



**ST. PAUL'S**  
LUTHERAN SCHOOL

## **2022-23 Parent Handbook**

*“Jesus Roots – Spirit Fruits”*

*Galatians 5:22-23*

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## MISSION STATEMENT

St. Paul's Lutheran School exists to assist the congregation and community by partnering with parents in the Gospel growth of children – spiritually, academically, socially, emotionally, and physically – all through the life-saving Gospel of Jesus Christ.

This mission can be broken down further into these five components:

✠ to nurture and educate the children in God's Word so that they have a firm foundation as Christian citizens who trust in their Savior, Jesus Christ, for their forgiveness and salvation. – 1 Timothy 3:15

✠ to provide them with a core set of academic skills from which further academic success and productive Christian employment may flow. – 1 Corinthians 10:31

✠ to guide them in life-long Christian living by teaching them to make God-pleasing choices. Colossians 3:12

✠ to create in them a love for learning and especially loving to learn independently. – Proverbs 28:20a

† to prepare and encourage them as servant leaders to communicate this saving gospel to others. – Ephesians 6:7

## VISION STATEMENTS

The following vision statements were approved by the Board of Christian Education on December 10, 2013, to guide the future ministry plans of our congregation's school.

- 1) We seek to help parents grow children up to be life-long, servant-minded disciples of Jesus Christ.
- 2) St. Paul's will provide to parents a modern high-expectations curriculum to enable our students to excel and grow spiritually, academically, socially, emotionally, and physically in preparation for their future lives of service to their Lord.
- 3) We believe that the God-given vision for St. Paul's Lutheran School is to be a strong leader in Gospel-centered Christian education serving our congregation and community.
- 4) Our congregation boldly commits to cover over half of the cost to educate every year to allow more and more parents the chance to have their children in our Lutheran school.
- 5) This high quality, affordable education will continue to be provided in a Christian family atmosphere, in a fully equipped facility, founded upon and guided by the Word of God.

St. Paul's Lutheran School's vision also includes the following goals:

- Enroll over 100 K-8 students every year
- Maintain a staff to student ratio of 1:13 in K, 1:15 in 1-4, and 1:28 in 5-8
- Annually enroll 40+ students in our Little Lambs Preschool
- Annually review curriculum and programs
- Have 1/2 of our WELS 8<sup>th</sup> grade graduates continue onto Nebraska Evangelical Lutheran High School (Waco, NE) or Luther Preparatory School (Watertown, WI).

St. Paul's Lutheran School is and will continue to be a school where thousands of children have and will come to learn more about their Savior's life, death, and resurrection for the forgiveness of sins and eternal life in heaven, while also learning the knowledge and skills needed for success in high school, college, and beyond

## PHILOSOPHY

Standing in the light of God's forgiving grace through faith in Jesus, St. Paul's Evangelical Lutheran School exists as a ministry of St. Paul's Evangelical Lutheran Church in obedience to Christ's Great Commission to, "Go and make disciples of all nations...teaching them to obey everything I have commanded you" (Matthew 28:19-20). God has given parents the primary responsibility of Christian training for their children, "Fathers do not exasperate your children; instead, bring them up in the training and instruction of the Lord" (Ephesians 6:4)

St. Paul's assists and equips parents in nurturing their children with the Gospel of Christ and in sharing the light of Christ's love with the world. An environment of academic excellence blessed by God exists for this purpose. The Word of God is the basis and guide for all learning and living that takes place here. This Christian training instructs children according to their spiritual, cognitive, physical, emotional, and social needs.

## PURPOSE

St. Paul's Evangelical Lutheran School is maintained by St. Paul's congregation in order to assist parents in bringing up their children in the training and instruction of the Lord (Ephesians 6:4) and training them in the way in which they should go, so as they become older, they will not depart from it (Proverbs 22:6).

In order to develop these habits and attitudes, it is necessary that parents and teachers partner together in close cooperation with each other and with understanding of their common goal. May these children, under the blessing of God, grow up as fit citizens in this world and as heirs of eternal life in heaven through faith in Jesus Christ, their Savior.

## STATE APPROVAL/ACCREDITATION

St. Paul's Evangelical Lutheran School is a non-public State-approved elementary school. It *meets and exceeds* the standards of the Nebraska Department of Education. Our teachers are certified by the Wisconsin Evangelical Lutheran Synod as well as the Nebraska Department of Education.

Our school is accredited by the WELS School Accreditation process. Every five years, our school goes through an accreditation review, which leads to the development of an on-going plan for improvement.

## BOARD OF CHRISTIAN EDUCATION

St. Paul's Evangelical Lutheran School is under the supervision of the Board of Christian Education elected by the voting assembly of St. Paul's Lutheran Church. The purpose of the board is to ensure the education at St. Paul's is carried out in an effective manner in accordance with the principles of a Christ-centered education. The members of the Board are:

|                                  |  |                |
|----------------------------------|--|----------------|
| Pastor Paul Hirsch               | <a href="mailto:pahirschki@gmail.com">pahirschki@gmail.com</a>         | (402) 649-9268 |
| Mr. Aaron Markgraf – Principal   | <a href="mailto:amarkgraf@stpls.com">amarkgraf@stpls.com</a>           | (920) 248-2223 |
| Mr. Scott Uecker – BoCE Chairman | <a href="mailto:sjuecker@yahoo.com">sjuecker@yahoo.com</a>             | (402) 750-1161 |
| Mr. Joe Myers – BoCE             | <a href="mailto:myersj_15@yahoo.com">myersj_15@yahoo.com</a>           | (402) 841-8722 |
| Mr. Matt Bachman – BoCE          | <a href="mailto:matt33@cableone.net">matt33@cableone.net</a>           | (402) 841-8272 |
| Mr. Matt Anderson – BoCE         | <a href="mailto:mvanderson79@outlook.com">mvanderson79@outlook.com</a> | (402) 992-3265 |
| Mr. Brain Sloan – BoCE           | <a href="mailto:sloans2009@gmail.com">sloans2009@gmail.com</a>         | (402) 699-9470 |

## RELATIONSHIP WITH THE WISCONSIN EVANGELICAL LUTHERAN SYNOD (WELS)

St. Paul's Ev. Lutheran Church is a member of the Wisconsin Evangelical Lutheran Synod. We receive blessings and are able to partner with multiple ministry opportunities through our WELS connections both at home in the US and around the world. Specifically, our school is able to utilize the Nebraska district and other synodical resources and services to achieve our mission.

## ENROLLMENT POLICY

The primary purpose of our Lutheran Elementary School is to assist families in providing a Christ-centered education for the children of our congregation and community.

Any child transferring from another school must obtain a report from his or her previous school indicating that he or she has satisfactorily completed the requirements of his or her grade level.

It is expected that all children entering our school provide the school with a copy of the child's birth certificate for the permanent records of the school.

## ACCEPTANCE POLICY

For students wishing to transfer from another school to St. Paul's, there are certain criteria which need to be addressed. They are as follows:

- † St. Paul's Lutheran School is a Christ-centered school. All instruction of the curriculum centers on God's Word. This is to come first and foremost. Students are expected to put great care and effort into their work in religion classes.
- † The Board of Education reserves the right to review the admittance of any students wishing to enroll.
- † Any incoming students may be subject to grade-appropriate placement testing.
- † We encourage all parents of non-WELS students take a basic Bible Information Class with our pastor. This is a great benefit to the family, and the parents get a better understanding of what their children are learning in school.

† Transfer records must show that the student has met the academic standards for the grade level. This includes any teacher recommendations from the previous school.

These criteria are subject to change at the St. Paul's Board of Education's discretion, in consultation with the principal.

## NON-DISCRIMINATORY POLICY

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

## EXPECTATIONS

***Parents and students can expect that St. Paul's Lutheran School faculty and staff will:***

1. Be prepared for the classes taught.
2. Have a servant attitude in their approach to ministry.
3. Carefully assess each child's individual abilities.
4. Encourage each student to work to his or her potential.
5. Have a willingness to assist students.
6. Be available at school for students and parents between 7:40 AM and 4:00 PM.
7. Speak well of St. Paul's Lutheran School students and their families.
8. Express the joy of carrying out the Gospel ministry at St. Paul's Lutheran School.
9. Pray for the students and families of St. Paul's Lutheran School.

***The St. Paul's Lutheran School faculty and staff expect that students will:***

1. Have a willingness to participate, cooperate, and learn.
2. Take responsibility for class assignments and projects.
3. Complete all assignments on time using one's God-given talents to their fullest.
4. Conduct themselves in a manner that demonstrates Christian love.
5. Go to the classroom teacher when there is a question or problem regarding class work.
6. Challenge themselves to succeed at the highest possible level.
7. Understand and reflect the joys and blessings of the Gospel ministry carried out at St. Paul's Lutheran School.
8. Pray for their parents and the St. Paul's staff.

***The St. Paul's Lutheran School faculty and staff expect that parents will:***

1. Encourage the growth of faith in your child through home devotions, discussions, and/or regular worship attendance at your home church.
2. Have your child at school and ready for the day by 8:05 AM bell.
3. Encourage your child to use his/her God-given talents to the best of his/her ability.
4. Regularly discuss school with your child & ensure that homework is finished.
5. Encourage your child to seek help from his/her teacher when questions or concerns arise.
6. Discuss your child's progress with his/her teachers.
7. Share with your child and others the blessings of Christian education.
8. Speak well of your child's teacher and the St. Paul's Lutheran School staff.
9. Pray for your child and staff at St. Paul's Lutheran School.

***When home, church, and school cooperate and partner under God's guidance, great things happen!***

## COST OF EDUCATION

The cost of maintaining and operating our school is approximately \$6,500 per child. The Board of Christian Education maintains a "50/50 philosophy" in order to cover this cost of ministry. The St. Paul's congregation annually budgets to support about 50% of the total operating cost. Our school families, through their school fees and worship offerings, support the other 50%. What a blessing it is to have a congregation so committed to all of our school families through their worship offerings to the Lord's work being done here at St. Paul's, to provide the children of our church and community with a Christ-centered education!

## SCHOOL TUITION INFORMATION

Our school ministry fees are paid monthly from September-June (10 months).

There are 2 methods of payment that need to be in place by the 1<sup>st</sup> day of school: 1) pay all fees up front, or 2) enroll in FACTS, an automated checking withdrawal firm, which can be accessed through the school website.

FACTS allows two methods of withdrawal: 1) monthly or 2) semi-annual payments. Every year, FACTS charges a one-time fee of \$43 to pay monthly or a one-time fee of \$10 to pay twice a year. Both of these fees are withdrawn from your bank account in September.

Tuition for non-members of St. Paul's Lutheran Church is \$3165 (\$316.50 per month) for the first child and \$2730 (\$273.30 per month) for each subsequent child.

Tuition for members of St. Paul's Lutheran Church is a combination of worship offerings and payments through FACTS: \$2300 (\$230 per month) for the first child and \$1865 (\$186.50 per month) for each subsequent child.

\*\*\*St. Paul's church members are then expected to be regular in their worship attendance and to be regular in giving faithful worship offerings with a Spirit-led heart, in proportion to the financial gifts that God has blessed each family with. The Board of Christian Education encourages each family to participate in meeting the congregational worship offering goal of 5+% of net income. Most likely, by supporting this congregational 5+% of net income worship offering goal, our member families enrolled at our school will be supporting about \$1000 per child discount in school fees, which member families receive for each child enrolled in our school. Supporting this congregational 5+% of net income worship offering goal supports the "50/50 guiding philosophy" of the Board of Christian Education, which is explained in the "Cost of Education" section above.

## FINANCIAL ASSISTANCE

Tuition assistance is available for families unable to meet any of the above fees and minimum monthly offerings. Assistance is available for both members and non-members of St. Paul's Lutheran Church. Assistance is provided at the discretion of the Board of Education. Appropriations of financial assistance are dependent upon the available funds in the treasury and the number of families for whom assistance is approved.

To apply, please follow the school link on our congregation's website ([www.stpls.com](http://www.stpls.com)). Here you will find a link to the FACTS website where a tuition assistance application is filled out. This data is then used by FACTS and the Board of Christian Education to determine the amount of assistance to be given. Contact the principal with any questions.

**Applications for assistance are due in early May. Visit our website for more details.**

## MULTI-CULTURAL EDUCATION

St. Paul's Evangelical Lutheran School will teach as Scripture teaches concerning different racial, ethnic, language, and cultural groups. The value of all souls is exactly the same. God tells us "there is neither Jew nor Greek . . . for all are one in Christ Jesus." (Gal. 3:28)

Furthermore, the United States of America is a nation of individuals who have roots throughout the world. An appropriate knowledge of these facts, along with development of respect for the dignity of all people are among the goals of education in a free society and in our Christian school. Our objectives are:

- 1) To use materials that recognize Jesus died for all people and He wants all to come to faith in Him.
- 2) To select materials and methods that will eliminate bias and stereotype in our schools.
- 3) To guard against grouping of students in any way reflecting racial, ethnic, language or cultural bias.
- 4) To teach the 10 Commandments such as:

† helping and befriending all people (5th Commandment); and

† defending and speaking well of others regardless of race or nationality (8th Commandment).

5) To encourage all students to see themselves as redeemed children of God and encourage them all to grow into a closer relationship with their Savior.

## PARENT TEACHER COOPERATION

Parents are encouraged to help their children and the school by:

† using God's Word at home and in their lives, attending church and other opportunities for spiritual growth (i.e., Family Bible Study), and conducting family prayers or devotions.

† speaking to the teacher or party involved directly if/when issues arise at school.

† taking an active interest in the child's school activities and schoolwork.

† seeing to regular and prompt school attendance, sufficient hours of sleep, well balanced meals, clean attire, and proper clothing for the weather.

† recognizing called teachers as special gifts of God to His church by:

- a. ...receiving them as servants of Jesus Christ for our children.
- b. ...according them the honor and love which we owe them as servants of Christ.
- c. ...supporting their work among us with our prayers and personal assistance.
- d. ...aiding them in maintaining Christian discipline.

In the following three categories, active parental involvement is greatly appreciated: 1) spiritual training of the children, 2) assistance with daily homework, and 3) putting on school activities. Our school will thrive when everyone is active in these three categories!

## PARENT-TEACHER CONFERENCES

In an effort to assist parents in the Lord's command to educate children in God's Word, St. Paul's holds two formal opportunities to discuss your child's progress in school. Parents are expected to attend the first quarter conference. Parents of students in the pastor's confirmation class may also meet with him upon request. Third and fourth quarter conferences are held upon request by either parents or teachers.

## VISITATIONS

All parents are welcome and encouraged to visit the school at any time. We encourage parents to set the goal of visiting school at least one hour per year (outside of weekly chapels and other special invitations to attend classroom events). Teachers appreciate a call beforehand so materials (chair, schedule, texts) can be provided. However, an open-door policy is always in place. Out of courtesy, if a parent wishes to meet with a teacher about a specific topic, please arrange a meeting before or after school.

Volunteers present during the normal school day are asked to keep in mind the atmosphere for education and act accordingly to help keep interruptions at a minimum. Cooperation in the education of all students is appreciated.

## PARENT CONNECTION

Parent Connection is a group of school parents that typically meets once a month to support the students, families, and workers of the school in many different ways: promoting effective education at school and home, being an avenue for communication, promoting positive attitudes in the best interests of St. Paul's students, creating school community opportunities, and raising funds for special projects. If you are interested in joining, please contact the principal.

## CHURCH ATTENDANCE

Our God wants His people in worship regularly to hear His Word and grow closer to Him. Church attendance is an important part of the Christian's sanctified life, and the child of God needs to be taught and trained by word and example of its importance to spiritual growth and enlightenment. We recognize that it is only through hearing God's Word that we are able to grow in the grace and knowledge of our Lord Jesus Christ: "Faith comes from hearing the message, and the message is heard through the word of Christ" (Romans 10:17). The Christian so fears and loves God that he does not despise preaching and His word, but rather, he regards it as holy and gladly hears and learns it.

Since it is a goal of our school to assist parents in carrying out the divine command to bring up their children in the "training and instruction of the Lord," the school will do all within its realm to encourage faithful church attendance among its students. Therefore, we encourage you to seek regular worship opportunities for your family. If you do not have a church home, we welcome you to visit St. Paul's!

One of the ways we encourage this is by keeping a record of each child's church attendance for each quarter of the school year. We pray that this reminder on each report card will be a reminder to families of the importance of regular worship!

## CLASSROOM CHURCH SINGING

Singing in church is a wonderful opportunity for our students to witness their faith to the members of St. Paul's. In turn, our congregation is encouraged by the faith of our young people! A calendar of all church singing opportunities will be distributed at the beginning of the school year.

Students who are members of St. Paul's are expected to attend each of the services in which they are scheduled to sing. Students who attend another church regularly are still encouraged to attend, but we do not want you to feel like you are being pulled from your church home! Please speak with your classroom teacher if this is an issue.

All students are expected to attend special services like the Children's Christmas Service and the graduation service.

## LEARNING REPORTS

A mid-quarter report will be issued for grades 3-8 following the first half of each quarter. Report cards will be sent home four times per school year. The calendar or newsletter will list dates on which reports will be sent home with students.

Our school participates in standardized testing using MAP (Measures of Academic Progress) through Northwest Evaluation Association (NWEA). For more information, access [www.nwea.org](http://www.nwea.org). The results of these tests are used by the child's teacher for curriculum & instruction of the individual child. It is also used by the principal for general school curriculum evaluation & planning. When test data results are received, parents will receive a summary of the results.

Accurate records of these tests are kept in the school office. Test results are also included in the child's cumulative record file.

## ILLEGAL SUBSTANCES & WEAPONS POLICY

Any student in possession of alcohol, tobacco products, vaping products, look-alikes, inhalants, illegal drugs, synthetic drugs, drug paraphernalia, or non-prescribed controlled substances will be referred to the Board of Christian Education for review. St. Paul's Lutheran School also prohibits the possession of any weapons on school property, or at any school-sponsored activity. A weapon shall include, but is not limited to any knife, cutting instrument, firearm, or other instrument capable of inflicting serious bodily harm. Students who violate this policy will be referred to the Board of Christian Education for review.

## GUM & MUSIC DEVICES

For reasons of cleanliness gum chewing is not allowed. iPods, MP3 players, or any other musical listening device should also be kept in the student's book bag until off school grounds.

## SCHOOL NURSE

St. Paul's Lutheran School has a school nurse who serves as a resource to St. Paul's Lutheran School. Services include the annual health screening and also assistance with health situations. Parents may use this resource for advice concerning medical/health related issues. Contact the principal for more details.

## HEALTH POLICY

Kindergartners and all transfer students are required to give St. Paul's a copy of their birth certificate.

**Immunizations:** By state law, all students are required to have on their record at the school they attend, a list of their immunizations. Any child who does not have this list, or a signed waiver from the immunization for a health or religious reason, cannot be permitted to attend any school in the State of Nebraska. We require these records before the first day of school.

**Physical Examinations:** Those students entering kindergarten and seventh grade are required to have a physical examination and the required vaccinations. Students transferring to St. Paul's from another school must have a current physical examination. Examination forms are available at the school office. Your doctor's office will also have these forms. The forms should be completed and returned to school before the first day of school.

**Communicable Diseases:** The local health department requires that a written permit for re-admission be obtained from your family doctor before a child returns to school after having one of the following diseases: chicken pox, German measles (rubella), infectious hepatitis, flu symptoms, whooping cough, measles, mumps, impetigo, scabies, ringworm, lice, or pinkeye. If you have any questions, please contact your family doctor.

## MEDICATION & FIRST AID

St. Paul's does not purchase, prescribe or provide any medication (including aspirin or cough medicine/cough drops) to any student.

Parents are requested to give medication at home whenever possible. If it becomes necessary to administer medication to students during school hours, the following regulations will be observed:

- 1) Prescription medication to be administered must be prescribed by a licensed medical professional. The school may contact the professional as necessary.
- 2) Medication to be administered by school personnel must be provided in the prescription container with the prescription attached. Medication improperly packaged or labeled will not be administered.
- 3) Parents or guardians must provide the information requested on the medical form and sign the form, granting the school permission to administer the medication. A signed and dated permission statement to the classroom teacher requesting that their children be given prescribed medications during the school hours.
- 4) Any over the counter medication needs to come to school with a note filled out by the parents, signed, and dated requesting that their children be given the medications during the school hours. The dosage and times for student consumption should be written on the note.

## WELLNESS POLICY

St. Paul's Lutheran School is committed to providing a school environment that enhances learning and the development of lifelong wellness. St. Paul's Lutheran School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

### Goals for Nutrition Education

- The health curriculum will include information on good nutrition and healthy living habits.
- Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- After school activities, including athletics, will be available for students to participate.

### Goals for Physical Activity

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- The physical education curriculum shall include instruction on physical activity and habits for healthy living.
- Students will be encouraged to engage in physical activities throughout the school day.
- The school encourages parents to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family events.

**Goals for Other School-Based Activities Designated to Promote Student Wellness**

- Students will be provided sufficient time in which to eat school-provided meals.
- The school’s eating area will be attractive and well-lit.

**Nutrition Guidelines**

- Food providers will take measures to ensure that student access to foods and beverages meet federal, state and local laws and guidelines.
- Food providers will offer students a variety of age-appropriate healthy food and beverage selections.

**Free and Reduced Lunch**

- St. Paul’s will follow the guidelines set forth by the USDA while providing free and reduced meals for students.

**Measurement of School Wellness Policy**

- The school’s administrator will be given the duty of ensuring that the requirements of this policy are fulfilled.
- The school’s Board of Education will review this policy, suggest possible revisions, and submit suggestions to the administrator prior to the March board meeting each year.

## CURRICULUM

A school curriculum consists of the sum total of any experiences which come to the child through the school. Our curriculum provides for the spiritual, academic, social, emotional, and physical needs of every child. As a Christian school, the teachings of the Bible are the foundation of our instruction and activities. Whether we are in worship activities, religion classes, or any classes during the school day, teachers integrate the teaching of the Bible into daily instruction.

The course of study for the State of Nebraska and the course of study for the Lutheran Elementary Schools of the Wisconsin Synod serve as guides for the goals, methods, and contents of our instruction. Our curriculum includes:

Religion: Bible History, Bible Study, Catechism, Wisconsin Lutheran Synod History, Hymnology, Memory Work

Language Arts: Reading, Composition (Writing), Spelling, Language, Handwriting, Phonics,

Social Studies: Geography, Community Studies, History, Government, Nebraska History

Mathematics: General Math, Pre-Algebra, Algebra

Science: General, Life, Physical, Earth

Fine Arts: Music, Art, Singing, Acting

Physical Education: Health & Fitness

Technology: Keyboarding, Research & Editing, Excel, Word Processing, Presentation Design

## CURRICULUM REVIEW CYCLE (WELSSA Standard 11.13)

The following cycle is used to review the kindergarten through 8<sup>th</sup> grade curriculum, that is, which subject(s) will be reviewed each year. This cycle includes reviewing and replacing instructional materials (all materials such as textbooks, software, ancillaries, manipulatives, etc.).

Christ Light & Science ('22-'23) – Social Studies ('23-'24) – Math ('24-'25) – Language Arts ('25-'26) – Reading ('26-'27) – PE/Health/Art/Technology ('27-'28)

The school includes in its curriculum state mandated programs unless they conflict with the Bible. (WELSSA Standard 11.1.4)

## SCHOOL NEWSLETTER

The "School Newsletter" will be sent home as a hard copy or via email upon request by a parent. The newsletter will be sent the first day of a week. Its purpose is to keep parents up-to-date concerning school activities in an orderly, concise, and consistent way. Please be faithful in reading this letter to remain informed. The newsletter is available at the St. Paul's web site, [www.stpls.com](http://www.stpls.com).

## CHRISTIAN DISCIPLINE

In our school, in which the Word of God is the foundation and guide for all our activities, it is self-evident that the children reflect the faith of their hearts in their general behavior and attitudes. However, we are all sinful – students and teachers alike. This means that we are incapable of living up to God's commands for us, and we sin. These sins must be curbed and corrected according to God's Law. At the same time, we rejoice in the forgiveness that God offers to repentant sinners! It is a joy and privilege that our teachers have to offer this forgiveness to students by the grace of God.

We have appreciated the encouraging cooperation and help which we have received in the past from parents in these matters. We would ask that all parents continue to impress upon their children the importance of proper, Christian behavior and diligent application to work.

In order to maintain orderliness in our school, there are times that we need to practice discipline. We firmly believe that discipline starts in the home and we are here to assist the parents in disciplining their children when necessary. We pray that God would grant parents and teachers alike the wisdom to "...bring them up in the training and instruction of the Lord" (Ephesians 6:4). The following are the guidelines we will follow:

- 1) Each teacher sets their own classroom standards, rules, guidelines, and consequences. Initially, each teacher is responsible for their own discipline. Discipline will always be used lovingly and fairly to the best of the teacher's ability. If punishment is required, it will fit the offense.
- 2) If misbehavior persists following discipline from the classroom teacher, the student will be sent to speak with the principal and the incident will be recorded on Gradelink. The principal will speak with the student regarding the misbehavior and allow the student to return to the classroom. Parents will be notified that a meeting was held between the student and the principal. Should a child be sent back to the principal following the initial conversation, the student will be suspended from school for the remainder of the school day or the next school day, based on the time of day the second visit occurs.
- 3) If a student is sent to the principal five times in a quarter, a meeting will take place in which a behavior probation plan will be discussed and signed by the student, parents, teacher, and principal. This plan will lay out clear behavioral improvement benchmarks for the student to reach.
- 4) If the benchmarks are not met in the behavior probation plan, the student's enrollment at St. Paul's will be terminated pending Board of Education approval.

There are certain behaviors that will not be tolerated at St. Paul's and will result in immediate suspension. These extreme behaviors include but are not limited to:

- Threatens or causes willful injury to themselves or others
- Causes willful or malicious physical damage to the school or school property
- Causes intentional or unreasonably disruptive or unruly behavior at school or while representing St. Paul's at any school function
- Exhibits willful disrespect to their teacher, the principal, or any other person placed in authority over them
- Uses profanity, sexual language, or obscene gestures
- Is found in possession of an illegal item (*See Illegal Substances & Weapons Policy*)
- Sexually harasses or makes sexual advances on another student, or brings sexually explicit material to school
- Steals from school or another student
- Willfully cheats on a consistent basis

While we take the care and supervision of our students very seriously, it is impossible for our faculty and staff to monitor every single student during every single second of the day. Because of this, some things may happen of which our staff may be unaware. We will do our best to get to the bottom of any situation that arises, but in some cases, the truth may be impossible to find. In this case, parents of all involved students will be notified of the incident and appropriate steps will be taken to make the situation right.

In accordance with the guidelines of Matthew 18:15-17, which speaks about bringing our grievances to one another, please follow these steps:

- 1) *Speak to the person with whom you have a grievance.*
- 2) *If the matter is not resolved, meet with that person along with a teacher, pastor, or principal.*
- 3) *If the matter remains unresolved, meet with the Board of Education.*

## BULLYING & HARASSMENT POLICY

Ephesians 4:32— *“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”*

St. Paul's Lutheran School is committed to making our campus a safe and caring place for all students at all times. We will treat others with respect, and we refuse to tolerate bullying of any kind at our school both during school hours and after. Scripture encourages his people to do what edifies and builds up others, whereas bullying results in pain and distress to God's people.

**Definition:** Bullying is repeatedly or persistently performing actions which create an intimidating or threatening educational environment through the use of aggression with the intention of hurting another person physically, emotionally, or spiritually.

**Physical and Social Bullying behaviors include the following, but are not limited to:**

- Hurting someone physically
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a harmful way/name calling & use of abusive comments
- Using put-downs, such as insulting someone's race or making fun of someone because of gender
- Inappropriate sexual comments
- Touching or showing private body parts
- Spreading rumors or untruths
- Singling students out or intentionally isolating students
- Threatening someone with physical or emotional harm

**Cyber Bullying behaviors include the following, but are not limited to:**

- Teasing, intimidating, or making false accusations via any technological tool
- Posting inappropriate e-mails, online messages, text messages, digital images, or website postings (including blogs and social network sites)

These examples of bullying include students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

Each student and parent have a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident shall be promptly reported to the Principal or the classroom teacher.

**Disciplinary Action:**

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, termination of enrollment, and/or notification to the appropriate authorities. This disciplinary action may be unique to the individual incident and may vary in method and severity based on the discretion of the administration and Board of Christian Education. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

## MISSION OFFERINGS

Love for the Savior is shown through the weekly Mission offerings. Mission offerings are gathered on Wednesday mornings during our weekly chapel service. This assists our families in the stewardship training of our children. Through this opportunity each week, students begin to understand that a weekly "tithe" or offering to the Lord can be a wonderful blessing to a ministry far away from us.

The school staff selects a mission project for each quarter of the school year. This acquaints the students with some of the different mission projects of the Wisconsin Evangelical Lutheran Synod. May we always remember to encourage our children to keep this mission offering on their hearts and minds before coming to school on Wednesday mornings!

## DAILY SCHEDULE & SCHOOL SECURITY

The school day will begin at 8:05 AM and will close at 3:20 PM for grades K through eight.

The doors of the school will open at 7:45 AM. Students should not arrive before this. Upon arrival, students should go to their classroom and make preparations for the day according to the directions of the teacher.

The noon lunch period and recess are from 11:40 AM to 12:30 PM. Students may leave the school grounds during this time under adult supervision with permission of parents.

For supervision, liability, and safety reasons a closed campus policy is in effect during the school day. Children are not allowed to leave the school premises during the school day other than to go home at lunch with parent permission, unless special arrangements are made with the principal.

West and South school doors will be open from 7:45 AM - 8:15 AM and West doors will be open from 12:10 PM - 12:30 PM for afternoon Pre-K entry, and after 3:20 PM for dismissal. All other school doors are kept locked at all times. Entry through the south doors during the day is granted by the school secretary from her office entry system.

Upon completion of the day, parents should arrange for their children to leave the school grounds promptly. No students are allowed on school grounds after 3:35 PM unless enrolled in the After Care program. Students who have not been picked up by 3:35 PM will immediately be entered into After Care.

Total school hours for this school year comply with Nebraska State Law which requires 1,032 hours for 1<sup>st</sup>-8<sup>th</sup> grades and 400 hours for Kindergarten.

## ATTENDANCE POLICY

In school we try to develop your child's educational skills to his or her greatest possible extent. All children are expected to attend school regularly and punctually. Absence from school robs him or her of the opportunity to achieve this. Even if the work is made up later, the child has lost the benefit of regular, first-hand classroom discussion and activity. Therefore, it is to your child's advantage to be in attendance regularly for all classes each day and to apply him or herself diligently. Your child loses unnecessarily if he or she misses school because of out-of-town trips, home errands, etc. Parents are strongly encouraged to have their child's doctor and dentist appointments scheduled during non-school hours. Vacations should be planned during summer months and school breaks as much as possible. In the event that an absence does occur, we require a written note from the parents stating the date and reason for the absence. All missed work will need to be made up. Parents are to call school prior to 8:05 a.m. if their child will be absent.

If a student is to be picked up during regular school hours, they must be picked up from the South doors, closest to our school office. They must also check their child out with the school secretary or another staff member.

Students are expected to be at all regularly scheduled school events. Included in these events are Children's Christmas Service, field trips, WELS Olympics, etc. Eligible students are strongly encouraged to participate in optional activities such as NELHS Science and Art Fair, NELHS Track and Field Meet, NELHS Day, 7<sup>th</sup>-8<sup>th</sup> grade class trips, athletics, etc.

Students not participating in the above listed optional school day events will be at school and integrated into another classroom.

School absences for reasons other than illness (i.e., family trips, vacations, etc.) are discouraged. When such cases come up, parents are asked to clear the request with the principal well in advance of the trip – at least two weeks. The child's teacher should then be contacted in order to coordinate upcoming content to be taught and work to be completed.

**HOMEWORK RESPONSIBILITIES:** If an absence is because of illness, the number of days absent will be given for the student to complete all work. If an absence is a planned absence, the student is to have all work completed upon their return to school.

In compliance with Nebraska Department of Public Instruction Rule 1.3 (Truancy), any student absent for more than **20** school days will be reported to the Madison County Attorney.

The Board of Christian Education reserves the right to look into any case to determine extenuating circumstances that may allow for an exception to be made.

Absences will be recorded in the following categories:

Tardy: Arrival between 8:05-8:30 A.M.

Partial: More than 15 minutes, but less than 2 hours. This is counted as missing  $\frac{1}{4}$  of a school day.

1/2 Day: Absent over 2 hours, but less than 4 hours.

1 Day: Absent greater than 4 hours.

## SCHOOL CLOSING POLICY

We may find it necessary to close school for inclement weather. These closings will always coincide with the decision of Norfolk Public Schools (NPS). They make the decision, and we follow it. If NPS does not have school scheduled, and we do, St. Paul's will decide on our own regarding school cancellations or delays. This information will be announced via the Norfolk closings and delays portal, automated text/voice/email alerts through Gradelink, and our Facebook page. In the case of a 2-hour delay, morning Little Lambs class will be cancelled.

## PARENTAL RIGHTS

**Annual Notification:** Parents will be notified of their FERPA rights annually via the St. Paul's Lutheran School Handbook distributed prior to the beginning of each school year.

**Procedure to Inspect Educational Records:** Parents of students or eligible students may inspect and review the student's education records upon request. Parents or eligible students must contact the principal of St. Paul's Lutheran School with a written request, which identifies as precisely as possible the records he or she wishes to inspect.

The principal of St. Paul's Lutheran School will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. This will be done within one week of the request.

When a record contains information about students other than the parent's child or the eligible student, the parent or the eligible student may not inspect and review the portion of the record which pertains to other students.

**Disclosure of Education Records:** St. Paul's Lutheran School will disclose information from a student's education record only with written consent of the parent or eligible student, except:

- 1) To school officials who have a legitimate educational interest in the records. School officials include principal, teachers, support staff members, pastors, current members of the Board of Education of St. Paul's Lutheran School, local School District special services personnel, school attorney, and health department officials.

A school official has a legitimate educational interest if the official is:

- a. Performing a task that is specified in his or her position description or by contract agreement.
  - b. Performing a task related to a student's education.
  - c. Performing a task that is related to the discipline of the student.
  - d. Performing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- 2) To the official of another school, or upon request, in which a student seeks or intends to enroll.
  - 3) To certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
  - 4) In connection with the student's request for or receipt of financial aid as necessary to determine eligibility, amount, or conditions of financial aid, or to enforce the terms and conditions of aid.
  - 5) If required by a state law mandating disclosure that was adopted before November 19, 1974.
  - 6) To organizations conducting certain studies for or on behalf of St. Paul's Lutheran School.
  - 7) To accrediting organizations to carry out their functions.
  - 8) To parents of an eligible student who claim the student as a dependent for income tax purposes.
  - 9) To comply with a judicial order or a lawfully issued subpoena.
  - 10) To appropriate parties in a health or safety emergency.
  - 11) Directory information so designated by St. Paul's Lutheran School.

**Record of Requests for Disclosure:** St. Paul's Lutheran School will maintain a record of all requests for and/or disclosure of information from a student's educational record. This record will indicate the name of the party making the requests, any additional party to whom the student's educational record may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the parents or eligible student.

**Directory Information:** St. Paul's Lutheran School designates the following items as St. Paul's Lutheran School Directory information: student name, parents' names, addresses, and telephone number(s). St. Paul's Lutheran School may disclose any of these items without prior written consent, unless notified in writing to the contrary by the first Tuesday of September of each school year.

**Correction of Educational Records:** Parents of eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- 1) Parents or eligible students must ask St. Paul's Lutheran School to amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
- 2) St. Paul's Lutheran School may comply with the request or it may decide not to comply. If it decides not to comply, the principal will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge information believed to be inaccurate, misleading, or in violation of the student's rights.
- 3) Upon request, the principal of St. Paul's Lutheran School will arrange for a hearing and notify the parents or eligible student, reasonably in advance of the date, time, and place of the hearing.
- 4) The hearing will be conducted by the chairman of the School Board of St. Paul's Lutheran School or his designated substitute. The parents or eligible student shall be afforded a full opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parent or student may be assisted by one or more individuals, including an attorney.
- 5) St. Paul's Lutheran School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- 6) If St. Paul's Lutheran School decides that their information is not accurate, misleading, or in violation of a student's right of privacy, it will notify the parents or eligible student that they have the right to place in the record a statement commenting on the challenged information and/or statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the student's education records as long as the contested portion is maintained. If St. Paul's Lutheran School discloses the contested portion of the record, it must also disclose this statement.
- 7) If St. Paul's Lutheran School decides that some information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

## RIGHTS OF CUSTODIAL & NON-CUSTODIAL PARENTS

St. Paul's Lutheran School will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

St. Paul's Lutheran School will not restrict access of custodial and non-custodial parents to their student's records, unless the school has been provided a copy of a court order that limits those rights. If the school is provided with such a court order, school officials will follow the directives set forth in the order.

St. Paul's Lutheran School will provide the custodial parent with routine information about his or her child, including notification about parent-teacher conferences. The school will not provide the non-custodial parent with such information on a routine basis but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend parent-conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The school is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may end a conference and reschedule it with appropriate modification or expectations.

St. Paul's Lutheran School will release children to the custodial parent or the designated appointee unless otherwise noted by the custodial parent.

## KINDERGARTEN REQUIREMENTS

St. Paul's offers classes for students who have turned five (5) years old as of July 31<sup>st</sup> of the current school year. Kindergarten will be conducted five days a week from 8:05-3:15. See the principal for further details of our program. Our Kindergarten program complies with and exceeds the Nebraska State Law regarding required hours of instruction per year. All kindergarteners need physicals and hearing exams per state law.

## ST. PAUL'S GRADE SCALE (Grades 3-8)

100%.....A+

96-99%.....A

94-95%.....A-

|               |              |               |
|---------------|--------------|---------------|
| 92-93%.....B+ | 88-91%.....B | 86-87%.....B- |
| 84-85%.....C+ | 80-83%.....C | 78-79%.....C- |
| 76-77%.....D+ | 72-75%.....D | 70-71%.....D- |
| 0-69%.....F   |              |               |

## **MISSING & UNFINISHED SCHOOLWORK POLICY for 3<sup>rd</sup>-8<sup>th</sup> Graders**

To bring glory to God, to increase learning, and to teach responsibility on the part of the students, St. Paul's requires faithful completion of assigned tasks. St. Paul's policy is that class work due on a given day is to be finished when the student arrives at school that day – unless questions are still present needing teacher assistance. Assignments are considered late if they are not presented to the teacher when the class hands in or corrects the assignment.

Each student in grades 3-8 is given two “freebee passes” at the beginning of each quarter. If they did not finish or do not have their homework by the time it is due, they forfeit one freebee pass. On the third and any following occasions of missing/late work, when both freebee passes are gone, communication will be made to the parent/guardian that the student must stay for an after-school detention. The student should work to get that missing assignment done before they work on any other work that day. The teacher also reserves the right to have the student work on the missing assignment during their recess time. The hope would be that the student would be able to finish the assignment by the end of their detention. If the assignment is finished by the end of their detention, there is no penalty. If it is not finished by the end of their detention, it is automatically reduced to a 69% F. If it still doesn't get finished before the end of the next day, it is reduced to a 0%. This policy also applies to the absent work policy.

For detentions, make arrangements to pick your child up at 4:00pm. If there is a conflict or question, coordinate with the teacher.

If a student keeps both of their freebee passes for the whole quarter, the lowest grade on their report card is improved by one grade level. For example, a B becomes a B+.

## **EXCESSIVE MISSING OR UNFINISHED SCHOOLWORK (For 5<sup>th</sup>-8<sup>th</sup> Grade Students Only)**

Missing or unfinished schoolwork has a detrimental effect on the entire classroom. The teacher must spend additional time ensuring that the student with missing work gets their work done, which takes away from time spent instructing and helping other students.

When missing work becomes a problem (more than six missing assignments in one quarter), the teacher will reach out to the parent to discuss strategies to use to help the student finish their work on time. If the late work doesn't stop happening after working with the parents and attempting several strategies both at home and school, then we are at the point of putting into effect an academic probation plan that can ultimately lead to termination of enrollment if the desired outcomes are not met. This plan will be created by the teacher(s) involved and will be signed by the student, parents, teacher(s), and principal following a meeting to discuss it.

The principal will also refer the student to the Board of Christian Education as a point of information to the BoCE at their next monthly meeting. The student is then considered to be on "academic probation" in all upcoming quarters of school until that student graduates 8<sup>th</sup> grade.

If the problem persists despite the plan for improvement, the student's enrollment at St. Paul's will be terminated for the remainder of that academic school year. The official date of termination from classes at St. Paul's will be determined by the Board of Christian Education considering the best possible transition date for that student.

The parents of this student may reapply for enrollment in the following school year following an academic termination. The student would enroll with a “clean slate” regarding this homework policy. A termination of enrollment may be appealed in writing to the St. Paul's Lutheran Church's Executive Council.

## **DRESS CODE**

Ours is a Christian school in which we try to train our children to live as Christians in this world, but not of the world. The Lord wants each of us to give a positive Christian witness in the world. We, as Christians, can reflect our Christianity to the world by the way we dress. Christian modesty and decency as opposed to the standards accepted by the world suggest that certain clothes not be worn in school. Clothes which show evidence of poor grooming are not permitted.

Student dress should give a clear witness of their faith, be conducive to a teaching-learning environment, and ensure the safety of the individual and others. Clothing worn by St. Paul's students is to be neat, clean, and respectable. Student dress and grooming should not interrupt education, cause a discipline problem, or attract inappropriate attention to an individual.

Dry shoes are a necessity inside the building for health reasons. Please supply boots or an extra pair of shoes for your child during rainy or snowy weather.

**TOPS:** All tops worn by students are to have sleeves and cover the torso. Slogans and designs should reflect a proper Christian attitude. Inappropriate for school time dress are mesh, crop, tank, or halter tops. No cracks or crevices.

**BOTTOMS:** Pants and pant shorts (cotton blend casual slacks/shorts & solid color jeans) are to be neat, clean, and fit decently. Shorts, skorts, skirts, and dresses should reach mid-thigh. Inappropriate for school dress are frays, holes, torn, oversized, sagging, writing on the rear end, spandex, wind pants, swish, nylon, tear away, or mesh. Leggings or other tight-fitting materials must be covered with shorts. No cracks or crevices.

**ATHLETIC WEAR:** Athletic clothing is for physical education classes and practices during or after the school day. Students may leave on this athletic clothing after a PhyEd class at the end of a school day if the weather is not too cold.

**JEWELRY:** The design and style of jewelry should determine its appropriateness for school times. Jewelry should not be a distraction to the educational process. Make-up in moderation is allowed for the girls.

**FOOTWEAR:** For reasons of health and safety socks and footwear are required. Old shoes and boots are necessary for participation at recess times. Sandals are not allowed during PhyEd classes.

**OUTERWEAR:** Hats and coats are for outside use only. Coats and hats will be removed inside of the school building. Sweaters and sweatshirts (hooded or non-hooded) are fine for the classroom.

Students not in compliance with the dress code will be removed from the classroom until the problem is addressed. Parents may be contacted to bring appropriate clothing, but teachers may also provide appropriate clothing alternatives. Parents are expected to support this code by closely supervising the appearance of their own child/children before sending him/her to school. St. Paul's method of enforcement is as follows:

**STEP 1:** A first violation of the dress code per semester will be addressed by a teacher. Explanation will be given to the student.

**STEP 2:** A second violation during the same semester will result in the student talking with the principal. Parents will be notified of the violation.

**STEP 3:** A third violation during the same semester will result in a student having a lunch-recess detention. Parents will be notified of the violation and subsequent punishment.

**STEP 4:** A fourth violation during the same semester will result in a student having an after-school detention.

**STEP 5:** Every other violation during the same semester will follow Step 4.

At the end of a quarter, violations will be forgiven, and students will start the new semester at Step 1.

## LIBRARY

All students are allowed to use the school library. Checking out a book is done one day each week.

- 1) Students may check out up to two books. Students are not allowed to check out more books until he or she returns the books from the previous week.
- 2) No students are allowed in the library without a teacher or librarian present.
- 3) Books lost will be replaced by the students at their expense.

## RECESS POLICY

Christian conduct is expected of students. All children will participate in playground activities unless excused by doctor's orders or parent's instructions. Teachers will determine when jackets are needed for the entire class depending on the weather. Students are to ask a teacher before removing their jackets.

Teachers will not take students outside for recess on days when the air temperature is below 10°F or when the wind chill factor goes below 0°F. At other times, students will be expected to play outside for recess. Everyone should cooperate while playing at recess. This includes sharing equipment and play areas. When we have inclement weather during the school day, recesses will be conducted in the gymnasium/classroom.

## TELEPHONE & CELL PHONE POLICY

St. Paul's Lutheran School's phone number is (402)371-1233. Reporting of student absences should be made prior to 8:05 AM. Calling in order to speak with the child's teacher should happen before 7:45 AM.

Limited student phone calls will be allowed. The school will work to develop planning and responsibility on the part of students. Students are to receive permission from a faculty member for each call. Calls are only to be made from the principal's or secretary's office, or a teacher's cell phone.

Students should make arrangements for participating in after-school activities such as going home with a friend, practices, etc. before leaving for school in the morning.

No student cell phones are to be used on the school campus during school hours (8:00 AM - 3:30 PM). If parents deem it necessary that their child has a cell phone for after school purposes, the phone should be turned off during school hours and should not be used until after 3:30 PM. If students are found using their cell phones before or after these times, the phone will be given to a teacher for parents to pick up.

## TECHNOLOGY ACCEPTABLE USE POLICY

Technological resources, including computers and other electronic devices, with or without Internet access, provide a unique opportunity to enhance instructional methods, appeal to different learning styles, and encourage exploration and individual creativity. It is the goal of St. Paul's Lutheran School to provide those resource opportunities to the students and staff.

With the use of technological tools, comes attached a list of expectations and requirements. This Acceptable Use Policy covers various areas of student expectations and requirements, ranging from aspects of Christian conduct and etiquette to compliance with governmental laws.

- A. Rules and Requirements for hardware and software
- B. Appropriate Internet usage
- C. Student safety
- D. Privacy and Intellectual Property
- E. Disclaimer
- F. Consequences

### **A. Rules and Requirements for hardware and software**

Damaging, altering, modifying software or hardware is strictly prohibited. Only St. Paul's Lutheran School staff is allowed to install any new software, app, or other downloaded program onto school property.

Printing materials is allowed for educational purposes. No printing of personal materials is allowed without the approval of school staff or teachers.

Reconfiguring of any of the device settings is prohibited.

### **B. Appropriate Internet usage**

Students are not allowed to retrieve, save, download, forward, text, or display hate-based, offensive, pornographic or sexually explicit material. Students are not allowed to use school resources for any commercial or gambling purpose.

Student chat, instant messaging, skypeing, or any other social media application is prohibited without the approval of a teacher or staff member.

Student internet use that is not educationally important is deemed low priority and is only acceptable with teacher or staff approval.

Students and teachers of St. Paul's Lutheran School will refrain from "friending" each other on Facebook, Snapchat, Instagram, Twitter, etc. while the student is enrolled.

### **C. Student Safety**

Under no circumstances should a student give his/her account information, passwords, or other sensitive data unless directed to do so by a teacher or staff member for educational purposes. Students should not reveal your full name, home address, phone number while using the internet unless directed to do so by a teacher or staff member for educational purposes.

It is a criminal act to electronically harass, cyber-bully, or cyber-stalk a fellow student, teacher, or staff member. Students are prohibited from presenting any e-mail, chat, or other correspondence that has the purposeful intent of being hurtful, demeaning, sexual, or racist.

### **D. Privacy and Intellectual Property**

Copyright and Intellectual laws strictly prohibit the copying, selling, or distributing copyrighted, trademarked, or licensed material, including illegally shared music files, video files, gaming files, or any other software.

Students are not allowed to use other student's materials without the express permission of the student.

### **E. Disclaimer**

St. Paul's Lutheran School reserves the right to monitor all aspects of student technological use, including school-created e-mail accounts.

St. Paul's Lutheran School makes no warranties of any kind for the technological resources it provides. That includes loss of data resulting from delays, non-deliveries, improper deliveries, data-storage malfunction, or any formatting issues.

St. Paul's Lutheran School is not responsible for any financial liabilities a student takes on in the purchase of downloaded materials.

St. Paul's Lutheran School has taken precautions to restrict access to controversial and offensive materials. However, being on a global network, it is impossible to control all materials a student may encounter. St. Paul's Lutheran School believes students should be taught how to make God-pleasing decisions concerning the content they access. St. Paul's Lutheran School has taken appropriate measures to restrict offensive materials, and the school is not responsible if a student accesses content by side-stepping the filter.

### **F. Consequences**

Students choosing to willfully act in ways that are contrary to this Acceptable Use Policy are eligible for the loss of access to all technological resources. Students may have internet and e-mail privileges revoked. A student may serve an in-school detention, an out-of-school suspension, or termination of enrollment for severe cases of misconduct.

## **SAFETY PATROL**

Students in the oldest homeroom have the responsibility of Safety Patrol after school. Teachers will supervise the street crossing on 11<sup>th</sup> Street from 3:15 PM until 3:30 PM. Students and parents are asked to obey instructions given by the Safety Patrol and remember to use the cross walks only when direction is given. Students in the role of Safety Patrol are not allowed to use electronic devices until they have completed their role for that day

## **CARE OF PROPERTY**

Children are expected to take care of the facilities and equipment which have been provided for their education. Students are expected to pay for any damage to books, desks, and property beyond normal wear. In every way possible the children are expected to assist the teachers and custodians in keeping the building and property in good condition.

## **LUNCH PROGRAM**

The Norfolk Public School Lunch Program will provide hot lunch to St. Paul's students. Each student lunch will cost \$4.29. An adult lunch will cost \$4.55. Milk in addition to or separate from hot lunch will cost \$0.50 each.

Students sign up for hot lunch prior to 8:05 A.M. If students will be late, parents are expected to call the school if a hot lunch needs to be ordered. We are not able to change our lunch count after 8:45am.

Menus will be available on a monthly basis. A copy of the meals is also posted on the kitchen door in the gym. Students not having hot lunch need to provide their own lunch for that day. Equipment is not available to warm individual lunches.

When Norfolk Public Schools do not have school, students from St. Paul's are to bring their own lunches from home. Microwaves are not available to students wishing to heat up their lunches. Parents and students are responsible for proper care of food brought from home. All students are to eat lunch at school, unless parents communicate a plan to take a child off campus for lunch.

Our school participates in the USDA's National School Lunch Program.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (i.e. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## FOOD ALLERGY GUIDELINES

During this school year, there are students enrolled at St. Paul's with varying levels of a food allergy. All staff, families, and friends of St. Paul's will support the following guidelines out of Christian love for and service to these students and their families:

- a) All school staff (teachers, secretary, pastor, and volunteers), students, and families will be aware of the names of the St. Paul's students who have a food allergy.
- b) All school staff will be trained in the locations and use of the Epi-Pen.
- c) Teachers will not use any food allergy items during any teaching lessons.
- d) Snacks during snack time in a classroom where a food allergy student is present should be "allergy free".
- e) Snacks during snack time in a classroom where a food allergy student is not present will not be "allergy free". In this classroom, a student who eats an allergy related food will wash their hands and also the surface on which they were eating.
- f) During the lunch period, there will be no sharing of any kinds of foods.
- g) The lunchroom will not be allergy-free, and the students will continue to abide by other lunchroom procedures. Accommodations will be made for students with nut allergies that need to be seated separately.
- h) All special occasion snacks or foods (birthday treats, etc.) to be handed out to the entire student body, or to a smaller group that includes a student with a food allergy, should be pre-packaged (unless the parent/student who made it received permission directly from a parent of the student with a food allergy). These parent conversations will be communicated to the principal by a parent of the student with the food allergy prior to the snack or food being brought to school.
- i) If a pre-packaged snack or food to be handed out during the lunch period is not allergy free, a substitute snack that is allergy free should also be brought for a student with an allergy to enjoy. Staff will also have such snacks available if needed.

## EDUCATION ASSISTANCE PROGRAM (EAP)

EAP assists parents in the Christian training of children with special needs. An individualized plan is developed for the child by the EAP director, parents, and teacher(s). This individual education plan may be carried out in the classroom or in another room. Parental consent must be given for a child to benefit from the program. Parents will receive regular updates concerning a child's progress. Guidelines of the program are available upon request.

## PRAISE! CHOIR

The purpose of PRAISE! is to, *"Sing to the Lord, praise His name; proclaim His salvation day after day"* (Psalm 96:2). PRAISE! is open to children in 3<sup>rd</sup>-8<sup>th</sup> grade. Rehearsals are held during the school day. Attendance is required on a regular basis. PRAISE! sings throughout the year in church services at St. Paul's as well as other special singing events. Students commit to yearlong membership at the beginning of the year and may only be changed with parental consent. Students joining PRAISE! will be expected to commit to 50% attendance of performances.

## INSURANCE POLICY

St. Paul's Lutheran Church's policy covers our students while traveling to and from school sporting events and field trips. Students are not covered while participating in the actual sporting events. Parents will need to check with their insurance company for this coverage.

## SPORTS

The St. Paul's Lutheran Pioneers church sports program will be conducted with two other WELS churches in the area (Immanuel, Hadar & Trinity, Hoskins). Participation in this area WELS church sports program and any Norfolk Public Schools sports program during the same season is discouraged in the best interest of the child and family.

The area WELS church sports program includes co-ed soccer, girls' volleyball, boys & girls' basketball, and track & field. Please consult the sports program calendar for game dates, times, and place.

**Eligibility:** Grade-level eligibility is determined on a yearly basis based on participation. To remain eligible, students must maintain high academic performance. Ineligibility results from 2 grades on a report lower than a C- or one failing grade. Ineligibility may also be determined by parents, teachers, or the principal based on other circumstances. Ineligible players may not participate in any team activities.

**Fees:** A fee of \$20 for the first child and \$15 for subsequent children will be collected at the beginning of the first season in which a family participates in athletics each year. No family will pay over \$40. This fee is used to cover the operational costs of our sports program.

**Uniforms:** Uniforms are the property of the St. Paul's Lutheran Pioneers church sports program. They are to be treated with great care during athletic performances as well as at home. Washing instructions will be sent home with each uniform set at the beginning of the season. Please follow these directions carefully to ensure proper care of our uniforms. If there are any problems, please alert the athletic director immediately.

**Sportsmanship:** Athletics are a wonderful gift from God and an amazing opportunity for our students to showcase their skills and enjoy team camaraderie. It is the responsibility of the athletic director and coaches to run the sports program. Please respect the decisions made by these individuals. If you have an issue, please speak to that person directly and calmly. Spectators are also representatives of St. Paul's. The athletic director and coaches reserve the right to remove athletes or spectators from athletic contests if proper representation of St. Paul's is not being shown.

## EMERGENCY PROCEDURES

### Fire

- 1) Fire drills are to be held each month of the school year.
  - 2) Children should evacuate orderly according to emergency evacuation plan posted in each classroom.
  - 3) Windows and doors are to be closed when the evacuation takes place.
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- 4) Teachers must make sure all their students are accounted for immediately following the evacuation. This should be done a safe distance away from the building.

#### **Tornado**

- 1) At least one tornado drill should be conducted annually. This is usually done in early April.
- 2) The children and staff will go to the school basement. PreK-4 will use the right (west) side of the basement. 5-8 will use the left (east) side of the basement.
- 3) Students are to sit or stand as directed by their teacher.

#### **Lockdown**

Our school, along with other schools in Norfolk, practices the Standard Response Protocol which was created by the "I Love U Guys" Foundation. Procedures for this protocol are posted throughout the school building and will be practiced at the beginning of each semester.

## **BIBLE INFORMATION CLASS (BIC)**

It is our goal to partner with parents in training children in the light of God's Word. We want parents to be fully aware of what your children are learning in our classrooms. We encourage all families, new and "old" to attend a Bible Information Class (BIC) led by our pastor. He can be an excellent resource and provide plenty of information for you to fully understand what your child is learning about God's Word.

## **HUMAN DISASTER PLAN**

If a human disaster would arise within the church, school, or home of a student it will be the responsibility of the pastor, principal, and/or teachers to address such human disaster. They will counsel the students, parents, and others in need of counseling or support. If they feel that help is needed in any situation, they may contact Norfolk Public Schools Crisis Response Team members by calling the Director of Student Services, Norfolk Public Schools, at 402-644-2509.

## **PASTORAL COUNSELING AVAILABLE (WELSSA Standard 4.10)**

Our pastor(s) are willing to meet with families or students who desire to speak with a pastor. Also, the teachers and principal consult with our pastor(s) regarding students' spiritual growth. This happens as needed, but also happens twice annually following parent-teacher conferences during our staff in-service meetings in October and February.

## **IN CLOSING . . .**

Our purpose at St. Paul's is to partner with and assist you, the parents, in the Christian training and educating of your children. The number of hours which we have your children is a small fraction of his/her total life. You are their #1 influence in their life in all areas. We will do our very best to see that the authority and responsibility which God and you have given to us is carried out to the best of our God-given ability. Let's work together to carry out this very important task our Lord has given each of us – the Christian training of His children. By making Jesus our motivation and God's Word as our daily guide in this life, we – as teachers and parents – can together with our children praise and glorify God now and in eternity. May the Lord enable us to accomplish this work!

## **iPad Appendix**

#### **Accountability:**

1. *Students are expected to bring their iPads to school every day and are encouraged to bring them home if needed for homework.*
2. *Student iPads should be fully charged before coming to school.*
3. *The case should be left on at all times to avoid damage to the screen or frame.*
4. *Students should share all passcodes and passwords with parents and teacher in case they forget their password or are locked out. If a password ever should need to be changed it should also be communicated.*
5. *If students get 3 or more late assignments/pink slips the iPad will be taken away from the student until those assignments are turned in. In grades 5-8, this replaces after school detentions.*

6. *If a student receives any grade lower than a C- on a mid-quarter or quarterly report, then it will be taken away until that grade is improved.*
7. *The cost of \$300 to pay for the iPad will be completed by the end of the 5<sup>th</sup> grade year by either 1) lump sum payment or 2) \$30 monthly FACTS payment during the first year of use.*
8. *At the end of the school year, if the iPad is not completely paid off, it will remain at school for the summer.*

**Benefits to the classroom:**

Here are just a few of the many, many benefits iPads offer to enrich student learning:

- Access to some digital textbooks
- Real-time teacher control of multimedia on devices
- Easy ability to watch instructional videos
- Quick access to email teachers
- Student collaboration
- Creation of multimedia presentations using apps/videos to demonstrate learning comprehension
- Easy access to online reference information
- Apps!
- Access to view grades (*work in progress via PowerSchool*)
- Progressive student portfolios to show growth in learning over the year
- Reinforces keyboarding skills
- Typing/picture taking as ways to take notes
- Saving paper/environment