

# St. Paul Lutheran School Parent/Student Handbook 2023-2024



**“Dedicated to Providing a Christ-Centered Education”**

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## **THE LUTHERAN SCHOOL SYSTEM**

St. Paul Lutheran School is among the nearly 2,000 Lutheran Elementary Schools operated by The Lutheran Church–Missouri Synod. Since its origin in America in 1847, the LCMS has seen fit to maintain these schools as a part of its total program. Through the years, the system of schools spread from coast to coast employing over 10,000 teachers; most of whom received their degrees in education at one of the eleven universities maintained by the Lutheran Church.

## **ST. PAUL LUTHERAN SCHOOL HISTORY**

“A school beside every church” was the motto of our founding fathers. They felt that a school was of utmost importance in assisting them to realize the responsibility placed on them by Psalm 78:5-7

“He decreed statutes for Jacob and established the law in Israel, which he commanded our forefathers to teach their children so the next generation would know them, even the children

yet to be born, and they in turn would tell their children. Then they would put their trust in God and would not forget his deeds but would keep His commands.” Psalm 78:5-7

Starting in 1883 the church building was used as a classroom as well as a house of worship. This continued for 10 years until a new brick building was built in 1893 and used for twenty-three years. On November 6, 1916, a 40' x 50' two story brick building, costing \$10,000.00 was dedicated. Then in 1958, a two room addition was added to the north of the school. The gym addition was dedicated in June of 1972. A self-supporting Pre-school was started in 1985. The Pre-school has been an outreach to the community and has enrolled children from Beemer, Dodge, Howells, Bancroft, Scribner, Snyder, Oakland, Wisner, and Lyons communities.

Dirt work began on the first day of school in August of 2001 for our present building. On Friday, October 18 with the help of the Central Catholic Freshman class the move into the new building was made. Monday, October 21, the first day in the new building, a flag raising ceremony was held. The new school building is about 10,800 square feet and cost \$1.3 million.

The St. Paul congregation has declared its commitment to the Great Commission through its commitment to the proclamation of the Gospel to its young people through St. Paul Lutheran School. May the parents of St. Paul Lutheran Church make the fullest use of our Christian Day School in the years that lie ahead, and God will surely bless us and our children, and make them a blessing to others.

We invite you to come and learn more about our school and the educational opportunities we provide. The policies and procedures put forth in this document reflect the policies and procedures as approved by the St. Paul Board of Christian Education and St. Paul School. Any and/or all school policies of St. Paul School which are not directly or indirectly covered in this document are addressed in the Faculty Handbook and are applicable to all St. Paul situations and needs.

This handbook is provided for informational purposes only and does not constitute a contractual agreement between St. Paul School and any student or parent of any student. The information in this handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify or abolish any of the handbook provisions without notice. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This handbook does not create any restriction upon St. Paul School's right to institute any course of disciplinary action, which, in St. Paul School's discretion, it believes is necessary and consistent with its Lutheran educational mission.

### **Statements of Belief**

St. Paul Lutheran Church and School are a part of The Lutheran Church--Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built

on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20).

With the universal Christian Church, The Lutheran Church-Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity - Father, Son, and Holy Spirit - are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the “Book of Concord: The Confessions of the Evangelical Lutheran Church.”

Believing in the authority of the Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions. The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching.

The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws - which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod - and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances.

The Constitution and bylaws of St. Paul Lutheran Church and School govern our decision-making and policies. A copy is available upon request.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of St. Paul Lutheran Church and School.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning; the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of St. Paul Lutheran Church and School as the local Body of Christ, and to provide a biblical role model to the St. Paul Lutheran Church members and the community, it is imperative that all persons employed by St. Paul Lutheran Church and School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

#### **National Lutheran School Accreditation (NLSA)**

St. Paul Lutheran School is in the process of being approved through National Lutheran School Accreditation (NLSA). The NLSA serves as the accrediting body for Lutheran Church – Missouri Synod schools across the United States and the world. NLSA has been accrediting schools in the LCMS since 1978, and accreditation decisions have always been based upon a school's compliance with national standards for Lutheran schools that reflect the essential qualities that are expected of Lutheran schools. National Lutheran School Accreditation encourages, assists, and recognizes schools that provide quality Christian education and engage in continuous improvement. The Evidence Based Accreditation (EBA) process allows for the fulfillment of this

mission effectively thereby providing a valuable service.

## **Mission, Philosophy, Objectives, & Outcomes**

### **Mission Statement**

“Our mission is in partnership with parents in providing a Christ-centered education that will equip children in preschool through eighth grade to faithfully serve as witnessing Christians and productive citizens”.

### **Philosophy**

*“Train up a child in the way he should go, and when he is old he will not depart from it.”  
Proverbs 22:6*

The basic purpose of St. Paul Lutheran School is to provide a Christian education to aid parents in fulfilling their God-given directive found in Proverbs. To accomplish this, The Christian education program of St. Paul Lutheran School will provide experiences to help each child grow aesthetically, emotionally, intellectually, physically, socially, and most importantly, spiritually.

### **Basic Objectives**

#### **\*To cooperate and assist parents/guardians in nurturing their children’s faith:**

“So then, just as you received Christ Jesus as Lord, continue to live in Him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.” Col. 2:6&7

#### **\*To build a knowledge and appreciation of God’s Word:**

“Do not merely listen to the word...Do what it says.” James 1:22;

“Your word is a lamp to my feet and a light for my path.” Ps. 119:105

#### **\*To assist parents in teaching Christian values and morals:**

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

“Children, obey your parents in the Lord, for this is right.” Eph. 6:1

#### **\*To help children discover and develop their God-given talents and use those talents to His glory:**

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” 1 Peter 4:10

#### **\*To provide the highest quality of educational programs possible**

#### **\*To develop an appreciation for the arts:**

“My heart is steadfast...I will sing and make music.” Ps. 57:7, and all of Ps. 98

#### **\*To develop useful citizens and leaders in the Church:**

“Obey your leaders and submit to their authority.” Heb. 13:17

#### **\*To encourage physical fitness and a healthy lifestyle:**

“Do you not know that your body is a temple of the Holy Spirit.” 1 Cor. 6:19;

“No one ever hated his own body, but he feeds & cares for it, just as Christ does the church.” Eph. 5:29

### **Exit Outcomes**

All graduating eighth grade students of St. Paul Lutheran School will:

**\*Display and share their faith and actions both inside and outside the school environment, growing in their relationship with God:**

“For God did not give us a spirit of timidity, but a spirit of power, of love and of self-discipline.” 2Tim. 1:7; “If we love one another, God lives in us and his love is made complete in us.: 1 Jn. 4:12

**\*Be able to read fluently, accurately and with understanding**

**\*Understand and apply mathematical concepts and compute with accuracy**

**\*Demonstrate skill in writing, science, social studies, and the fine arts**

**\*Demonstrate skill in using technology**

**\*Will exhibit respect for individuals in their community, country and world:**

“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves.” Ph. 2:3;

“My command is this: Love each other as I have loved you.” John. 15:12

### **Administration & Communication**

#### **Administration**

The congregation elects or appoints a six-member Board of Parochial School Education, which is responsible for the school and preschool. The pastor and the head teacher are the advisory members of the board. There may also be an advisory board member from any of the local LCMS churches that send their students to our school. This individual is elected by the representative LCMS congregation.

The board meets in regular session. These meetings will be open to all members of St. Paul Lutheran Church and all parents/guardians of children in our school. All meetings will be conducted according to Robert’s Rules of Order.

The main function of the board is to formulate policies which concern the school’s and the community’s educational needs, approval of curriculum, educational planning equipment, and personnel. Large expenditures or major changes are subject to the approval of the Voters’ Assembly. The Board of Parochial School Education is open to input from parents.

The principal/head teacher is the school’s executive officer and the educational leader of the school and congregation. He/she is the official representative to the school and congregation, the parents, the public school, and the community. The pastor is the overall spiritual leader of the congregation and school. He and the principal/ head teacher work in a team ministry to further maintain a good school and parish education program.

#### **Policy for Public Participation at Open School Board Meetings**

Any member of St. Paul Lutheran Church or a parent/guardian of a child in St. Paul Lutheran School is welcome to be present at the open meetings of the Board of Parochial School Education. Meetings are held monthly and posted on the school calendar.

Each agenda will include a time for visitors to address the Board. Each person will be allowed five to ten minutes to speak, depending on the number of speakers present. A total of 30 minutes will be permitted. Specific items of concern are to be submitted to the head teacher



72 hours before the board meeting to be included on the agenda. If the person comes to the meeting without asking to be put on the agenda, with the express purpose of criticizing or defaming a staff member or employee of the school system, the president of the board can refuse to allow the person to make the statement public.

Personal grievances will be heard by the board only once the steps outlined in the school Grievance Policy have been followed.

### **Grievance Policy**

The faculty wishes to work with children and parents who are willing to walk with us in oneness of spirit and purpose. The home is and always will be the chief agency for the Christian training of the child. A Christian Day School does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to serve as an important aid to and extension of the home in the vital work of Christian training. If the home and school are both Christ-centered, your child is receiving the best education he or she can receive anywhere.

Should problems arise, please keep in mind when wishing to speak with a teacher, email is a preferred method of communication to set up an agreeable meeting time. The procedure to discuss a grievance is as follows: (Matt. 18)

1. Parent addresses the grievance with the teacher involved; if not resolved...
2. Parent addresses the grievance with the teacher and principal/head teacher; if not resolved...
3. Parent files grievance letter with the Board of Education. Parent addresses the grievance with the teacher, principal/head teacher, pastor, and Board of Education Chairman. At this level, the final decision is binding.

### **COMMUNICATION**

#### **Weekly Family Folders**

Used as a communication tool between home and school Family Folders are sent home each week to all families enrolled at St. Paul Lutheran School. Included in the Family Folder will be The Eagle newsletter highlighting important calendar dates and other valuable information regarding field trips, chapel projects, PTL meetings and events, monthly hot lunch menu, fundraising opportunities, etc. The Family Folder will also contain any handouts/flyers that need to be distributed to our families on a weekly basis.

#### **School Beacon Message Alert System**

St. Paul Lutheran School utilizes an email/text message alert system as another communication tool for our families. Information provided on your child's Registration Form will be inputted into our system to receive various reminders and to relay daily information to our families as well as notifications of severe weather closings when necessary. If for some reason you do not wish to be on our School Beacon alert system, please notify the front office.

### **Beginning of the Year Registration Night**

A date will be determined for Registration Night before the school year begins. All families are required to attend Registration Night. This is a very important time for the front office to gather necessary enrollment forms as well as additional paperwork before the start of the new school year. Parents/Guardians will be notified when this time will be scheduled. If an emergency comes up and you are not able to attend approval and other arrangements must be made with either the principal or the school secretary

### **Lost & Found**

The school will not be held accountable for items lost or stolen. Children are therefore encouraged not to bring anything of value to school. Clothing items should be labeled with the child's name. Lost articles are kept at the school in a designated area. After a reasonable period of time, articles not claimed will be given to charity.

### **Desks, Lockers & Books**

Students are expected to keep their desks and lockers orderly. Desks and lockers are the property of the school, students are considered co-tenants of their desks and lockers; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary. The school cannot be responsible for valuables left in desks and lockers. All books are the property of the school and are to be given the utmost care and attention by each student. ***It is required that all hardcover textbooks be covered.*** Books willfully destroyed or lost will be replaced by the student who is responsible for them. Students will only use school-furnished supplies with the permission of a staff member. A list of student-furnished supplies will be published prior to the start of the school year. These supplies are purchased by a parent/guardian and remain the personal property of the student.

### **Telephone Use**

The school telephone number is 402-372-2355. The secretary is in the office Monday through Friday from 7:30 a.m.-4:00 p.m. The school's fax number is 402-372-2742. The school's email address is [stpaulschool@stpaulwpne.org](mailto:stpaulschool@stpaulwpne.org). Students must have permission from a teacher or another St. Paul Lutheran School staff member to use a school phone. Students may only use or be called to the phone in cases of emergency. Long distance calls will be billed to the parents.

### **Enrollment Policies**

#### **Statement of Non-Discrimination**

It is the policy of St. Paul Lutheran School not to exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, and privileges of St. Paul Lutheran School because of race, color, gender, or national origin. This Non-Discrimination policy in no way limits or restricts the policy of the school limiting enrollment or giving preference on some occasion to an applicant.

#### **Statement of CHILDFIND**

West Point Public Schools provides necessary assistance to all students in need of special education services. The program entitled CHILDFIND needs your help in identifying

these students. If you have a child or know of a child who is in need of special education services and is not currently being served please contact your school's principal/head teacher.

### **St. Paul Lutheran School Graduate Scholarship**

Upon successful completion of 8th grade at St. Paul Lutheran School graduates are eligible to receive a scholarship their senior year of high school. Several years ago a scholarship fund was set up by the St. Paul Golf Committee members. This scholarship fund is offered to any 8th grade graduate from St. Paul Lutheran School upon their completion of high school and entering into any accredited college or university. It is the responsibility of the student upon their high school graduation to contact St. Paul Lutheran School to request the scholarship application and guidelines. Please be aware that the amount given to selected applicants varies depending on funds raised and the number of applicants the St. Paul Lutheran School Golf Committee decides to award the scholarship.

### **Tuition**

We realize that each family's financial situation is different. Therefore we offer several different options regarding tuition payment. The payments may be made by either cash or check payable to "St. Paul Lutheran School" or automatic withdrawal. Each month families with a tuition balance will receive a statement in their Family Folder. Payment plans will be established with each family enrolled at St. Paul Lutheran School at the back to school Registration Night.

***\* Tuition must be paid in full by the last day of school or a payment plan must be established with either the principal/head teacher or St. Paul Ministries bookkeeper.***

Current tuition rates and fees may be obtained through the school office, the principal/head teacher or on our schools website.

### **Tuition Assistance**

Private school tuition can be expensive, especially for families that are on a budget. However, private school education is generally well worth the cost when you think of it as an investment in your child. While this may make it easier to accept the cost, figuring out how to actually afford tuition payments on a budget can be challenging, to say the least. That is why there are several opportunities to receive tuition assistance available to the families of St. Paul Lutheran School that meet certain application requirements. Children's Scholarship Fund of Omaha, the St. Paul Ministries Tuition Angels Fund, and friends of St. Paul Lutheran Ministries are among these opportunities. Please note that we respect each family's privacy and we treat this application process with confidentiality. Please speak with the principal/head teacher at any time if you are seeking financial assistance.

### **Pre-8th Grade Entrance**

Parents shall present a birth certificate for proof of age; a physical examination signed by a physician, physician assistant, or advanced practice registered nurse; a visual evaluation signed by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist; and an immunization record for proof of immunizations. Nebraska State Law mandates all of the requirements listed above. Students will not be allowed to attend St. Paul

Lutheran School until all documentation is on file in the school office. Children are required by law to attend school if they will reach the age of 6 by January 1<sup>st</sup> of the current school year unless they are attending an alternative education program that will allow them to enter first grade the following year.

Families wishing to enroll a child in St. Paul Lutheran School must demonstrate a desire to participate in the social and spiritual life of St. Paul Church or their home congregation; agreement to assist in the financial support of the school education program; compliance with policies and procedures of the school and a willingness to cooperate with the teachers and administration in the total development of their child. Tuition assistance is available, inquire in the school office.

### **Kindergarten Entrance**

**Nebraska law 79-214 states: Admission of children; kindergarten; age; evidence of physical examination; visual evaluation; when; exception.**

(1)(a) Except as provided in subdivision (1)(b) of this section, the school board of any school district shall not admit any child into the kindergarten of any school of such school district unless such child has reached the age of five years on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins.

(b) The board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board. Each school board shall, for purposes of this subdivision, approve and make available a recognized assessment procedure for determining if a child is capable of carrying the work of kindergarten. The school board shall update approved procedures as the board deems appropriate.

(2) The board shall comply with the requirements of subsection (2) of section 43-2007 and shall require evidence of: (a) A physical examination by a physician, a physician assistant, or an advanced practice registered nurse, practicing under and in accordance with his or her respective certification act, within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school; and (b) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or, in the case of a transfer from out of state, to any other grade of the local school, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

### **Pre-School & Transitional Kindergarten Enrollment**

St. Paul Lutheran School Early Childhood program has several options for the 3-5 year old child. Pre-School (3/4 year old) and our Transitional Kindergarten (4/5 year old) programs are offered 5 days a week Monday-Thursday from 8:00 a.m. – 3:30 p.m. and Friday from 8:00 a.m. - 2:00 p.m.

### **Birth Certificates**

The parents or legal guardian shall furnish a certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.

### **Physical Examination**

The parents or legal guardian shall furnish evidence of a current physical examination by a physician, physician assistant, or nurse practitioner. This exam is required for Kindergarten, seventh grade, or in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination. As a safety precaution St. Paul Lutheran School also requires a physical examination each year for any student in grades 7-8 that will be participating in athletics.

### **Visual Evaluation**

The parents or legal guardian shall furnish evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, for Kindergarten and 7th grade students or in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. Preschool and Transitional Kindergarten students are not required to receive a visual examination prior to enrolling to St. Paul Lutheran School, however, it is recommended.

### **Immunizations**

The State of Nebraska has amended the law, LB 59, governing student immunization requirements. The school is required to have adequate immunization records for ALL students Preschool through eighth grade. The parents or legal guardian shall furnish evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, 2nd shot needed of Varicella (chicken pox) and Haemophilus Influenza type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law. A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given. Adequate date of immunization must include MONTH and YEAR of each immunization and parent's signature on each card. If a parent/guardian chooses

not to immunize their child, a copy of a notarized legal document stating the reason is required prior to enrolling the student at St. Paul Lutheran School.

### **New Students & Transfer Students**

New students may register by contacting the school office. Children registering for the first time must submit a birth certificate, immunization records and a current physical exam plus vision evaluation.

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with St. Paul Lutheran School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics. If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents include naturalization or immigration documents showing date of birth or official hospital records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

If the students are coming from another school the names and addresses of schools previously attended and a transcript from the last school attended are also needed in order to register. The student will be placed in the appropriate class as recommended by the previous school. We reserve the right to evaluate all new students and to use the results to place them in an appropriate grade level where we feel they would be most successful.

### **Home Schooling**

Any student seeking admission to St. Paul Lutheran School and has been previously homeschooled and/or has no formal school records will be subjected to an admissions test. All testing will be discussed with the teacher(s), administration and parent(s).

### **Withdrawals & Transfers**

Parents and guardians of students who are withdrawing from school are to report to their teacher and the principal/head teacher before checking out. At this time they are to check in to the teacher all books and supplies which have been loaned to them by the school. Parents must sign a release form at your new school to have your child's records forwarded onto them.

### **Fundraising**

Fundraising is a part of St. Paul Lutheran School's financial picture. Each year the school needs to raise funds to help in the continuance of a good Christian education. Below are listed some of the major fundraisers.

- St. Paul Lutheran Ministries Fair Stand
- St. Paul Golf Tournament
- St. Paul Lutheran Ministries Pancake Breakfast
- St. Paul Lutheran Ministries May Day Baskets

- St. Paul Lutheran Ministries Advent/Lent Dinner
- St. Paul Lutheran Ministries Oktoberfest
- St. Paul Lutheran School Cookie Walk

Collection of the following items: Box Tops, Affiliated Foods Grocery Receipts, Pop Tabs

## **General Administrative Items**

### **Procedures**

- Excused absences are marked as an absence from school.
- Parents are required to notify the school office whenever their child will be absent or plans to arrive late or leave early.
- Parents will be contacted when a child is absent without notification.
- If a call is not received by 8:00 a.m., the front office will contact the parent/guardian. A written or verbal excuse from the child's parent/guardian is required upon return of the student if phone contact was not accomplished.
- A tardy will be recorded in the school attendance management system ([www.teacherease.com](http://www.teacherease.com)).
- The teacher should be notified in advance if absence is necessary due to a family trip or appointment.
- The teacher sets the terms for make-up work due to absence.
- Students arriving after 8:00 a.m. and before 8:30 a.m. will be recorded as tardy.
- Students arriving before 11:00 a.m. will be counted for a 1/2 day absence.
- Students arriving after 11:00 a.m. will be counted for a full day absence.
- The report card shows a record of tardies and absences accrued each quarter of the school year.
- When the student reaches eight days tardy within the quarter, the parent will be notified.

Parents are strongly encouraged to ensure that students arrive at school on time daily. If problems with tardiness occur, parents will need to meet with the principal/head teacher. Arriving on time develops a positive life-skill and demonstrates respect for the learning environment of all students.

### **Release from School**

No student may leave the school grounds without the permission of the principal/head teacher or classroom teacher. A student leaving the school at noon for any reason, including lunch, must present a request from the parent to the school office by a written note, e-mail, text or phone call. If a student becomes ill or injured at school, a parent or designated relative/neighbor will be notified immediately.

### **Truancy**

A student absent from school without parental excuse is truant. In the event of truancy, the student will be required to make up time and work outside of regularly scheduled school hours, as arranged by the principal/head teacher, teacher and the parents. As required by state statute, a letter is sent to the county attorney for absences over 20 days.

Any student with unexcused absences for more than 30 of the school days shall not be promoted to the next grade unless the student has been officially qualified for special homebound services because of illness and receives instruction through that program. Cases may also be brought to the Board of Education for further examination.

### **Family Vacations**

We encourage parents or guardians to plan vacations when school is not in session. However, realizing that this is not always possible, we request that if a vacation requires a child's absence from school, the matter should be discussed with the office and the child's teachers well in advance of departure. Students who will be with their families for vacation, should contact their teachers for homework at least a week ahead of time. Teachers will give the missing tests to the student when he/she returns or before they leave for vacation. The teacher is not required to give extra help with work missing after such a vacation. **A written note must be sent to the office prior to departure.** It is not sufficient just to notify the classroom teacher because attendance is verified in the school office.

### **Doctor & Dentist Appointments**

Parents or guardians are expected to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. A written note, text, email or phone call should be logged in the office prior to the event. **Parents or guardians must report to the school office to sign out their child/children.**

### **Perfect Attendance**

Each quarter students that have had no tardies or absences for the quarter are recognized for having perfect attendance. School sponsored events such as, students leaving for sporting events or academic competitions will not be counted absent, but siblings leaving will be marked absent and need to be signed out at the school office, advance notice is much appreciated and strongly encouraged.

### **Arrival & Dismissal**

- Pre-8th students attend classes daily Monday through Friday.
- Classes Monday - Thursday begin at 8:00 a.m. and students are dismissed at 3:30 p.m.
- Classes on Friday begin at 8:00 a.m. and students are dismissed at 2:00 p.m.
- Students are encouraged to arrive after 7:30 a.m. Those who arrive between 7:30 a.m. and 7:50 a.m. will be directed to participate in our morning Christian Fitness Club in the gymnasium and remain there until dismissed to classrooms.
- Children will be dismissed at 3:30 p.m. and will wait in front of the school, under supervision of a teacher, until transportation arrives.
- If a parent/guardian does not arrive by 3:45 p.m., phone calls will be made to prearranged emergency contacts. If no contacts are able to be made or if it is not possible for a child to be picked up at 3:45 p.m. and other arrangements have not been made the child will be sent to the Kingdom Kids After School Club and charges will be applied accordingly. If it is known that a child will not be picked up by 3:45 p.m. other arrangements must be made and/or a written notice or any other form of communication must be provided to the teacher or school office.



- A written note must be on file giving a student permission to walk to the library or walk home.

**Please remember that the pick-up lane is for dropping off or picking up children only. A vehicle must never be left unattended.**

### **Morning Drop-Off/Afternoon Pick-Up**

On a typical school day we experience high traffic congestion during the times of morning drop-off and afternoon pick-up. It is important that all parents follow the below procedures in order to maintain a safe environment for the families of St. Paul Lutheran School. The West Point Police Department has helped in guiding us through some of these issues. Please note the following:

- **NO VEHICLES MAY BE LEFT UNATTENDED IN THE DROP-OFF/PICKUP LANE IN FRONT OF SCHOOL! THIS IS FOR DROP-OFF/PICK-UP ONLY!**
- VEHICLES MAY NOT BE PARKED IN THE PICK-UP/DROP-OFF LANE AT ANY TIME DURING THE DAY – INCLUDING GAMES/EVENTS
- ALL VEHICLES DROPPING OFF/PICKING UP STUDENTS ARE ASKED TO TURN ONTO WASHINGTON STREET AND THEN PROCEED ONTO COLFAX STREET FOR MORNING PICK-UP/AFTERNOON DROP-OFF. THIS WILL HOPEFULLY ELIMINATE BACK-UP ONTO THE HIGHWAY AND CREATE A SAFE ENVIRONMENT FOR STUDENTS COMING AND GOING FROM SCHOOL. WE ASK THAT A DROP-OFF/PICK-UP LINE IS FORMED ON COLFAX STREET ONLY!
- DO NOT USE DECATUR STREET TO APPROACH SCHOOL!
- STUDENTS MUST USE THE CROSSWALK TO CROSS THE STREET!
- VEHICLES MUST NOT BLOCK CROSSWALKS AT ANY TIME!
- **IF YOU ARE GETTING OUT OF YOUR VEHICLE AT ANY TIME YOU MUST PARK IN A PROVIDED PARKING STALL!**

### **Student Health & Safety**

#### **Health Services**

Vision, hearing, dental, and scoliosis screenings are scheduled during the year and performed by a certified school nurse.

#### **Safety Reminders & Security Measures**

**Parents and visitors are always to report to the school office before going elsewhere in the building during the school day.** When a child is to be dismissed during school hours, he/she will wait in the office for a parent or an authorized person. All parties picking up children for any reason during school hours should report directly to the office to meet their child. A parent request is required for a student to leave school early.

#### **Visitors**

Visitors are welcome at St. Paul Lutheran School. Visitors must sign into the front office upon their arrival to school.

## **Security System**

St. Paul Lutheran School places a great deal of importance on having a safe and secure environment at all times. ASI Security Systems monitors our school. All doors remain locked at all times during the school day. Access into the building when doors are locked requires any visitors to ring the doorbell on either the inner or outer East Entrance Doors. Security cameras are installed so that the front office can allow the visitors to be seen before allowing them access into the building as well as an intercom system that allows the front office to communicate with visitors before entering the school. Security cameras have also been mounted in other various areas on school property so that the front office may monitor these areas at all times.

## **Security Policy**

The following security policy has been adopted by the Board of Education for St. Paul Lutheran School:

- Only authorized persons indicated on the Student Registration and Emergency Forms filed in the school office may pick up a student with proper identification excluding those known to the office personnel or teaching staff. Parents/Guardians may designate another person not on the form only after making arrangements with the school office. That person must have proper identification or staff authorized.
- Maintenance personnel (as needed) may be admitted with proper identification.
- Emergency personnel may be admitted at any time.
- All salesmen will be seen by appointment only with proper identification.
- All other visitors are admitted with principal/other staff discretion.
- No other people except those above are to be admitted to any portion of the school at any time.

No student is to admit anyone who may have rang the doorbell. Only teaching staff or office personnel may admit anyone who may want to enter the building.

“For in the day of trouble, He will keep me safe in His dwelling.” Psalm 27:5a

## **Emergency Information**

In case of emergency every student is required to provide the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete up-to-date address
3. Home phone and parent(s) or guardian(s) work phone.
4. Emergency phone number of relative or friend
5. Physician’s and Dentist’s name and phone
6. Medical alert information

**Note:** Parents or guardians may indicate the names of persons to whom their child/children will be released. No other person will be given the right without the parent/guardian changing the form. Any change in this information during the school year must be reported to the office immediately.

## **Emergency Procedure**

St. Paul Lutheran School and Preschool have developed a Crisis Management Plan that is designed to minimize danger to anyone occupying the school should an emergency occur. The main objective is to attend to the health and welfare of students in the event of a crisis. In most emergencies, students will remain and be cared for at the school.

The following procedures should be followed by parents/guardians in the case of any school emergency:

- Tune a radio to station KTIC (840 AM) or KWPN (108 FM). Radio personnel will be informed and updated during any emergency
- A text and/or e-mail message will be sent out using our School Beacon notification system if internet capability is available.
- DO NOT TELEPHONE THE SCHOOL. The school has limited phone lines, and these must be used to respond to an emergency.
- DO NOT COME TO THE SCHOOL. Wait for information via the media as to when and where to pick up students. An emergency involving the school may mean emergency vehicles and workers must be able to get to the building.

**It is imperative that no one leaves any site without a parent/guardian or the written permission (verified) of parent/guardian.** A written record of children present and who picks them up will be required.

## **Fire & Tornado**

Each teacher shall train his or her students in the proper procedures for fire drills, tornado drills and the safe use of the playground and school equipment. The emergency procedures in the event of a fire or a tornado should be posted in each classroom. Fire drills will be conducted monthly and a tornado drill will be conducted in the early spring.

### **Fire Drills**

At the signal for a fire drill, children are to walk out of the building following the designated route in a quiet and orderly manner. Teachers will conduct a head count outside of the building and indicate to an adult near the building the result of that count.

### **Tornado Drills**

At the signal for a tornado drill, all students and teachers will proceed to the basement and remain there until an all-safe is indicated.

### **Danger or Lockdown**

The ALICE methods are a set of proactive strategies that move beyond lockdown and increase the chance of survival during a violent intruder event.

**ALERT:** Initial alert may be gunshot. PA announcement, etc. Avoid code words if possible.

**LOCKDOWN:** If evacuation is not a safe option, barricade entry points. Prepare to evacuate or counter if needed.

**INFORM:** Communicate real time information on shooter location. Use clear and direct language using any communication means possible.

**COUNTER:** As a last resort, distract the shooter's ability to shoot accurately. Move toward exits while making noise, throwing objects or adults swarm the shooter.

**EVACUATE:** Run from danger when safe to do so using non-traditional exits if necessary. Rallying points should be predetermined. Students may need to be instructed to scatter in order to remain safe if needed.

**Bomb Threat:** Evacuate the building just like a fire drill. Listen carefully for directions as to the final destination of the evacuation.

### **Inclement Weather**

In case of cancellation of school, late starts or early dismissal due to in-climate weather, parents will be notified through text and/or e-mail using the School Beacon notification system. Announcements will also be made over the local radio stations, 107.9 FM and 840 AM. If we are in the middle of a severe thunderstorm warning students will not be dismissed until the warning has expired.

### **Illness or Injury**

In case of illness or injury a child will be cared for temporarily by a member of the school staff and parents or guardians will be notified. School personnel will render first aid treatment only. If emergency medical treatment is necessary the school will call 911 and will immediately inform parents or guardians of the situation.

### **Student Illness Policy**

The intention of this policy is to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover and be treated for the illness. In order to help keep our children healthy, St. Paul Lutheran School requires adherence to the guidelines of this policy. Children will not be allowed to attend school or school related activities if they have anything contagious such as, but not limited to the following:

- **FEVER:** May return when fever free (under 100 degrees) for 24 hours, without medication
- **DIARRHEA / VOMITING:** May return when symptom free for 24 hours
- **STREP THROAT:** May return after 24 hours of antibiotic treatment and no fever for 24 hours
- **CONJUNCTIVITIS (pink eye):** May return 24 hours after treatment begins and eyes are free of discharge
- **RINGWORM:** May return after treatment begins; area should be covered while in school for first 48 hours of treatment
- **IMPETIGO / STAPH / MRSA:** May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides
- **COMMUNICABLE DISEASES (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis):** May return when cleared by their medical provider

- If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick the child up as soon as possible.
- COVID-19 please see Amdenuem for more information. Otherwise rules for fever, cough, communicable diseases apply.

*The parent/guardian needs to maintain direct contact with the school and the student's teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.*

### **Head Lice Policy**

Parents need to notify the school if their child has been diagnosed with head lice. Infested students may not return to school until all lice, eggs, and nits are removed. This is the basis of a "no-nit policy".

When a student is identified with having head lice the following procedure will take place:

- In the event of lice, all siblings will be sent home to be treated.
- A nurse will check all students in the infested classroom for signs of head lice, unless the classroom teacher does not think it is necessary.
- If more than one child in the classroom has lice, then we will notify the classroom parents of an outbreak.
- The infested classroom will be thoroughly cleaned to kill any possible head lice and hopefully prevent the spread of head lice
- Upon return to school: Students & siblings having been identified with head lice will need to be checked again before being admitted back to school by a nurse or school staff.

### **Medicine**

#### **CPR and Asthma/Anaphylaxis**

All teachers are trained in CPR and Asthma/Anaphylaxis.

#### **Blood-Borne Pathogens**

St. Paul Lutheran School has a Blood-borne Pathogens Exposure Control Plan. This is located in the principal's/head teacher's office.

#### **Medications**

Medication: Due to state regulations for Nebraska schools regarding the dispensing of medication by school personnel, we at St. Paul Lutheran School are unable to give your child any over the counter medicine, including Tylenol/Ibuprofen and prescription medication without **written** permission from a parent or guardian. Due to heightened regulations, we will no longer be able to obtain verbal permission (over the phone) either. **Please bring the signed permission form along with the medicine to the school office or we will not be able to disperse any medications to your child during school hours.**

\*ALL over-the counter medication must be sent to school in the original bottle/package labeled with the student's name. **The school cannot provide any of these medications.**

\* ALL prescription medications must be in the original bottle from the pharmacy that states the child's name, medication, dosage and dosing schedule.

There will be a log kept for each child's over-the-counter AND prescription medication(s) along with the dates and times of when the medication is given.

All medications will be kept in a locked cabinet in the front office. If a student requires cough drops a written note must be sent to school by a parent/guardian.

### **Non-Custodial Parent Policy**

Non-custodial parents have rights to receive the same information from school as custodial parents, unless such rights are restricted by a legally binding instrument or court order. This includes, but is not limited to, the following:

- Student records
- General school notices
- Conferences with teachers

The non-custodial parent does not have rights to pick up the child during the school day or make any contact with the child during the school day unless:

- ***The school receives written permission from the custodial parent specifying the arrangements, time, and date or the school has a court order or other legally binding instrument giving permission to the non-custodial parent.***

In this instance the school must be given advance notification to afford time for legal verification of such documents. If the parents have joint custody, each parent shall be afforded instrument or court order. If the parents are separated and neither is the primary custodian of the child, the school may release the child to either parent unless restricted by a legally binding document to the contrary. The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets for the rights and restrictions pertaining to the parent's rights. So that we know the rights of the non-custodial parent, we are asking the custodial parent to provide a copy of the custody segment of the divorce decree for the child's records.

### **Reports and Open Records**

#### **TeacherEase Student Management System**

Grades Kindergarten – 8th grade student progress and lunch/milk accounts charges will be reflected on the TeacherEase management system and may be checked by parents/guardians at any time during the school year by going to **www.teacherease.com** and using the password assigned to them.

If you have any questions, please contact your child's teacher.

**Grading Scale**

Letter grades will be based on the following scales:

<u>Kindergarten – Grade Two</u>	<u>Grade Three - Grade Eight</u>	<u>K-5 Art/K-8 Music/K-8 PE</u>
A+ 98-100	A+ 100	<b>E=Excellent</b> (above and beyond)
A 94-97	A 97-99	<b>S+</b>
A- 90-93	A- 94-96	<b>S=Satisfactory</b> (average)
B+ 87-89	B+ 91-93	<b>S-</b>
B 84-86	B 88-90	<b>N=Needs Improvement</b> (below average)
B- 80-83	B- 87-86	<b>U=Unsatisfactory</b> (consistently late or missing assignments, unwilling to participate)
C+ 77-79	C+ 83-85	
C 74-76	C 80-82	
C- 70-73	C- 78-79	
D+ 67-69	D+ 75-77	
D 64-66	D 72-74	
D- 60-63	D- 70-71	
F Below 60	F 69 or less	

**Weighting of Grades**

After careful review and research the following weighting system will be divided into daily, formative and summative areas per subject area for grades 5-8. Grades Kindergarten-4th grade will not have their grades weighted..

**Honor Roll**

Students in 4th-8th grades are eligible for recognition of academic achievement.

<b>Principal’s Honor Roll</b>	<b>“A” average</b>
<b>Honor Roll</b>	<b>“A-“ Average</b>
<b>Honorable Mention</b>	<b>“B+” Average</b>

The core subjects (Religion, Memory, Catechism, English, Reading, Writing, Math, Science, and Social Studies, Spelling, Vocabulary) will be used to determine the average. To be eligible for the honor roll, students must not receive a grade on the report card below a C- for all core subject areas.

**Report Card**

- All students in grades Pre-8th grade will receive a report card at the end of each quarter.
- All grades are visible on [www.teacherease.com](http://www.teacherease.com)
- Report cards are issued quarterly. ·
- When report cards are sent home, the front office will place them in the weekly Family Folder.
- Copies of standardized testing will also be enclosed with the report card.

- Report Cards will not be given out at the end of the year if accounts are not up to date or a payment plan has been established.

### **Retention of Students**

Teachers may retain a student whose academic progress or social development indicates that he or she will be unable to perform at the next grade level. Such retention will only take place after consultation with parents and principal/head teacher. Retaining a child in a grade, especially beyond the third grade, is not recommended. When it seems necessary, the following factors should be considered:

- Parents should be consulted and have the final say in any decision on retention. No child is to be retained without consultation with the principal/head teacher and other affected faculty members.
- The child's age, emotional stability and social skills should also be considered.
- The availability for summer remedial work and the opportunity the child has had for remedial help is to be considered.
- With an older child, a performance contract should be established giving the child every opportunity to show that he or she is willing and able to meet minimum standards.
- Any student with unexcused absences for more than 30 of the school days shall not be promoted to the next grade unless the student has been officially qualified for special homebound services because of illness and receives instruction through that program. Cases may also be brought to the Board of Education for further examination.

### **Special Education Services**

*The West Point Public School District will provide all speech, occupational & physical therapy, and psychological services.*

### **Adjusted Curriculum and Grading**

St. Paul Lutheran School strives to meet the academic needs of all students identified as eligible with IEP, ISP or Title I. At times it will be to the advantage of the student to have their curriculum and/or grades adjusted in order to be successful in the classroom and to have a good self- concept. When there is a need for either an adjusted curriculum and/or adjusted grading scale the parents or teacher(s) may initiate the request. A meeting will be set up with the parents, the Mark 10:14 Club Resource Teacher as well as the classroom teachers involved to work up an acceptable plan. The plan agreed upon should be reviewed periodically throughout the year and revised as needed.

### **Subject Acceleration**

#### **Procedures**

Subject acceleration is the process of providing students at St. Paul Lutheran School advanced curriculum in a subject area. It is important to note that acceleration is not necessarily right for all students. ***It is a case-by-case determination.*** In a few instances, a student's ability in a subject area may be more advanced than the student's present grade level. Therefore his/her needs are best met by the curriculum of a grade level above. An elementary student may accelerate in a subject using the process and criteria listed below.



## **Process**

The initial screening process is initiated:

- After the Spring NWEA MAP testing results, the student must achieve an Advanced Proficiency score (High Blue- 91% or above)
- The student must achieve at least an 85% or above mastery on the beginning of the year NWEA Maps test for the grade level that the student would be accelerated into.
- The student must be recommended by his/her present grade level teacher.
- 

## **Criteria**

Review by the principal/head teacher will then identify and determine student subject area acceleration. The Acceleration Committee will consider the traits listed below. A student should exhibit all or most of the following:

- Social/emotional maturity
- Academic motivation and persistence
- An interest in the subject area acceleration
- Strong independent study skills
- Demonstrate a desire to accelerate in the subject area without parental pressure

## **Placement Guidelines**

Where subject acceleration is granted, the student will be placed in a curriculum no more than one year ahead of his/her current placement. One grade level ahead placement ensures that the essential learning of grade level curriculum is not missed, and that it can be reviewed to determine if the student has learning gaps to address. Although, in some instances each student will be a case-by-case determination.

## **Recommendation**

The parent, administrator, classroom teacher and/or Acceleration Committee will then meet to discuss results and make a final decision for the following Fall term of the school year.

### **If Subject Acceleration is Recommended by the Acceleration Committee**

A plan for the student will be developed and signed by the parent(s) and Acceleration Committee. The plan should include:

- NWEA Map score results, the beginning of the year advanced grade level test score, teacher recommendation and/or Acceleration Committee reports.
- The student will begin the following Fall term of the next school year.
- The Subject Acceleration will be on a trial basis. (Six weeks is recommended)
- A follow-up meeting will be scheduled after the six-week trial period, if necessary.
- Subject Acceleration plans should be reevaluated yearly.

### **If Subject Acceleration is NOT Recommended by the Acceleration Committee**

- The student shall remain at the current grade level.
- The classroom teacher will monitor student progress.

## **Standardized Tests**

Standardized tests are one means of securing information about the child's ability, relative position in the class and strengths and weaknesses. These tests can also be useful in analyzing the strong and weak points of the curriculum and teaching techniques. The testing program is also used as a means of determining eligibility and need for a child to participate in (Resource Program) at St. Paul Lutheran School. St. Paul Lutheran School gives the NWEA MAPS test 3 times per year to grades K-8 for assessment purposes.

## **Curriculum**

St. Paul Lutheran School's curriculum meets all requirements of the State of Nebraska. St. Paul Lutheran School is a state-approved school. We continue the accreditation process each year focusing on our school improvement plan.

### **School Curriculum**

- English/Vocabulary/Spelling/Phonics
- Mathematics
- Religion/Memory/Catechism
- Music/Drama
- Health/Sex Education (grades 6-8 every other year)
- Social Studies
- Reading
- Writing
- Science
- Technology
- P.E.

## **Homework**

There are many different types of homework which are given in order to support students' academic growth. Many subjects in our curriculum require homework to reinforce concepts taught. We believe that these homework assignments support our academic program and further provide opportunities for success.

### **Homework Policy**

- Pupils in all grades may expect to have homework assigned.
- Homework may vary with a student's ability to accomplish the work.
- Assignments not finished during school time are expected to be done as homework.
- Classroom teachers require make-up work for absences. Special arrangements should be made for students who have an anticipated excused absence. Failure to complete the work missed will lower the student's grade. Assignments not turned in at the appointed time will be considered late.
- Students absent from school when an assignment is given will be permitted one day for each school day missed to complete assignments. Assignments will be due the next instructional day to the appropriate teacher.
- Students attending field trips will need to turn in assignments the next instructional day to the appropriate teacher.

## **Religious Instruction**

Religious instruction and faith development are an integral part of our total education program. Classes are provided in religion at each grade level. A teacher who is an active Lutheran in his/ her faith teaches the classes. CPH curriculum is followed and teachers also

expand upon other areas of our Lutheran religion, especially in conjunction with current seasons of the Church year. The pastor of St. Paul Lutheran Church periodically visits the classroom and leads the school monthly in Chapel service. The pastor will teach Confirmation classes to our 7/8 grade students. Chapel, daily devotions, and prayer provide opportunities for each teacher to pray with his/her class. Classes and teachers are asked to present chapels throughout the year.

### **Chapel**

Chapel is held each Wednesday at 8:15 a.m. at St. Paul Lutheran Church. Various presenters and St. Paul Lutheran teachers will be on the schedule to plan these chapels. Each classroom will lead at least one chapel per year as well. Occasionally, in the case of bad weather days, Chapel will be held in the gym. Chapel is open to all, and parents are encouraged to attend. Upon entering God's house, all students are to be silent and attentive to the presenter. The main purpose of Chapel services is to worship and glorify God. All offerings received will go to a designated project.

### **Confirmation**

Students in grades 7/8 will participate in Confirmation class led by the Pastor of St. Paul Lutheran Church. 8th grade students will be confirmed in their Lutheran faith at St. Paul Lutheran Church on Palm Sunday. Accommodations may be made for students that are not members of St. Paul Lutheran Church and wish to be confirmed in their home church. Students of another faith denomination that choose not to be confirmed will still be enrolled in the daily Confirmation class held at St. Paul Lutheran School unless other arrangements have been made. All arrangements must be approved by both the Pastor and the Principal ahead of time.

### **Outdoor Education**

As part of our junior high program at St. Paul Lutheran School our 7/8 grade students will take part in an outdoor education experience every other year. The students attend Camp Luther near Schuyler, Nebraska as a class chaperoned by at least one male and one female adults to supervise students. We feel that Outdoor Education is a valuable educational experience for our students, therefore a parent note explaining a student's anticipated absence from the event is needed to both the classroom teacher and the principal prior to the program taking place. Parents/Guardians will be charged accordingly.

### **Christian Service (Middle School)**

The Christian Service program at St. Paul Lutheran School exists to provide our students the opportunity to put into practice the command of Jesus to "Love one another as I have loved you" through practical service to the people of St. Paul and the community of West Point and its surrounding area.

Community service is the idea of giving your efforts willingly and free of charge to an individual or organization that benefits from your help. Community service is not doing chores (that's part of being a family) nor is it helping a business. Community service means that you are helping those without the resources to help themselves, or helping a non-profit agency.

**How much community service is required?**

6th Grade: 10 hours (minimum)

7th Grade: 15 hours (minimum)

8th Grade: 15 hours (minimum)

**When can I complete my community service?**

Completion of community service can take place during the summer prior to entering 5-8 grade or during the school year. All documentation of community service needs to be turned into their child's homeroom teacher on or before May 1st.

**What are some examples of community service that a student can perform?**

- Assisting in the library
- School fundraisers
- Campus clean-up
- Senior citizen care
- Scorekeeper or clock at athletic events
- Setting up/Cleaning up after school and church events
- Charity assistance
- Registration Night volunteers
- Babysitting for school events
- Playground keep-up
- Videoring for church services

**What are some examples of things that would not be considered service?**

- Doing jobs for your family
- Participating in a school activity
- Receiving payment for your work
- Work that is required for another project

**How do I verify my community service hours?**

- Students need to complete his/her section of the Christian Service Verification Sheet.
- A volunteer supervisor is requested to sign and date the Christian Service Verification Sheet and write a phone number.
- Parents also need to verify the student's hours and sign and date the Christian Service Verification Sheet.
- It is important to remember to return a completed Christian Service Verification Service Sheet to their child's homeroom teacher to receive credit for the hours worked.

**What happens if I do not complete my community service requirement during the school year?**

Students that do not fulfill the required Christian Service Hours will receive an incomplete grade for Religion and the full amount of hours will be added in addition to the next year's requirement.

### **Academic Competitions**

St. Paul Lutheran School is a part of the Elkhorn Valley Lutheran Schools Association (EVLSA). Throughout the course of the school year students in grades K-8th will have the opportunity to compete in certain competitions against other students attending Lutheran schools in this association. Listed below are the events scheduled for this coming school year sponsored by the EVLSA.

**Math Bee** - grades 3-8

**Spelling Bee** - grades 2-8

**Field Day** - grades K-8 (Pre/TK at the discretion of the teacher)

### **Guest Speakers & Assemblies**

Guest speakers, programs and various assemblies enhance the curriculum of St. Paul Lutheran School and expand horizons, opportunities, and experiences. Teachers are encouraged to invite guest speakers to their classes to broaden students' knowledge of topics being studied. All guest speakers and programs must be arranged in consultation with the administration. Calendar dates must be approved by the office and cleared with the master calendar.

### **Field Trips**

Teachers may take classes on field trips following the rules below:

- Applications for all field trips must be presented to the principal/head teacher two weeks prior to the date of the planned trip. The principal/head teacher will reserve the authority to approve or disapprove all field trips.
- The parents will be notified as each field trip comes up.
- Electronic devices are prohibited by students on field trips unless the teacher has otherwise approved it in consultation with the principal/head teacher.
- Drivers on the field trip are not to make unnecessary stops diverting from the field trip route without permission from the supervising teacher or principal/head teacher on a field trip.

**Technology** (see Policy Handbook)

### **School Discipline Policy**

#### **Positive Behavior Support & Conscious Discipline**

St. Paul Lutheran School staff respond to a discipline issue through the use of Positive Behavior Support and Conscious Discipline as a guide when handling student issues. Positive Behavior Support and Conscious Discipline help to create safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, these systems help design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. Both the Positive Behavior Support program and Conscious Discipline includes school-wide procedures and processes intended for all students and all staff in all settings. It is a team-based process for systematic problem

solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

### **What does Positive Behavior Support & Conscious Discipline look like at St. Paul Lutheran School?**

We have adopted a unified set of classroom rules for students in grades Kindergarten-8th grade; these rules define our expectations for behavior in our school. Students will learn these expectations and rules early in the school year.

### ***Be Responsible! Be Safe! Be Respectful!***

The classroom teacher is seen as the authority of discipline management in the classroom. When necessary, the school administration will become involved in the discipline process. All staff members of St. Paul Lutheran School are also directly responsible for the guidance, control, and proper conduct of students while students are present at school, or at events sponsored by the school and have the authority to discipline students as needed.

### **St. Paul Eagle SOAR Award!**

The Soar Award will be presented to students in grades K-8th grade at the end of each quarter in chapel in recognition of their good behavior throughout the previous quarter. Students in grades Kindergarten-8th grade that maintain 15+ points according to the Discipline Management System will receive this reward. Students receiving this award will be given a Free Dress Pass to use during the school year. Parents are encouraged to recognize the importance of such an event and celebrate their student's accomplishments at home as well.

### **Classroom Rules**

Each classroom sets its classroom procedures, rules and consequences. Students are expected to follow the procedures and consequences. Teachers have adopted their behavior plans in coordination with our Positive Behavior Support and Discipline Management System.

### **Playground & Gym Rules**

- No fighting or swearing allowed
- No wrestling or tackling
- No snowball, rock or gravel throwing
- No ice sliding
- No play equipment brought from home , unless approved by a teacher
- All playground equipment must be used in an appropriate manner
- Must ask a teachers permission before retrieving the ball
- Students are responsible for the equipment they take to recess
- Line up quietly when the teacher signals, hold playground balls and equipment in hands.

**Violation of these rules will be dealt with according to the teacher's classroom discipline rules.**

### **Academic & Behavior (Grades K-2)**

A recess or PE will be forfeited for students in grades K-2, if homework is incomplete or late, or if classroom behavior is inappropriate. *Please don't hesitate to contact your child's teacher to come up with an alternate grace-based plan.*

### **Academic Detentions (Grades 3-8)**

- Academic Detentions are assigned when work is late or incomplete. Homework is to be completed outside of school hours or at study hall.
- Academic Detention is held on Monday-Friday from 3:35 to 4:00 p.m. Parents will be notified by phone, e-mail, or text that an Academic Detention has been assigned. These detentions will be given only to students in Grades 3-8.
- Academic Detention takes precedence over any extracurricular after school activity.
- No late assignments may go undone unless special arrangements have been made with the teacher. Failure to complete all assignments may result in a grade of "Incomplete" or a grade of "F" for the entire course, at the discretion of the teacher in consultation with the Principal.
- Students who refuse to serve academic detentions will be dismissed from St. Paul Lutheran School at the discretion of the Principal in consultation with the Board of Education.
- Students receiving 3 academic detentions in a quarter will have:
  - 1 game suspension from St. Paul Lutheran School athletic team
- Students receiving 5 academic detentions in a quarter will be issued:
  - Half day in-school suspension
  - Removal from St. Paul Lutheran School athletic team
  - Academic probation contract
- Academic probation means that the Principal, the teacher, the parent, and the student (when appropriate) define the conditions under which enrollment at St. Paul Lutheran School should continue or terminate. Students not meeting the conditions of the academic probation may be immediately dismissed from St. Paul Lutheran School.
- Students may be placed on academic probation for poor academic performance as determined by grades on the quarterly report card. Any failing grade in any subject results in academic probation. If no academic improvement is shown, an in-school suspension will be given until academic improvement is achieved.

### **Discipline Management System**

#### **Positive Behavior Support & Conscious Discipline**

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program and Conscious Discipline includes school-wide procedures and processes intended for all students and all staff in all settings. It is a team-based process for systematic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

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***Be Responsible!***

***Be Safe!***

***Be Respectful!***

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### **Discipline Management System**

The main focus of our Discipline Management System is designed to encourage our students to:

***Be Responsible!***

***Be Safe!***

***Be Respectful!***

This system will allow students to take ownership for their personal behavior, their choices, and the consequences of their choices. In addition, parents are given the opportunity to monitor their student's behavior by signing the communication slips for school. Further, parental involvement is a major factor in managing a student's behavior. Informed parents are involved parents, and parental involvement and cooperation are key factors in providing a learning environment that is positive and affirming. Parents are urged to understand the school's system of discipline, particularly the "slips" for what they are intended to be: a nonjudgmental



reminder for students to consider the consequences of choices they make. Each student in grades Kindergarten-8th grade will begin each quarter with 20 points. It is the responsibility of the homeroom teacher to tally points for each of their homeroom students on a regular basis and record the points awarded at the end of the quarter on the student's report card.

### **Discipline Slips**

#### **"White" Slips – Classroom Procedures – (0 Points)**

These slips are issued to remind students of classroom procedures that aren't being followed. White slips have a point value of zero, yet a second reminder of an infraction during a grading period will result in a blue slip being issued.

#### **"Blue" Slips – Be Responsible! – (1 Point)**

Blue slips are issued to students to encourage responsible work/study habits and to stress the importance of punctuality and the need to be properly equipped and ready for schoolwork and class activities. Students are given a blue slip for those behaviors that generally are of a non-malicious nature but do affect the learning environment and a student's ability to function responsibly and efficiently in a class or group setting.

#### **"Yellow" Slips – Be Safe! – (2 Points)**

Yellow slips are issued when a student's behavior is negatively affecting the classroom/school environment. Yellow slips can be used for inappropriate behavior that occurs before or after school or at other school sponsored activities.

#### **"Green" Slips – Be Respectful! – (3 Points)**

Green slips are issued when student behavior is disrespectful of other individuals. The principal will be notified immediately when a green slip is issued that involves bullying or inappropriate language. There will be times in which a green slip will be changed to a suspension by the administration based upon the situation. Green slips can be used for inappropriate behavior that occurs before or after school or at other school sponsored activities.

#### **All slips are in triplicate form.**

- 1** – Student receives a copy to be signed by a parent/guardian and returned the next morning to the teacher that issued the slip.
- 2** – Teacher issuing the slip keeps a copy
- 3** – Homeroom teacher of the student receives a copy
- 4** – Principal is to be notified

***Please note: If a blue or yellow slip is not returned by the second notice date, an additional blue slip will be assigned.***

#### **Behavioral Detentions**

Detentions are assigned in an attempt to train the student to accept responsibility for his/her behavior, for their work, and for their punctuality. We encourage parents to take appropriate action at home to reinforce a detention notice.

- Behavioral detentions are held Monday-Fridays from 3:35 to 4:00 p.m. Parents will be notified by phone, e-mail, or text that a Behavioral Detention has been assigned.
- Students receiving 3 behavioral detentions in a quarter will have:
  - o 1 game suspension from St. Paul Lutheran School athletic team
- Students receiving 5 behavioral detentions or 5 green sheets in a quarter will be issued:
  - o ½ day in school suspension
  - o Removal from St. Paul Lutheran School athletic team
    - Placed on a behavioral probation and will consent to a behavior contract with a “3 strike rule”

***Behavioral detentions take precedence over any extracurricular after school activity.***

- Students who refuse to serve behavioral detentions will be dismissed from St. Paul Lutheran School at the discretion of the Principal and in consultation with the Board of Education.
- Behavioral probation means that the Principal, the teacher, the parent, and the student (when appropriate) define the conditions under which enrollment at St. Paul Lutheran School should continue or terminate. Students not meeting the conditions of the behavioral probation may be immediately dismissed from St. Paul Lutheran School.

**Academic Detentions (Grades 3-8)**

- Academic Detentions are assigned when work is late or incomplete. Work is considered late at the beginning of each class period or at the beginning of each instructional day depending on teacher instruction.
- Academic Detention is held on Monday-Friday from 3:35 to 4:00 p.m. Parents will be notified by phone, e-mail, or text that an Academic Detention has been assigned. These detentions will be given only to students in Grades 3-8.
- **Academic Detention takes precedence over any extracurricular after school activity.**
- No late assignments may go undone unless special arrangements have been made with the teacher. Failure to complete all assignments may result in a grade of “Incomplete” or a grade of “F” for the entire course, at the discretion of the teacher in consultation with the Principal.
- Students who refuse to serve academic detentions will be dismissed from St. Paul Lutheran School at the discretion of the Principal in consultation with the Board of Education.
- Students receiving 3 academic detentions in a quarter will have:
  - o 1 game suspension from St. Paul Lutheran School athletic team
- Students receiving 5 academic detentions in a quarter will be issued:
  - o ½ day in school suspension
  - o Removal from St. Paul Lutheran School athletic team
  - o Academic probation contract
- Academic probation means that the Principal, the teacher, the parent, and the student (when appropriate) define the conditions under which enrollment at St. Paul Lutheran School should continue or terminate. Students not meeting the conditions of the academic probation may be immediately dismissed from St. Paul Lutheran School.
- Students may be placed on academic probation for poor academic performance as determined by grades on the quarterly report card. Any failing grade in any subject results in

academic probation. Students receiving a grade of “Incomplete” at the end of a grading period will have two weeks to complete the work. If the work is not completed in two weeks, the student will be in-school suspended until the work is complete and the course grade becomes an “F” for that grading period, unless special arrangements are made with the teacher. Students not completing the incomplete work by the deadline will be in-school suspended and suspended from all field trips and co-curricular activities until the work is completed.

### **Academic & Behavior (Grades K-2)**

· A recess or PE will be forfeited for students in grades K-2.  
*We realize that “life happens” and this does not apply when something unexpected comes up. Things happen and exceptions can be made within reason. Please don’t hesitate to contact your child’s teacher to come up with an alternate grace-based plan.*

### **Suspension & Expulsion**

Suspension from school is an extremely serious issue. An appropriate school suspension policy serves to emphasize the privilege a student is extended within a Christian educational setting, and to assist a student in taking responsibility for his/her behavior. When a student’s behavior is flagrantly insubordinate, physically or verbally abusive or threatening, profane, or vulgar, lewd, malicious and/or consists of illegal or immoral activity, students are subject to immediate suspension from school for up to three entire school days. Parents will be contacted as soon as possible to involve them in this most serious procedure. Any one-day suspensions will be considered the same as 2 detentions. Suspensions involving more than one day will count as 3 detentions. If expulsion does not take place, the student will be placed on a behavioral contract. There will be situations when the suspension will be an in-school suspension which is held in the principal’s office. In-school suspensions will also be determined by the principal. While suspended a student may not participate in any extracurricular activities until they have returned to school for 1 day. All homework and quizzes that would have been turned in or taken that day will be recorded as zeros in the gradebook. The principal and the teacher will determine whether or not tests or classroom presentations will be allowed to be made up. The principal, in conjunction with the Board of Education, will determine if further disciplinary action is necessary.

Under state law, a student may be expelled from St. Paul Lutheran School or parents asked to withdraw their student from St. Paul Lutheran School for any reason the principal and/or the Board of Education deems appropriate (i.e possession of drugs, firearms, or other weapons; when a student’s presence or behavior poses a threat to the safety of others or the integrity of the learning environment; immoral sexual conduct, any conduct tending to reflect serious discredit to St. Paul Lutheran School; failure to maintain passing grades; student’s and or parent’s lack of cooperation in classroom or disciplinary matters, etc.). In cases of expulsion, the Board of Education reviews the facts of the situation with the principal, reaching a decision focused on preserving the best interests of the greater learning environment necessary for students to learn.

## **Classroom Rules**

Each classroom sets its classroom procedures, rules and consequences. Students are expected to follow the procedures and consequences. Teachers have adopted their behavior plans in coordination with our Positive Behavior Support and Discipline Management System.

## **Bullying Policy**

At St. Paul Lutheran School, we are committed to providing a caring, friendly, safe and Christian environment for our students so they can learn in a relaxed and secure atmosphere. School is a place where students learn the norms and mores of social interactions. As part of the socialization process, all students experiment with a range of behaviors as they learn about social power. However, students sometimes push the limits of this range and engage in behaviors we would consider bullying, as defined in accordance with Nebraska State Law.

**Definition of Bullying.** Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

**Bullying Investigations.** School staff will investigate allegations of bullying using the same practices and procedures that the school observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the school’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate school staff member or coordinator will promptly investigate bullying complaints that violate the school's antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the principal will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the school's student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. The school shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

### **Harassment by Students**

Harassment of students by other students will not be tolerated in the school. Harassment is a violation of school policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. St. Paul School has the authority to report students violating this rule to law enforcement officials. Students or individuals who feel that they have been harassed by other students should:

- Communicate to the bully that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the bully, he/she should ask a teacher, counselor or principal/head teacher to help.
- If the harassment does not stop, or the child does not feel comfortable confronting the bully, he/ she should:
  - Tell a teacher, counselor or principal/head teacher
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal/head teacher, including:
    - What, when and where it happened
    - Who was involved
    - Exactly what was said or what the harasser did
    - Witnesses to the harassment
    - What the individual said or did, either at the time or later
    - How the individual felt
    - How the bully responded.

### **Youth Sexual Abuse Prevention Policy & Procedures**

As a youth-serving organization, St. Paul Lutheran School considers the safety and well-being of the youth in our programs a top priority.

**St. Paul Lutheran School will report suspected abuse to the proper law enforcement agencies.**

**Policy & Procedures** St. Paul Lutheran School has adopted the following Policy and Procedures in an effort to provide a safe environment for our students, parents, teachers, staff, volunteers, coaches, and visitors.

- Staff/Regular Volunteer Process Shall Include the Following:
  - Screening – the principal/head teacher or a member of the St. Paul Board of Education will interview each prospective staff member or steady volunteers.
  - Background Check – All current and potential staff members and regular volunteers will be subject to a background check, including appropriate inquiries regarding any previous sexual abuse or other unlawful activity. The background check will be updated at least every five years for each person.

### **Prohibited Behavior**

- Use of degrading language or behavior. Staff and volunteers are also responsible for stopping disrespectful behavior between students, including sexual harassment with a minor.
- Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Staff and volunteers are responsible for stopping threatening behavior by students.
- Committing any sexual offense against a minor, or engaging in any sexual contact
- Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.
- Non-related one-adult/one-child interaction except in an emergency where following this policy would be dangerous to the child. In an emergency situation, the staff member or volunteer must contact the principal/head teacher to inform him or her of this contact and the reason for it. If a child is receiving individual instruction or working closely with a volunteer, this activity must be in a public setting rather than behind closed doors.

### **Reporting of Suspected Child Sexual Abuse**

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

**Reporting Procedure.** School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

**Contents of the Report.** The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

**Legal Immunity.** Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

#### **Firearm and Weapon Policy**

It is the policy of St. Paul Lutheran School that staff, students, parents and visitors to our school that weapons are not permitted in our school building, school grounds, or at school activities. **No Weapons are Allowed at St. Paul Lutheran School Regardless of the Concealed Handgun Law.** This policy does not apply to law enforcement. Anyone who carries a handgun or weapon into our school is in violation of Board policies and is also committing a crime, which will be reported to law enforcement.

#### **Use of Corporal Punishment**

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

- Protection of a staff member
- Protection of other students or property from the student
- Removal of the student from a situation that endangers the student, other persons, or property.

## **Tobacco, Alcohol and Other Drugs**

St. Paul Lutheran School takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Appropriate disciplinary sanctions and educational measures shall be imposed when any student is found to be in violation of school policy relating to the possession, (including “under the influence”) use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco or e-cigs) controlled substances, or “look-alikes,” on school property, at school sanctioned activities, (either on school property or at other community sites), or when being transported in vehicles dispatched by the school district.

## **Dress Code & Personal Appearance**

The way we dress can be a powerful witness, both positively and negatively. Therefore, school dress should be respectful to our Lord, the school and the community. Research indicates a correlation exists between behavior and the way one perceives the world and himself/herself and the way one dresses. Clothing fashions and styles do, to varying degrees, affect personal behavior and how one is perceived. In the educational setting at St. Paul Lutheran School, standards of appearance and modesty need to be consistent with Christian thoughts, values, and actions.

## **Dress Requirements Kindergarten-8th Grade**

**Quick Summary:** On a regular school day (Monday-Thursday) students in grades Kindergarten-8th grade are expected to wear solid colored polos with khaki bottoms. On the last day of the week (typically Friday) students are allowed to wear appropriate blue jeans and either a St. Paul or Christian t-shirt.

**Please Note: “Skip Dress Code”** days will also be scheduled once a month (or so) in which you can pay \$2 to participate in, and skip dress code for that day.

## **Regular School Day (Monday-Thursday)**

### **Shirts**

- Solid Colored Polo (golf style) shirt (knit shirt with collar)
- Turtleneck shirt solid colored
- No writing (logos/writing must be able to be covered up with palm of hand)
- Only St. Paul Lutheran School logos may be shown
- Shirts must be appropriately sized; no tight fitting or oversized garments are allowed. (An example of shirt length would be if the arms are raised above the head, no part of the midriff or back should be exposed.)
- Long Sleeve Shirts Worn Underneath Polos in Colder Months
- Solid colored sweatshirts or sweaters

### **Pants/Capris/Shorts/Skirts/Skort/Dress/Jumpers**

- Khaki bottoms only
- Must be of appropriate length. “Fingertip length” is the guideline at all grade levels. (Fingertip length means that the shorts/skirts/skort/dress hem is longer than the



placement of the fingertips reach when the hands are relaxed at one's side). For modesty's sake girls are encouraged to wear shorts under their dresses or skirts.

- No holes or frays on clothing
- Clothing will be worn at the natural waistline at all times
- Solid colored polo dresses may be worn

#### **Leggings/Tights/Socks**

- May be worn underneath skirts/skort/dresses/jumpers
- Leggings and tights must not be worn as "bottoms"
- Solid colored only

#### **Sweatshirts**

- APPROVED SHIRTS MUST BE WORN UNDERNEATH
- Only St. Paul Lutheran School or solid colored hoodies, v-neck, crewneck sweatshirts are allowed to be worn in the classroom

#### **Sweaters/Vests**

- APPROVED SHIRTS MUST BE WORN UNDERNEATH (See above Shirts/Blouses)
- Solid colored

#### **Coats/Outerwear**

- Coats or other outerwear are to be removed prior to entering the classroom

#### **Shoes**

- ACCEPTABLE: Athletic shoes, closed-toe shoes, heels may be worn if age-appropriate
- NOT ACCEPTABLE: Crocs, slippers, open toed shoes, shoes with wheels
- P.E. WEAR: Athletic shoes are required to be worn during P.E. and recess

#### **Jewelry (Girls)**

- All jewelry must be removed during P.E. classes
- Jewelry may be worn as long as it does not distract from the learning environment or cause potential hazards • No exaggerated jewelry may be worn
- No jewelry may be worn that requires piercing of any part of the body, other than the ear, may be worn

#### **Jewelry (Boys)**

- All jewelry must be removed during P.E. classes
- Jewelry may be worn as long as it does not distract from the learning environment or cause potential hazards
- No exaggerated jewelry may be worn
- No earrings of any kind are to be worn by boys

#### **Other**

- Elaborate or extreme cosmetics, hairstyles, or jewelry are not allowed
- Hats/Caps are not to be worn indoors
- Parents/Guardians should monitor apparel and footwear, taking weather and appearance into consideration
- Please remember our students must walk to GACC for lunch each day
- Any scouting uniforms or vests may be worn on meeting days
- On game days team players are allowed to wear their team jerseys and/or uniforms as approved by their coaches with the appropriate bottoms to school

### **Last Day of the Week**

- Blue jeans without holes and frays worn at the student's natural waistline are allowed on the last day of the week
- St. Paul t-shirts or Christian message t-shirts may be worn on the last day of the week
- Regular School Day dress code may also be worn on the last day of school

### **Skip Dress Code Day/Picture Day**

- Free dress may be worn for Fall and Spring photographs
- Clothing must be in appropriate taste and parent approved before coming to school

### **NOTE:**

Students may be asked to change their clothing or call home to parents for a change of clothing if the administrator or any other staff member feels that their clothing is not appropriate for the school setting at St. Paul Lutheran School.

**Please Note:** Creative Expressions and The Embroidery Barn stores in West Point, Nebraska have our St. Paul Lutheran School sweatshirts/t-shirts for sale as well as our logo on file for any embroidery purposes for both students and adults.

### **Extra-Curricular Clubs & Programs**

- Volleyball (St. Paul, GACC, WPPS)
- Basketball (St. Paul, GACC, WPPS)
- Track (St. Paul, GACC, WPPS)
- St. Paul School Choir (St. Paul)
- St. Paul Student Council
- Football (GACC, WPPS)
- Cheerleading (St. Paul)
- Band (GACC, WPPS)

**Please Note:** See the Sport Policy Handbook for more information.

### **Special Music Programs**

All students in grades Pre-8 grade participate in music class on a weekly basis. All of our students make up the "St. Paul Lutheran School Choir" and are asked to sing periodically at a St. Paul Lutheran Church service. Attendance is not required for this, but it is encouraged! Occasionally the music teacher may request only certain grades to sing on a given Sunday. Our music outreach to congregation and community is displayed throughout the year at St. Paul Lutheran Ministries Oktoberfest and at St. Paul Lutheran School's Christmas and Spring Musicals. Attendance at all of these productions is expected.

### **Student Council**

St. Paul Lutheran School Student Council for grades 1st-8th grade. Any student interested in Student Council will need to fill out an application and get two teacher recommendation forms filled out by the deadline at the beginning of the school year for review by the selection committee. When elected Student Council members will serve as a representative for their classroom, will give input on school and community projects, and work with various groups. Student Council members will be asked to occasionally report to their classes, teachers, sponsors, etc. Grades 5-8 will have the opportunity to run for the offices of: President, Vice-President, Secretary and Sergeant at Arms.

## **School Meal Programs**

### **School Lunch**

This is without a doubt a privilege granted to us by Guardian Angels Central Catholic School. The students are to abide by the rules as established by Guardian Angels Central Catholic School. This includes both in the Guardian Angels Central Catholic School building and while walking to and from it.

Those students bringing a sack lunch will walk to GACC and eat with their class.

Students in grades PK-3 are not allowed to purchase extra meal portions but are allowed seconds on the salad bar. Students in grades 4-8 are allowed to purchase extra meal portions, if they have exact change, as well as seconds on the salad bar. Students in grades 7/8 are allowed to purchase ice cream treats after finishing their meals if they have exact change. Students in grades PK-6 are not allowed to purchase ice cream treats. All seconds or treats purchased must have exact change and be paid at time of purchase. Students who receive Free or Reduced lunches only receive one meal and one milk at the free or reduced rate. Any seconds must be paid for as stated.

### **Meal Charge Policy**

- Lunch account balances will be sent home in the Family Folder once a month and should be either prepaid or paid as soon as the statement is received.
- You can check your child's lunch account balance at any time online at [www.teacherease.com](http://www.teacherease.com) by going to Parent Main>Fees or by calling the school office.
- Once a family has a negative balance, they will receive a notification from the school office or through TeacherEase.
- Payment may be made by cash or check to St. Paul Lutheran School and brought or sent into the school office at any time.
- NO ONE is turned away for non-payment.
- Assistance is available to provide every student with a hot lunch through Free & Reduced Lunch options.
- The Meal Charge Policy is provided to all families at the beginning of the school year and is available for viewing at any time online at [stpaulwp.org](http://stpaulwp.org) on the "Registration & Parent Information" page in the 2023-2024 Parent-Student Handbook or separately in the "School Lunch Program Served at GACC" section.

### **Snacks & Treats**

Students may bring snacks for break. Chewing gum and hard candy is discouraged in school. Any person in authority has final authority on the permissibility of these items. Candy and pop are discouraged. Students may bring birthday treats. Please talk to the teacher at least a day before! Also be sure to check with your child's teacher in advance in case of any allergies within the classroom before bringing any kind of treats to school. In some cases of peanut allergies a classroom or the school may be a "Peanut Free Zone".

Students have a scheduled lunch time. All students receive one meal and one milk each day. All students may purchase additional milk at \$0.40 each. All students may also have

seconds on the salad bar without extra cost. The 4th through 8th grade will be able to select a hot meal, salad, or deli bar. They also have the option to purchase seconds as follows: \$0.65 second side (roll, garlic bread, potato, fries, rice), \$1.90 seconds on main item, \$2.50 seconds on main item and side, \$1.50 seconds on deli.

St. Paul teachers also have the option to purchase lunch for \$4.65.

Students are to adhere to the following hot lunch rules:

- Talking in the lunch line is to be kept to a minimum and to be done quietly
- Students will obey teachers whether they are from St. Paul or G.A.
- Talking is permitted in the lunchroom, but it is asked that it be kept down
- Students are asked to police the table and under the table for straws, napkins or food that has dropped
- Students are not to put straws or napkins in the silverware tray
- Food is to be eaten with proper utensils, not through straws, etc.
- Other people’s food is not to be touched
- Students are to keep their hands to themselves
- Seconds are allowed only if tray is empty
- Students who do not bring lunch will go to hot lunch

**Milk Purchase**

White milk or chocolate milk may be requested for Preschool, Transitional Kindergarten and grades K-8 for snack break(s) by any student. The cost of milk is Free for the 2023-2024 school year due to a Supply Chain Assistance & Local Food for Schools Grant received at the end of the last school year. This is an optional snack purchase each day for students. These purchases are reflected on your child’s TeacherEase account and will show a fee of \$0.00. Students are allowed to purchase only one milk per day for snack unless it is a grades K-8 cold lunch day.

**Hot Lunch & Milk Prices**

(optional) Milk during Snack (at St. Paul).....FREE per carton

**Lunch prices (includes a Milk at GACC) (Lunch prices are listed as GACC/SPLS)**

PK-Kindergarten.....	\$3.75/\$1.88 per lunch
1-6 Grade.....	\$3.95/\$1.93 per lunch
7-8 Grade.....	\$4.05/\$2.03 per lunch
Adult.....	\$4.65 per lunch
Reduced (with approved application only).....	\$0.40 per lunch

**Parent Lunch Dates**

Once a year parents/guardians/grandparents/etc. are invited to eat lunch at St. Paul Lutheran School with their child(ren). Please watch the weekly Eagle newsletter for dates and times for this event.

## **Nondiscrimination Statement Regarding School Meals**

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 (e.g. Braille, large print, audiotope, 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 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 Mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
Fax: (202) 690-7442  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

***This institution is an equal opportunity provider***

## **Wellness Policies on Physical Activity and Nutrition**

**Wellness Policies on Physical Activity and Nutrition  
(Updated & Approved by the Board of Education on (June 19, 2023)  
This Policy is also available in the Parent-Student Handbook)**

The Wellness Policy of St. Paul Lutheran School (SPLS) in partnership with Guardian Angels Central Catholic (GACC) School is updated and approved on June 19, 2023 by St. Paul Lutheran School, Board of Education. The Wellness Policy includes and follows the guidelines of the Nebraska Department of Education's National School Lunch Program. Daily the students, at GACC, are offered the variety of fruits and vegetables as required by the program. The serving sizes recommended by the program also meets the guidelines. A copy of the guidelines is available for viewing any time at GACC, stored in the office next to the kitchen.

### **Preamble**

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years of age) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid:

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, schools around the country are facing significant fiscal and scheduling constraints  
and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, it is the goal of the St. Paul Lutheran School (SPLS) Wellness Policy, in partnership with Guardian Angels Central Catholic (GACC) School (who also follows the guidelines and updates from the Nebraska Department of Education National School Lunch Program), to be committed to providing a school environment that will promote healthy lifestyles in school and protect our student's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Therefore, it is the policy of St. Paul Lutheran School that:

- SPLS students have full access to free filtered drinking water at all times during the school day.
- SPLS students have full access to free drinking water at all times during mealtime at GACC.
- SPLS and GACC will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
- All students in grades Pre-8 will have opportunities, support, and encouragement to be physically active on a regular basis.

- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, SPLS and GACC will participate in available federal school meal programs including the National School Lunch Program and Special Milk Program.
- SPLS and GACC will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.
- SPLS and GACC do not offer breakfast. Vegetables and a fruit bar are offered at mealtime at GACC at every lunch period. There is no charge for seconds at the vegetable and fruit bar.

### **Nutritional Quality of Foods and Beverages Sold and Served on Campus**

Meals served through the National School Lunch Program and served at GACC will:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- Offer a variety of fruits and vegetables; GACC will share information, upon request, about the nutritional content of meals with parents and students.

### **Free and Reduced-Priced Meals**

SPLS and GACC will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

Applications for Free and Reduced-Price school meals are available to all families at any time both online at [stpaulwp.org](http://stpaulwp.org) on the “Registration & Parent Information” page under the “School Lunch Program Served at GACC” section or in the school office.

### **Students with Unpaid Meal Balances**

SPLS will not withhold lunches from any student for any reason such as an unpaid meal balance. Every effort will be made to eliminate any social stigma attached to, and prevent the overt identification of, students who have unpaid meal balances. Parents will be required to apply for Free and Reduced lunch prices.

### **Meal times and Scheduling GACC & SPLS:**

- Will provide students with at least 20 minutes after sitting down for lunch;
- Will schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;

- Will not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities.
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- Should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or tooth decay risk)

### **Qualifications of School Food Service Staff**

Qualified nutrition professionals, at GACC, will administer the school meal programs. As part of the school's responsibility to operate a food service program, continuing professional development for the Food Service Manager annual training is provided for both SPLS & GACC in accordance with USDA Professional Standards.

### **Sharing of Foods and Beverages**

Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

### **Foods and Beverages Sold Individually**

SPLS & GACC does not provide foods & beverages sold Individually (I.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte lines, fundraisers, school stores, etc.) during lunch mealtime.

### **Snacks & Treats**

#### **Snacks**

Students may bring snacks for breaks. Chewing gum and hard candy is discouraged in school. Any person in authority has final authority on the permissibility of these items. Candy and pop are discouraged. The goal of snacks served during the school day is to make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. SPLS and GACC will assess if and when to offer snacks based on timing of other school meals, children's nutritional needs, children's ages and other considerations.

#### **Treats**

Students may bring birthday treats if they so desire. It is encouraged to bring healthy treats. Parents/guardians are encouraged to discuss the treats with the child's teacher in advance of bringing them in. This is to ensure that any treat brought is safe for all students. In some cases of peanut allergies a classroom or the school may be a "Peanut Free Zone". Parents/ guardians may also choose to purchase a book or other needed items in place of birthday treats.

#### **Rewards**

SPLS and GACC will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as punishment.



### **School-Sponsored Events (such as, but not limited to, athletic events, dances, or performances)**

Foods and beverages offered or sold at school-sponsored events outside the school day will meet standard for meals or for foods and beverages sold individually.

### **Nutrition and Physical Activity Promotion and Food Marketing Nutrition Education and Promotion**

SPLS and GACC aim to teach, encourage, and support healthy eating by students. SPLS and GACC should provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- Links with school meal programs, other school foods, and nutrition-related community services;
- Teaches media literacy with an emphasis on food marketing; and
- Includes training for teachers and other staff.

### **Integrating Physical Activity into the Classroom Setting**

For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity breaks between lessons or classes, as appropriate.

### **Physical Activity Opportunities and Physical Education for SPLS**

#### **Daily Physical Education (P.E.) K-8**

All students in grades K-6, including students with disabilities, special health-care needs, and alternative educational settings, will receive physical education at least 75 minutes/week for elementary school students for the entire school year. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

### **Daily Recess**

All elementary school students will have at the least 30 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Extended periods (i.e., periods of two or more hours) of inactivity is discouraged. When activities, such as mandatory school-wide testing or activities which make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

### **Communications With Parents**

SPLS and GACC will support parents' efforts to provide a healthy diet and daily physical activity for their children. SPLS at GACC will have nutrition information available and provide nutrient analyses of school menus when requested.

SPLS and GACC will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

SPLS and GACC will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such support will include sharing information about physical activity and physical education through a website, newsletter, or other take-home material, special events, or physical education homework.

### **Food Marketing in Schools**

School-based marketing will be consistent with nutrition education and health promotion. As such, SPLS and GACC will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. GACC has posters hung in the lunchroom promoting healthy choices. They are replaced as new ones are made available.

School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, other printed or electronic educational materials, signs, scoreboards, school structures, and sports equipment, beverage cups & containers, coolers, trash containers; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school publications and media such as in school television, such as Channel One, computer screen savers, school announcements; free samples or coupons; and food sales through fundraising activities.

### **Staff Wellness**

St. Paul Lutheran School and Guardian Angels Central Catholic School highly value the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The school encourages healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

### **Fundraising**

All fundraising must be approved by the administration, whether they are edible or non-edible items.

### **Wellness Policy Monitoring, Updating, Review & Assessment**

#### **Wellness Policy Monitoring**

The administrator or a designee will ensure compliance with established nutrition and physical activity wellness policies. The principal will ensure compliance with those policies and will report on the school's compliance to the Board of Education.

The Food Service Manager will ensure compliance with nutrition policies within school food service areas and will report on this matter to the school principal. In addition, SPLS and GACC will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If SPLS and GACC have not received a SMI review from the state agency within the past five years, SPLS and GACC will request from the state agency that a SMI review be scheduled as soon as possible.

#### **Wellness Policy Updating & Review**

The updates and revisions to SPLS's & GACC's policies are made before each school year; any changes are implemented at the beginning of each school year whenever possible but can be updated at any time deemed necessary to inform the public of changes.

When updating the policy, the public can view the meal patterns, rules for vending, the nutritional information on snacks served and list of approved snacks for the smart snack list all available at GACC.

#### **Wellness Policy Assessment**

The Wellness Policy will be reviewed at least every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, SPLS and GACC will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. SPLS and GACC will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

The Wellness Policy on Physical Activity and Nutrition is provided to all families at the beginning of the school year by being sent home in the first Family Folder. It is also available for viewing at any time in the school office or online at [stpaulwp.org](http://stpaulwp.org) on the "Registration & Parent Information" page under the "School Lunch Program Served at GACC" section or in the 2023-

2024 Parent-Student Handbook (both online or in print form.) Any new information and/or updates will be sent home to each family when additional family envelopes are sent home. The Family Folders are sent home every Thursday and require a parent's signature on the envelopes when they are returned to the school.

The Wellness Policy will continue to be revised as needed or as any changes are made to improve the wellness and activity of the students.

The St. Paul Lutheran School Wellness Policy (August 2016)  
Reviewed 5/18/2023  
Updated, Revised & Adopted (June 19, 2023)

**OTHER HANDBOOKS for Parents to Review:**

Sports, Volunteer PPP, Kingdom Kids, Summer Club, & Technology Handbooks.