's First Lutheran 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.

### 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.

## **Field Trips**

Field trips are a wonderful resource in the total educational program of a child. A schedule of planned trips will be presented to parents/guardians at the beginning of the school year by the classroom teacher.

Parents/guardians driving for a field trip must file a Proof of Insurance Form with the school office before leaving on the authorized field trip.

## **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.

## **Piano Lessons**

Individual piano lessons are offered through our music department. The cost for this service is an additional fee, not including books and materials. Payments are to be made to St. Paul's First Lutheran School. Students who have enrolled must have access at home to a piano/keyboard. Enrolled piano students will be eligible to participate in the school recital.

## **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.

## **ATTENDANCE AND EXCUSE POLICY**

The school office must be notified by telephone no later than 10:00 a.m., if your child will be absent from school. All absences must be explained in writing by the parents/guardians. 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), bereavement and those approved prior to the absence by the principal. The principal will have final authority on all excused absences.

It is the student's responsibility to see that all tests and assignments are completed on time. 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/guardian or physician stating the reason and length of exclusion.

## **CHILD ABUSE REPORTING**

Pursuant to California Penal Code Section 11165.7(a), school employees are mandated to report all actual or suspected cases of child abuse, neglect, or abandonment. A mandated reporter must make a report whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of, or observes a child (a person under 18) whom the mandated reporter knows or reasonably suspects has been a victim of child abuse or neglect.

“Reasonable suspicion” occurs when it is objectively reasonable for a person--based upon facts that could cause a person based on his/her training and experience--to suspect child abuse or neglect. Mandated reporters are duty bound to comply with child protective services and its investigations and all other provisions of law relating to child abuse and neglect.

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.

## **EXTENDED SCHOOL PROGRAM**

St. Paul’s First Lutheran School offers an Extended School Program (ESP), both before and after school, as a service to its students and families. Our program is intended to provide a safe, Christian and loving environment for your child. To assist us in accomplishing that goal, we ask that you read the following very carefully.

**Wagner Hall: (818) 763-2892 ext.212**

The ESP hours are as follows:

Morning	6:45 a.m. to 7:45 a.m.
Afternoon	3:30 p.m. to 6:00 p.m.

### **ESP Payment Policy**

Parents/guardians who plan to have their children in the ESP must enroll and sign up for their plan of choice. Payments will be collected on a prepaid basis.

The standard rate for the extended school program is \$5.50 per hour per child and \$2.75 per half hour per child or any part thereof. (No charge for the 3<sup>rd</sup> child in a family.)

## ESP Program Rates

\$80 initial deposit credit required for plans #1-3 unless paid in full at registration.

- 1) Occasional use at \$5.50 per hr/\$2.75 per half hour
- 2) Prepaid monthly flat rate: AM only \$ 70.00 per child
- 3) Prepaid monthly flat rate: PM only \$ 170.00 per child
- 4) Prepaid monthly flat rate: AM & PM \$ 240.00 per child
- 5) \$2100 per child for full use of day care for the entire school year if paid in advance at registration. (\$500 annual savings)
- 6) \$12 per hour (or any part thereof) per child when used without a deposit or credit. This must be paid in the school office immediately following the day used.

The third child in a family is free of charge (except for late charges). Parents have the option of paying the full year in advance at the time of registration or make monthly prepayments in the school office. In addition, parents can also choose to pay for several months in advance at any time. *Payments are not accepted by staff in Wagner Hall.*

Prepayment must be given in the school office by the 1st of each month. **Parents/guardians have the primary responsibility to keep a credit balance in their account.** ESP staff will have account information available.

If you have any questions, please don't hesitate to call the school office, talk to one of the day care supervisors or call Joyce Rizzo, ESP Superintendent at (818) 761-1846 ext. 100.

## Morning Program

All students arriving at school before 7:45 a.m. will go to Wagner Hall. Please drop your student off at Wagner Hall (which is located on the corner of McCormick and Bakman). Students will be dismissed from Wagner Hall at 7:45 a.m. Students in grades K4- 6 will go to the playground and students in grades 7 & 8 will go to the Junior High quad. If your student arrives between the times of 6:45 – 7:15 a.m. the fee is \$5.50 per student. If your student arrives after 7:15 a.m., the fee is \$2.75 for the 1/2 hour.

## Afternoon Program

All students remaining on the campus at 3:30 p.m. will be signed into ESP. When the 3:30 p.m. bell rings, students will sign in with the supervisor in front of the Kindergarten room. From 3:30 to 4:00 p.m., you may pick up your child/children by going through the school office and signing out at the ball box. After 4:00 p.m., you may only pick up your child by going through Wagner Hall and signing out your child. If you neglect to sign out your child, you will be charged for the full afternoon (\$13.75 per child).

## **Late Pick-Up Policy and Payment**

The ESP closes at 6:00 p.m. each day. **If you are late picking up your child/children you will be charged \$2.00 per child from 6:00 – 6:04 p.m. in addition to your previous charges for that day. Beginning at 6:05 p.m. and beyond, you will be charged \$1.00 per minute per child payable to the staff worker at that time.** If you know that you will be late in picking up your child, please show courtesy to the staff worker by calling to inform him/her of your arrival. Please call the staff worker in Wagner Hall at (818) 763-2892 ext. 212. You must pay the staff worker directly for overtime charges when you arrive.

## **Release Policy**

Your child will **only be released to an authorized person** listed on your release form. If someone not listed on the release form is picking up your child for one day, you **MUST** call or send a note to the school office to notify staff. No child will be released unless previous notification has been received. Upper grade students who wish to leave campus with another family must have parental permission in advance. Students are not permitted to use the school phones to make arrangements for social “play dates” with classmates. Please notify the school of release changes by sending a written note or calling the office.

## **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 8<sup>th</sup> grade graduation.

## **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 late assignments during the school year will be recognized at the end of the school year.

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

**3<sup>rd</sup> late assignment:** Assignment will be dropped one grade. Example: from an “A” to a “B.” Parents will be notified.

**4<sup>th</sup> 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.

**5<sup>th</sup> 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.

**6<sup>th</sup> late assignment:** He or she will be declared ineligible for extra-curricular activities (after-school sports, music electives, drama, etc.) 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.

**7<sup>th</sup> late assignment:** A detention will be served after school for one hour and a 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 St. Paul’s Board of Education will be informed of the situation.

**8<sup>th</sup> 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.

**9<sup>th</sup> 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 the remainder of the quarter or a minimum of two weeks.

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

## **LOCKERS**

Lockers are assigned to students in grades 4-8th at the beginning of the school year. Each student is responsible for the care and appearance of his/her locker. Lockers should be kept clean and neat, both inside and outside. Affixing or writing on the lockers inside and outside is prohibited and subject to cleaning and replacement fines. Food items are not to remain in the lockers after school hours. Students may not change lockers without authorization. **Lockers are subject to inspection by authorized school personnel at any time.** St. Paul’s First Lutheran School is not responsible for lost or stolen items.

## **LOST CLOTHING AND OTHER ARTICLES**

Children learn how to care for clothing and other property through education. Regard for school property and the property of others is basic quality of Christian citizenship.

- Parents/guardians are encouraged to plainly mark all personal belongings.
- A clothing “Lost and Found” table is located by the Faculty Women’s restroom. Valuables and other small items are kept in the office.

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 your child’s name on uniform and P.E. clothing tags. This will help in returning lost clothing to their owners.

## **LUNCHESES**

Students may bring their own lunches and eat them at the covered lunch tables outside. If children bring food from home, parents and their children are responsible for proper care of that food. Be cautious sending perishable food and use ice packs as a cooling aid.

We also have a catered lunch program through Choicelunch that is ordered by parents online. Orders placed at least two days in advance are lowest priced. Parents can order hot lunch any school morning by 6 AM for an extra fee. Children who come to school without a lunch will be given a lunch and charged by Choicelunch. Children will not be permitted to habitually come to school without a lunch. Parents/guardians 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. Under extenuating circumstances, when a lunch must be dropped off it needs to be delivered to the school office 15 minutes prior to the student’s lunch period. This should be a regular practice. Due to time and sanitary conditions, teachers will not heat student lunches in the microwave.

## **MISSION PROJECTS**

One of the chief aims of our school is to train the child in Christian living. This includes Christian giving for church and mission work. We train our children in this important matter by regularly giving them an opportunity for this phase of Christian life. A quarterly schedule of projects is adopted by the faculty. The children's offerings at Wednesday Chapel are applied to the mission project for the quarter. Chapel offering envelopes are available in the school office.

## **PARTIES**

Many parents/guardians like to bring refreshments on their child’s birthday. This may be done with prior approval from the classroom teacher. Because of time and space constraints, birthday celebrations at school should be short and simple and cannot be spontaneous. Please contact your child’s classroom teacher several days in advance as to the best time. Additionally, if invitations for parties are handed out in school, we ask that everyone in the class be invited. Invitations should be handed out at the teacher’s discretion.

## **RAINY DAY POLICY**

**Mornings (7:45 – 8:05 am):** During inclement weather in the morning before school begins, children will not be permitted to play on the playground. Children will go directly into their own classrooms with their teachers. All classrooms will be open at 7:45 for children to enter. On rainy days children are permitted to wear a raincoat in addition to their school uniform or school outerwear.

**Afternoons (3:15 – 3:30 pm):** During inclement weather in the afternoon the students will remain in their classroom. Parents will meet and pick up their child at the classroom door. The playground area will be opened for parent parking, so the parents can walk to classrooms to retrieve their children. If parents are parked in their cars at the front gate pick up zone, teachers will be notified to send the child to the front to be escorted to the waiting car.

**Extended School Program (3:30 pm):** Grades 2-8 will be escorted to Wagner Hall for parent pick up. K4, kindergarten, and grade 1 will be escorted to the kindergarten classroom (or other designated classroom). All children will be signed into after care. Upon arrival, all parents will enter into Wagner Hall to sign the children out of after-care and retrieve their child from the respective classrooms.

**(After 4:30 pm):** All children will be moved into Wagner Hall, please go directly to Wagner Hall.

## **SCHOOL HOURS**

The school grounds are opened at 7:45 a.m. and closed at 3:30 p.m. School begins at 8:15 a.m., and dismisses at 3:15 p.m. Any child arriving before 7:45 a.m. will **automatically** be enrolled in the morning ESP. Likewise, any student remaining after 3:30 p.m. 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/guardian to the school. The 7-11 Store on Magnolia Blvd. is off-limits to any student remaining in the Extended School Program.

## **ST. PAUL'S PARENT TEACHER FELLOWSHIP (PTF)**

The primary responsibility for the education of a child rests with the parents/guardians. The school assists the parents/guardians in the formal portion of this process. It cannot hope to succeed without the close cooperation of the parents/guardians. Many parents/guardians are needed to organize and lead the social and service activities. The PTF is our school support organization led by a group of parents/guardians in partnership with the faculty and pastors. There are numerous committees that parents/guardians can choose to join to use their talents, gifts and interests. All parents/guardians 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.

PTF general meetings are held on Thursday evenings about seven times per year. Notices of upcoming meetings are published in the school newsletter.

## **STANDARDIZED TESTING**

Standardized achievement tests are administered to the students in grades 3-8 three times per year using the NWEA Map Growth program. These tests compare our students with national averages using percentiles and grade level equivalents. They are useful in evaluating strengths and areas requiring further development in curriculum. Results are shared with parents/guardians each year.

## **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/guardians 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' and ESP supervisors' 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 on school and church property.

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/guardians are charged \$10 for each hour of after-school detention.

### **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:

- caused, or attempted to cause, damage to school or private property, or stolen or attempted to steal school or private property;
- caused, attempted to cause or threatened to cause physical injury to another person;
- willfully defied the authority of supervisors, teachers or administrators;
- repeatedly caused distractions and made disruptions in school or during activities;
- repeatedly been fighting, intimidating, harassing or menacing another student;
- repeatedly used profanity, vulgarity or sexually orientated language or gestures;
- repeatedly cheated on school work or lied to those in authority;

- 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 student's expulsion. The St. Paul's Board of Education has the final authority to expel a student. A student shall be immediately suspended from school and considered for expulsion if the principal determines, while on school grounds or during a school activity off school grounds, the student has:

- repeatedly been suspended for infractions listed above;
- possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object;
- unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind;
- possessed or used tobacco;
- 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/guardians in a timely manner after the suspension has been initiated. The St. Paul's Board of Education will meet within 5 days of an incident when there are grounds for expulsion.

If a student is expelled from the school by the Board of Education, the parent may make an appeal to the Board of Education. The parent must submit a written appeal to the school principal. The parent may request to also make an appeal in person to the Board of Education. The board will meet within 5 days of the appeal and render a decision within 24 hours of its meeting.

**Note:** *Due to the severity of a given offense, the School Board reserves the right of immediate expulsion.*

**Social Media Issues:** It is God's will that students and parents/guardians live and work in harmony with one another. All children and adults connected to St. Paul's First Lutheran 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 First Lutheran. Offensive, disrespectful, or divisive messages or material posted by students or parents/guardians may result in disciplinary action or enrollment review. Cyber-bullying (bullying via electronic media) will not be tolerated and will be dealt with appropriately.

**Bullying:** Bullying is defined as conduct which subjects a student to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying may involve clique behavior, hazing, threats or violence. All concerns relating to bullying should be reported to a teacher and the principal immediately and will result in appropriate consequences according to the discipline policy.

## **STUDENT INFORMATION SYSTEM**

All parents are strongly encouraged to make use of the Gradelink information system which provides up-to-date information on their children's grades and assignments. Every family is given parent and student log-in information on Registration Day. Use this tool to track your child's progress throughout the school year.

## **STUDENT RECORDS**

All scholastic records of a student maintained by the school are confidential. Upon request to the principal, parents (or legal guardian(s)) of a student have the right to inspect their child's records. Transcript release requires the signature of the student and parent (or legal guardian). After graduation or transfer, a \$10.00 fee will be charged after the first request.

## **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 First Lutheran School has not been trained to teach. Enrolling children with these types of special needs at St. Paul's First Lutheran 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 First Lutheran from another school will need to submit detailed records of IEP reports and needs assessments. Students enrolled in our school that show evidence of special needs may be eligible to receive testing and assessment services from the LAUSD.

### **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 First Lutheran School Study Club often can accommodate such needs as well. If a child is identified with extensive academic needs, parents/guardians 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.

## **TARDY POLICY**

When a child arrives late to school in the morning, parents/guardians are asked to accompany the child to the office and sign him/her in. Three or more unexcused 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 a.m. school bell has rung. The policy for repeated tardiness is as follows:

1. After the third unexcused tardy and subsequent tardy instances in a month, the principal will send a note home to the parents/guardians reminding them of the problem. The child will be required to make up missed time after school.
2. Parents/guardians may be asked to meet with the principal to develop a plan to rectify the tardy problem.
3. Persistent tardiness will be reported to the St. Paul's Board of Education to review enrollment status of the child.

Students arriving at school after 10:00 a.m. are counted one half day absent. Any student who obtains more than two unexcused tardies during the school year is not eligible to receive a Perfect Attendance award.

## **TELEPHONE/CELL PHONE**

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.

Students are not permitted to have cell phones or electronic devices on campus. Any such devices brought on campus will be confiscated and parents/guardians will be required to retrieve the item in the school office at the end of the week. Parents/guardians 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.

## **TEXTBOOKS**

St. Paul's First Lutheran School 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 each. Name and grade of 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 fine.

## TUITION AND FEES

Tuition is collected on the fifth of each month. Delinquent accounts are assessed a \$25.00 late fee. Accounts not paid on time are forwarded to the St. Paul's Board of Education. If accounts become delinquent more than 30 days, children may be excluded from enrollment immediately.

Parents that have paid for fees by check with insufficient bank funds more than one time in a school year will be required to pay future fees by cash or money order.

All tuition and fees must be paid before 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. Eighth grade parents/guardians must have all fees paid in full in order for their child to participate in graduation activities.

## UNIFORM DRESS CODE

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:

### **Uniform**

All uniform items must be from Dennis Uniform Company or St. Paul's Shark Shack. Exceptions to this are the following: Equivalent solid navy shorts and pants may be purchased from department store uniform collections. Polo shirts in white, gray, navy or burgundy that duplicate those available from Dennis Uniform or St. Paul's Shark Shack may also be purchased elsewhere.

Solid blue skirts and skorts may be purchased at department store uniform collections. Name brands should not be visible, and acceptability of these items of clothing will be at the discretion of the faculty Dress Code Committee (Teachers Mrs. Mindock, Miss Stone, and Miss Miller).

**Shirts:** Polo shirts with or without the SP logo are permitted for the regular school day, but no other logos are permitted. All shirts must be correctly sized and tucked into pants, shorts or skirts at all times. Students may wear St. Paul's activity or boosterwear t-shirts on Fridays. Long sleeve shirts matching the school uniform colors may be worn under the polo shirt.

**Pants/Shorts/Skirts/Skorts:** Pants/Shorts/Skirts/Skorts must be appropriately sized (no baggy, oversized items, or tight fitting pants), and must be fitted at the waist. Only plaid skirts, skorts, and jumpers from Dennis Uniform or St. Paul's. are permitted. Solid navy blue skirts, skorts, and jumpers from department stores are permitted. These items must be no

shorter than **four inches above the knees**. Shorts must be above the knee but no “short shorts.” Shorts may be worn under skirts as long as they are not visible below the skirt hem. No cargo shorts or pants are permitted.

**Outerwear:** Only jackets, sweatshirts, and sweaters from Dennis Uniforms or St. Paul’s Booster Wear/Shark Shack may be worn. Outwear must have a St. Paul’s logo. St. Paul’s activity sweatshirts i.e. Christmas For Kids, Catalina Island class trip, may be worn on Fridays. Sweatshirts are not permitted to be worn when the temperature exceeds 90 degrees. St. Paul’s polo shirts must be worn under sweatshirts. 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 white, grey, navy, or black color with the discretion of the Dress Code Committee.

### **Gym Uniform**

Gym clothing is required for Physical Education classes, which begin in Grade Four. The shirts and shorts must be purchased from St. Paul’s First Lutheran School. Citizenship and academic grades will be lowered if P.E. dress rules are not followed. P.E. shirts are not to be worn in place of polo shirts for the school day.

### **Used Uniforms**

Previously owned items that have been outgrown by students are available for sale at the school Shark Shack. Contact the school office for a Shark Shack visit.

### **Hair**

Hair must be well groomed, clean and moderately styled. Hair must be worn so that it is no lower than the eyebrows. Shaved images, 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 students 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 unless required for medical reasons. Belts must fit the waist: they may not have long dangling ends. Only St. Paul's Boosterwear hats and beanies are permitted for outdoor activity.

## **Dress Code Violations**

Students in violation of the Dress Code will be issued a reminder or 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, the dress code committee will issue a written violation letter. The student will have the violation explained and the parents/guardians will be notified by a letter of the infraction. The letter must be signed by the parent and returned to school the next day. Failure to do so will result in a 30 minute after-school detention and a detention fee will be accessed.

***Second Violation:*** The student will be assigned a one-hour detention after school for the violation and a detention fee will be accessed. Parents/guardians will be notified through the proper detention form.

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 in the course of the school year. The dress code committee and principal are the final authority on all questionable cases that are not written in the dress code.**

## **ADDITIONAL GUIDELINES ON CAMPUS**

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/guardian.

Junior High students who wish to attend athletic events in the gym as a spectator must bring written permission from a parent in advance.

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/guardians, 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 3:35 p.m. 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. School parents/guardians should not use Preschool parking spaces.

St. Paul's First Lutheran 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.

## RE-ENROLLMENT AGREEMENT

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.
- ❖ Parents are encouraged to be involved in the activities of the school by participating in at least 15 hours of 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 St. Paul's Board of Education may result in enrollment termination.