

St. Paul Lutheran School

Parent/Student Handbook

2019-2020



“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 who 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.

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.

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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 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 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).

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 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).

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 and 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." 2 Tim. 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

The congregation elects or appoints a six-member Board of Parochial School Education, which is responsible for the school and preschool. The pastor, the principal, one faculty member 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. The 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. If there is a specific concern that needs to be addressed, the Board asks that it be submitted to the Board in writing two to three days before the meeting, so it can be added to 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 if the steps outlined in the school grievance policy have been followed. The board may request to go into executive session to hear the person's complaint or concern in private. A written complaint sent or given to the board by the person expressing the complaint or concern would be beneficial for reference and merit. The Board can not make a decision during an executive session and may table any decision after returning to the open meeting, until the next meeting, so careful consideration can be given to the problem or concern. The Board may wish to invite anyone they feel might be beneficial to the meeting to join the executive session. This person may include the principal/ head teacher, if the person expressing the concern agrees. The Board will listen to all persons' concerns.

Home and School Relations

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, the procedure to follow is: (Matt. 18)

1. Parent addresses the grievance with the teacher involved; if not resolved...
2. Parent addresses the grievance with the teacher, principal/head teacher, pastor, and Board of Education Chairman. At this level, the decision of staff is binding.
3. Parent files grievance letter with the Board of Education. Parents wishing to speak with a teacher must call before 8:00 a.m. or after 3:30 p.m. to set up an agreeable meeting time.

National Lutheran School Accreditation (NLSA)

St. Paul Lutheran School is proud to be recognized 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 this mission effectively thereby providing a valuable service to Lutheran schools.

Contact Information

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Soaring Eagles Savers Club Bank Advisor

5-8 Grade Literature & Writing

Mark 10:14 Club Resource Teacher

Little Eagles & Varsity Cheerleading Coach

Basketball & Volleyball Coach

St. Paul Student Council Advisor

6th Grade Math

5-8 Life Skills

7/8 Grade Art

Christian Fitness Club Coordinator

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Irma Jimenez

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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.

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 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 1st 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.

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-Friday from 8:00 a.m. – 3:15 p.m.

Alternative arrangements for scheduling may be worked out with the principal in conjunction with the classroom teachers.

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 5-8 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. Pre-School 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 Pre-school 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 home schooled 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 and we will forward your child's records onto them. All records including end of quarter report cards and MAPS test scores will not be released or transferred from St. Paul Lutheran School until all accounts have been paid in full or a payment plan has been set up and approved.

General Administration

Absentee Procedure & Tardiness

Pursuant to Nebraska law... "every person residing in Nebraska, who has legal and/or actual control of nay child (between the ages of 7 and 16) shall cause such child to

attend school regularly, each day that such school is open and in session except when excused by school authorities. Parents cannot excuse their child/children from attendance, but can only ask for *permission* for their child/children to be excused by school officials."

If a child is absent for more than twenty (20) but less than forty (40) school days during the school year, promotion is dependent upon the recommendation of the teacher and the Principal. These decisions may also be brought to the Board of Education.

As required by state statute, a letter is sent to the county attorney for absences over 20 days.

Each absence beyond the twenty-day limit must have a written excuse from a doctor. School time missed beyond the twenty-day limit shall be made up by the student after school. If prolonged absences occur or single day absences occur beyond the twenty-day limit, parents should consider having a tutor come to their home to enable their child to complete their education.

Any student absent for more than 40 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.

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 student if phone contact was not accomplished.
- All students must come to the front office to sign in when they are tardy to school. A tardy slip will be issued by the front office for the student to be admitted into the classroom.
- 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. 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.

Parents are strongly encouraged to ensure that students arrive at school on time daily. If chronic problems with tardiness are encountered a variety of communications will come from the school regarding the difficulties that this is causing. Parents who do not

correct this problem will meet with the Principal. 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.
- A parent request for a dentist or doctor appointment is required 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.
- When the student reaches eight days tardy within the quarter, the parent will be notified by the principal.

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.

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 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.

Arrival & Dismissal

- Pre-8th students attend classes daily Monday through Friday.
- Classes begin at 8:00 a.m. and students are dismissed at 3:30 p.m. (Pre/TK students dismissed at 3:15 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 not arriving 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 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

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. Background checks may be run on visitors in contact with students and visitors may be asked to fill out a Personal Protection Application before being admitted to visit classrooms within the 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 salesman 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 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. In the rare event of an emergency affecting the school that prohibits re-entry to the building (such as broken gas or water main, fire, or toxic chemical spill), students will be relocated to the nearest and most appropriate building, most likely St. Paul Lutheran Church basement.

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.

Although it is highly unlikely, some crisis situations may require that the school be evacuated and the students relocated if emergency personnel determine that the building will be unsafe for some time. The school will provide for safe gathering sites, safe waiting sites, and safe reunion sites when the situation/weather indicates such locations are necessary. **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.

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
- HEAD LICE: May return after treatment and removal of all live lice and nits from hair
- RING WORM: 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.

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:

- A certified nurse will check all students in the infested classroom for signs of head lice.
- If another student is identified with head lice the parents will be notified and they will be asked not to return to school until all of the lice, eggs, and nits are removed.
- 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 having been identified with head lice will need to be checked again before being admitted back to school by a certified nurse.

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. All classroom doors are to be closed. Teachers are required to bring their crisis training manuals with them outside. Teachers will conduct a head count outside of the building and indicate to an adult near the building the result of that count. They will show a green card, indicating that everyone is present, a yellow card indicating that there are students missing, or a red card indicating that emergency assistance is needed.

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

At the announced Code blue or other indicative warning the ALICE method of proactive strategies is to be implemented. The ALICE Training Institutes methods are a set of proactive strategies that move beyond lockdown and increases 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 shooters ability to shoot accurately. Move toward exits while making noise, throwing objects or adults swarm 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: At the announced Code Green, evacuate the building as during a fire drill. Listen carefully for directions as to the final destination of the evacuation...either the church or Guardian Angels Gymnasium.

Emergency Codes

Loud Alarm - Fire

Code Black - Tornado

Code Blue - Lockdown

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 radio stations, 107.9 FM, 840 AM, and the St. Paul Lutheran website, www.stpaulwlp.org. If we are in the middle of a severe thunder storm warning students will not be dismissed until the warning has expired.

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

Medications: As a general school policy, no medication, including aspirin or Tylenol, will be dispensed by school personnel without the permission of the parent. If your child gets headaches often we advise that you that parents/guardians send aspirin, Tylenol, etc. to school at the beginning of the year to be administered as needed. If any medication is necessary it should be brought to the school office with a note signed from a parent stating:

- What the medication is
- The dosage
- When it should be taken
- For how long (how many days).

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.

Health Services

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

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.

Teachers and the front office will attempt to regularly update the information available on the web site. An account summary will be sent out at the beginning of each month in the school's Family Folder detailing charges on each student's account. If you have any questions, please contact your child's teacher or the front office.

Grading Scale

Evaluate the academic progress of each child on a regular basis and share that evaluation with the parents on a regular basis. Letter grades will be based on the following scales:

Kindergarten – Grade Two

A+	98-100
A	94-97
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	Below 60

Grade Three - Grade Eight

A+	100
A	97-99
A-	94-96
B+	91-93
B	88-90
B-	87-86
C+	83-85
C	80-82
C-	78-79
D+	75-77
D	72-74
D-	70-71
F	69 or less

The following grading scale will be used for all subject areas at the Kindergarten level, K-4 Art, K-8 Music class, K-8 PE class, and the skills checklists in the primary grades report cards.

E=Excellent (above and beyond)

S+

S=Satisfactory (average)

S-

N=Needs Improvement (below average)

U=Unsatisfactory (consistently late or missing assignments, unwilling to participate)

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. Teacher discretion will always be used.

Honor Roll

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

Principal's Honor Roll "A" average

Honor Roll "A-" Average

Honorable Mention "B+" Average

The core subjects (Religion, Memory, Catechism, Language Arts, Life Skills, Math, Science, Social Studies, and Spanish) 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.
- No student should receive an unsatisfactory or failing grade on a report card if the parents have not been previously made aware that a problem existed.
- Report cards are issued quarterly. The report card will be sent home before the scheduled family conference so that the parents may bring questions about the grades to the conference.
- All report cards will be sent home with students or given to parents at Parent-Teacher Conferences.
- If 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.
- Reports 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, size, 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 absent for more than 40 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.

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 subject accelerate in a subject using the process and criteria listed below.

Process

The initial screener process is initiated:

- After the Spring NWEA MAP testing results, the student must achieve an Advanced Proficiency score (High Blue- 81% or above)
- The student must achieve at least an 85% or above mastery on the the beginning of the year 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 Acceleration Committee (Mark 10:14 Club teachers, classroom teacher(s), and principal) 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.

Mark 10:14 Club (Challenge/Resource)

*“Let the children come to me, and do not hinder them,
for the kingdom of God belongs to such as these.”*

Children attending the Mark 10:14 Club are working on specific skills in the areas of reading, written language, math, social classroom interaction/behavior skills. Instruction occurs inclusively, or in a small group setting, and focuses on areas of challenge or weakness that have been identified through assessment and teacher observation. The Mark 10:14 Club provides a room that is less distracting than the regular education classroom for children who are identified by his or her regular classroom to complete homework or test.

When a child is referred to the Mark 10:14 Club the parents will be notified by the regular classroom teacher. The parent (s) will have the choice for their child to receive services of the Mark 10:14 Club. The parents will sign a consent form for these services. The Mark 10:14 teacher is also responsible for writing and reviewing individualized education plans (IEPs) or individual service plans (ISP's) depending on what is in the best interest of the student. These plans are written with input from the general education teacher, parents, and other personnel. When meetings are required, the Mark 10:14 teacher is responsible for scheduling and conducting the IEP and ISP meetings.

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

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 the Mark 10:14 Club (Resource Program) at St. Paul Lutheran School. St. Paul Lutheran School gives the NWEA MAPS test 2-3 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

- Algebra (grade 8)
- Elective Classes (grades 7/8)
- Mathematics
- Religion/Memory/Catechism
- Health/Sex Education (grades 5-8 every other year)
- Social Studies
- Technology
- Life Skills (5-8 grade)
- Christian Service (5-8 grade)
- Geometry (grade 8)
- Language Arts
- Music/Drama
- Science
- Spanish
- P.E.
- STREAM Lab (TK-4 grade)

Project Compass

St. Paul Lutheran School is a pilot school for the Nebraska District LCMS "Project Compass". Lutheran schools in the Nebraska LCMS District participating in this program integrate and maintain four components into their school setting and curriculum.

- **National Lutheran School Accreditation (NLSA).** St. Paul Lutheran School continues to be an accredited elementary school of academic principles. An on-going school improvement plan is focused on each year to keep the school accredited.
- **Measures of Academic Progress for Students (MAPS)** testing is given to grades K-8 twice a year; results being evaluated by the administration, teaching staff, and the resource teacher. Results from these tests are also shared with parents at the end of the 1st and 4th quarters.
- **Curriculum Mapping** (Atlas-Rubicon Systems) aligns St. Paul Lutheran School curriculum to state and national standards as well as shows transitions and learning outcomes between grade levels.
- **Concordia Curriculum Guide** is used to integrate our Lutheran faith into all subject areas for all grade levels.
- **Tec 21** is a program that professional develops teachers to integrate technology into their classroom for the 21st-century learner.

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.

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.

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?

5th Grade: 10 hours (minimum)

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

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

- Doing jobs for your family
- Participating in a school activity
- Acolyte for church services
- 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 completed Christian Service Verification Service Sheet to their child's homeroom teacher to receive credit for the hours worked.

Can I count my Eagle Honor Club community service hours towards this requirement?

Yes, you may count community service for both the Eagle Honor Club and the Christian Service requirements. You will need to fill out the appropriate documentation for both and turn into the person in charge in order to receive dual credit.

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.

Homework

There are many different types of homework which are given in order to support students' academic growth. A few subjects in our curriculum do require homework as a component built into the daily regimen. 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. Academic Detention (Grades 3-8)
- Academic Detentions are assigned when work is late. 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. A recess will be forfeited for students in the lower grades.
- 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:
 - ½ 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. 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.

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.

Duke University Talent Search Program

St. Paul Lutheran School 7th grade students that achieve a qualifying score at or above the 95th percentile on their MAPS testing and have been identified by their teacher or principal are eligible to be part of a select group to participate in this program. Academically talented students will be encouraged to register for the Duke TIP program and take the ACT or SAT tests designed for college bound students, as 7th graders. This experience will help our students gain greater insights into their abilities as well as give them the chance to preview the same test that they would take during their college admission process. In addition to receiving a certificate recognizing participation in the Duke TIP program students that receive outstanding scores on the ACT or SAT will be honored at special recognition ceremonies held in each state.

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

Geography Bee - grades 5-8

Spelling Bee - grades 2-8

Field Day - grades TK-8

Selected students in grades 4-8 are also invited to compete in the County Spelling Bee against students from area schools. If a student wins the County Spelling Bee they have the opportunity to advance to the State Spelling Bee competition.

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 on Registration Night for this fee.

Chapel

Chapel is held each Wednesday at 8:05 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 four days a week 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.

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:

- Bus or cars driven by parents will provide transportation for field trips.
- Parents may be asked to pay for some or all transportation and other field trip costs.
- Any driver providing transportation for local, school sponsored field trips must possess a valid Nebraska Driver's license, or a current Nebraska bus driver's certification, driver's insurance and have had no major traffic violations, including D. U. I. 's, during the preceding six years. Copies of the driver's license, school bus certification and insurance will be kept on file in the principal's office.
- Parents need to provide the required safety seats for students riding in their vehicles.
- 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.
- Field trip forms will be signed at the beginning of the school year and parents will be notified as each field trip comes up.
- Students walking to a field trip must also use the written field trip form.
- Electronic devices such as iPods, tablets, cell phones, etc. are prohibited by students on field trips unless the teacher has otherwise approved it in consultation with the principal.
- 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 on a field trip.

Nebraska Child Safety Restraint Law (effective January 1, 2019)

- All children up to age eight must ride correctly secured in a federally-approved child safety seat.
- Children ride rear-facing until up to age two or until they reach the upper weight or height limit allowed by the car seat's manufacturer.
- Children under age eight must ride in the back seat, as long as there is a back seat equipped with a seatbelt and is not already occupied by other children under eight years of age.
- Children ages eight to eighteen must ride secured in a safety belt or child safety seat (booster seat).
- Childcare providers must transport all children securely in an appropriate federally-approved child safety seat or safety belt.
- Children up to age eighteen are prohibited from riding in cargo areas.
- Violation carries a \$25 fine plus court costs and 1 point is assessed against the operator's driving record.

Nebraska State Occupant Protection Law

- Drivers and front seat passengers in the vehicle must wear a safety belt. (Secondary Law) For children, age 6 and under, see the Child Passenger Restraint Law information. (Primary Law)

- Violation carries a \$25 fine plus court costs.

Primary Law: any person driving in Nebraska can be stopped and ticketed solely for this violation.

Secondary Law: drivers are cited for this violation only if stopped and ticketed for separate violation.

Technology, Internet, Computers, Electronic Devices, & Cell Phones

St. Paul Lutheran School has adopted this acceptable use policy, we ask parents to please read the following policies and consequences carefully. Also reminding parents that they are legally responsible for their student's actions.

Students should understand that as they use the Internet they must

"... take captive every thought to make it obedient to Christ." (2 Corinthians 10:5b)
 In a number of classes we are introducing students to electronic mail and other global information resources, including the Internet. Our school has developed a policy to enhance your student's education through the use of the Internet. We believe that it is imperative to teach our children about making Christian choices so they will be better suited to make the same type of value judgments as adults.

Precautions St. Paul Lutheran School has taken to restrict access to inappropriate sites

- Web content filtering software is installed on the student network. This software blocks objectionable material and monitors which websites students may access. While very effective, it is not capable of blocking all such material all the time.
- Access to the Internet is only allowed under direct teacher or staff supervision.
- Students are always told which websites they may go to during the lesson. They are never left to browse the Internet without any instruction or supervision.

Computer Lab Policy

In order for all students and staff to benefit from the network and lab, those who use it must do so in ways that give honor to our God and show concern for the needs of others. To that end, users of St. Paul Lutheran School's network and lab are expected to abide by the following rules.

(Please note that all the rules will be covered with your student at the beginning of the school year.) Computer and Network Use

- Students will treat equipment carefully so no damage is done.
- The network and lab will be used for educational purposes only. No use for personal financial benefit or entertainment purposes is allowed.

Internet and E-mail

- When on the Internet, students will go only to those sites the teacher authorizes.
 - Students will use the school issued email appropriately.
- Students are not to use inappropriate language, make harassing, discriminatory remarks, or other harmful behavior while communicating with others on the network or the Internet.
- Students are not allowed to create unofficial St. Paul Lutheran School websites or defame the school, other students or staff in any online environment.
- Students are not allowed to create, maintain, or access personal web pages, blogs or personal email at school.
 - Students will act in accordance of copyright laws.

- Students will respect the rights and privacy of other authorized users and themselves on the network by not giving out personal information or passwords.

21st Century Learning - We believe equitable access to technology will aid our students in becoming...

- Information producers rather than information consumers
- Self-directed learners and collaborative team players
- Proactive towards their learning rather than reactive towards assignments

Google Apps for Education

St. Paul Lutheran School currently utilizes Google Apps for Education for some aspects of its educational program. This requires the creation of student accounts. These accounts, which will be accessible by students both at school and elsewhere, are intended for school usage only. Personal information concerning students given to Google by the school for account creation is protected by federal privacy laws, and will not be used for other purposes. The bare minimum of required information will be submitted in the creation of these accounts. At this time, Google only requires student names.

Regarding School-Issued Devices to 5-8 Grade Students

St. Paul Lutheran School is committed to aiding students in creating a 21st century learning environment. The implementation of this policy which will aid in this goal. Students will now be able to access our wireless network with their school issued personal device during the school day. With classroom teacher approval, students may use this device to access the Internet and collaborate with other students on several different projects. Many schools across the nation are implementing one-to-one device policies for their students. By allowing students to use this technology on a regular basis at school we are hoping to increase the access all students have to technology they need to succeed.

- Upon receipt of a school Chromebook laptop for St. Paul Lutheran educational use, the student accepts responsibility for careful and appropriate use of the computer. Damage caused beyond expected wear and tear through appropriate use may result in repair or replacement costs assessed to the parents/guardians of the child of a damaged unit, at the discretion of the school. The Chromebook units are warranted for malfunction and/or defect that may occur despite careful and appropriate use.
- Keep food and liquids away from the Chromebook at all times.
- All accounts and software added to the computer are to be done by school staff members only. A student is not to attempt to create or add additional accounts to the Chromebook computer.
- Students may add additional Wi-Fi access information to the Network settings, allowing Internet access when using outside of school (such as at home). This is encouraged in order to allow greater student productivity.
- Should a student's Chromebook become lost or stolen, the family will be charged for its replacement.
- All students are expected to place their Chromebook computers in the provided carts to be charged each night in order to be powered up at the beginning of each school day.
- The Chromebook computers will not be allowed to be taken home on a daily basis unless teacher permission has been granted and they are checked out

accordingly. Under no circumstances are the Chromebook computers to be taken home over long holidays (Thanksgiving or Christmas breaks) unless allowed by the teacher for a specific reason or request.

- Upon 8th Grade graduation, a student will have the opportunity to keep the Chromebook laptop by purchasing it from the school at a depreciated amount, to be determined at that time.

Consequences For Not Respecting the Rules may include:

- Students will lose a letter grade for each infraction during lab time.
- Losing the privilege of using the computers and/or the Internet.
- Call home to parents
- Restitutions for damages
- Incident Reports
- Detentions
- Warning of suspension
- Suspension from school
- Criminal acts will be referred to the proper government authority

Policy for cell phones and electronic devices:

No cell phones or other electronic devices (ipods, gameboys, etc.) are allowed in the classroom unless given permission by the classroom teacher to be used as a BYOD (Bring Your Own Device) tool for classroom learning. They are an unnecessary distraction in school. If you are concerned about getting in touch with your child during the school day, every classroom has a phone, and teachers carry their cell phones with them whenever they go to lunch, assemblies, etc. We will always have a way of communicating if an emergency should arise. If you want your child to have permission to bring cell phones, etc. to school, you must sign the form given at the beginning of the school year below agreeing to following terms:

- The student must keep the device switched to silent mode during school hours. This includes the time the student enters the building and leaves the building.
- The student must check in their device with their child's homeroom teacher at the beginning of each day, the cell phones will then be released at dismissal time from school.
- The student may not have the device on in before or after school care programs.
- If the student has the device on during school hours, it will be confiscated and consequences will be enforced.
- If the student fails to follow the above cell phone policy the following consequences will be enforced.

Consequences are as follows:

1st offense: Warning given, cell phone confiscated for the remainder of the school day.

2nd offense: Yellow Discipline Slip issued (2 points) that must be signed by a parent/guardian and returned to school; cell phone confiscated for the remainder of the school day.

Repeat offenses: Yellow Discipline Slip issued (2 points) and a conference with parent/guardians will be scheduled; cell phone confiscated for the remainder of the school day.

Internet Safety Policy

It is the policy of St. Paul Lutheran School to: (a) prevent school network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of student personal information; (d) provide Internet safety education to students and (e) comply with the Children's Internet Protection Act (CIPA).

St. Paul Lutheran School takes reasonable measures to ensure that students do not access material and content that is potentially harmful to minors. As required by CIPA, St. Paul Lutheran School utilizes a technology protection measure ("filter") that blocks access to material that is potentially harmful to minors. The filtering technology blocks Internet content and visual depictions including, but not limited to: pornography, child pornography, sexual acts or conduct, and other obscene material that may be deemed harmful to minors.

School administrators, supervisors, or other authorized staff may disable technology protection measures for legitimate educational purposes, bona-fide research or other lawful purposes. St. Paul Lutheran School may override the technology protection measure for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure.

The St. Paul Lutheran School staff monitor student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the school's instructional program, educational goals, and to enforce the Internet Safety Policy. Additionally, the school takes reasonable precautions to prevent unauthorized ("hacking") to electronic student records and information. These precautions include, but are not limited to: network firewalls, confidential passwords, data encryption, electronic monitoring and physical data security.

St. Paul Lutheran School provides instruction to minors on the topics of Internet Safety and appropriate online behavior. Internet Safety education topics include, but are not limited to: online behavior and ethics, social networking safety, chat room safety, cyber-bullying awareness and response, and other online privacy and security issues.

The St. Paul Lutheran School network and computing systems are for educational use only. The school makes no assurance of any kind, whether expressed or implied, regarding any Internet, network, or electronic communication services. Even with the above provisions, St. Paul Lutheran School cannot guarantee that a student or staff member will not gain access to objectionable or inappropriate Internet material.

School Discipline Policy

Positive Behavior Support & Conscious Discipline

St. Paul Lutheran School staff responds 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 also be given a Free Dress Pass to use during the school year. Parents are strongly encouraged to recognize the importance of such an event and celebrate their student's accomplishments at home as well.

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 rewarded 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 nonmalicious 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

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 an Behavioral Detention has been assigned.
- Students receiving 3 behavioral detentions in a quarter will have:
 - 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:
 - ½ day in school suspension
 - 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. 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:

- 1 game suspension from St. Paul Lutheran School athletic team
- Students receiving 5 academic detentions in a quarter will be issued:
 - ½ 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. 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 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.

Bullying and other forms of peer mistreatment are detrimental to the school environment, as well as student learning, achievement, and well-being. Peer mistreatment interferes with the mission of the school to educate students and disrupts the operations of the school. Bullying and other forms of mistreatment affect not only students who are targets, but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not our intent to prohibit students from expressing their ideas or from engaging in civil debate. However, the school does not condone and will take action in response to conduct that interferes with students' opportunity to learn, St. Paul Lutheran School mission, and the operation of the school.

The following behaviors are prohibited:

- Bullying
 - "Bullying" including "cyberbullying" is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to the person or their property
- Causing a substantially detrimental effect on the student's physical or mental health
- Substantially interfering with the student's academic performance
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school
- Cyberbullying
 - "Cyberbullying" is defined as bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of an electronic device, including but not limited to, a computer, telephone, cellular telephone, or text messaging device.
- Harassment
- Retaliation against those reporting such defined behaviors
 - "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.
- Making knowingly false accusations of bullying behavior

Any person who engages in any of these behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

Obviously, the school cannot control the bullying behavior of students through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program, or from the use of technology or an electronic device that is not owned, leased, or used by the school. If the out-of-school bullying causes substantial disruption to the educational process or orderly operation of school, parents of all parties will be contacted, and the school will determine the appropriate natural consequences. This applies if a school administrator or teacher receives a report that bullying through this means has occurred.

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 individual 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. We prohibit abuse and strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns, and we will strive to act on them in a fair way in accordance with our policies.

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/Steady Volunteer Process Shall Include the Following:
 - Screening – the principal 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 steady 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 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

- The principal or a member of the St. Paul Lutheran School Board of Education will be designated to receive reports of sexual abuse or other inappropriate conduct. The principal or the member of the Board of Education will promptly notify the proper law enforcement agencies.
- All staff, volunteers, parents, students, and other visitors or program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the principal or a member of the St. Paul Lutheran School Board of Education.

Please Note: This does not preclude individuals from reporting to the proper law enforcement authorities.

- The principal and other members of the Board of Education shall keep the St. Paul Lutheran School Board of Education fully informed should an incident occur.
- Should a suspected incident occur the staff member or volunteer in question may be temporarily suspended from duties while an investigation takes place.
- The confidentiality of anyone reporting sexual abuse will be protected.

Firearm and Weapon Policy

It shall be the policy of St. Paul Lutheran School to undertake all reasonable efforts to prohibit the unlawful possession, handling, transmitting, use, intimidation with, or the threatened use of any object or material that is ordinarily or generally considered a firearm, explosive, or weapon, including guns, firearms, pipe bombs, stun guns, B.B. guns, paint ball guns, and pellet guns and to prevent the unlawful possession of the aforementioned objects and materials in a school sponsored activity or athletic event. "Firearms" shall mean 1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, or by the action of compressed gases or air, or by the action of the frame or receiver; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Such term does not include an antique firearm.

Possession of a firearm will result in a one calendar year expulsion.

This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State or reserve officers training corps, peace officers or other duly authorized law enforcement officers when on duty or training. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, for instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm or weapon as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate law enforcement agency. Nothing in this policy shall be construed to

prevent the district from carrying on regular disciplinary procedures as have been authorized by law.

No Weapons are Allowed at St. Paul Lutheran School Regardless of the Concealed Handgun Law

The Legislature has passed a concealed handgun law. We want to remind and assure staff, students, parents and visitors to our school that weapons are not permitted to be brought to or possessed in our school building, school grounds, or school activities. The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but NOT at our school. Anyone who carries a handgun or weapon at 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.

Playground & Gym Rules

- No fighting or swearing allowed
- No wrestling
- No 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.

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: Close-Up Free Dress Days will also be scheduled once a month in which you can pay \$1 to participate in

Regular School Day (Monday-Thursday)

Shirts/Blouses

- 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
- Solid colored

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

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, flip-flops, 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

Free Dress 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
- 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.

Helpful On-Line Resources to Help with the Purchase of Dress Code Policy Clothing

- www.landsend.com
- www.oldnavy.com/Uniforms
- www.jcpenney.com/SchoolUniForms
- www.walmart.com/cp/School-Uniforms-Shop

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.

Spirit Store

The school store contains both new and used “dress code approved” clothing as well as items for sale for anyone in the family! The School Store will be maintained throughout the year to provide families with gently used clothing for purchase at a discounted rate as well as new clothing for purchase throughout the year. Please be watching the weekly Eagle newsletter for more up to date information on store hours and availability.

Programs Offered

Extra-Curricular Clubs & Programs

- Volleyball (St. Paul, WPPS)
- Football (GACC, WPPS)
- Soccer (St. Paul)
- Basketball (St. Paul, GACC, WPPS)
- Cheerleading (St. Paul)
- Track (St. Paul, GACC, WPPS)
- Cross-Country Track (EVLSA)
- Band (GACC, WPPS)
- Soaring Eagles Savers Club (St. Paul)
- Bell Choir (St. Paul)
- St. Paul School Choir (St. Paul)
- Confirmation (St. Paul)
- Eagles Honor Club (St. Paul)
- St. Paul Student Council

Please Note: Many of the sports programs that are offered are offered through the St. Paul Lutheran Church Club Program (per NDE Rule 14)

Extra-Curricular Activities Code of Conduct

In order to participate in any activities considered extra-curricular, students must meet the following rules and academic requirements:

- Students must maintain an overall C average or above in all core subjects. Students who do not meet this requirement may participate in activities or practices, but may not participate in games. Core subjects are: Religion, Memory, Catechism, Language Arts, Math, Science, and Social Studies. A grade

lower than C- in any of the core subject areas, but not failing does not make a student ineligible unless the overall average is below C-.

- Students may not have an F in any subject. Students who do not meet this requirement may not participate in activities, practice or participate in competition until the grade is above an F.
- Students exhibiting behavioral issues at school may be asked to not participate in activities, practices or competition until further notice by the teacher, coach or principal.
- Students may not have incomplete work in any subject. Students who do not meet this requirement may not participate in activities, practice or participate in competition until all incomplete work is finished to the teacher's satisfaction.
- Grade averages will be calculated at the end of each week. Students, who are ineligible due to a low grade average of an F in any subject, will be ineligible until the incomplete work is finished or the grade average is brought up to the teacher's satisfaction. Students who are ineligible because of incomplete work will remain ineligible until the work has been completed to the teacher's satisfaction.
- Any student who is under disciplinary action (i.e. detention or suspension will not be eligible to participate in games or practice until such disciplinary action has ended.
- This participation policy shall apply to all students who participate in activities at St. Paul Lutheran School or any other school offering activities to St. Paul's Students. Parents will be notified if a student is ineligible. Students with special needs will have those needs taken into consideration when implementing this policy.
- Students or spectators, who display unsportsmanlike conduct involving either the students of their own team, members of other teams, the coaches or officials will be removed from the competition and be subject to further disciplinary action. Children who come to competitions are expected to be spectators and sit down and should be supervised by parents.

Kingdom Kids After School Club
Payment & Fee Information 2019-2020

Full-Time Care (Monday-Friday)

1st Child \$100 per month

Additional Siblings..... \$50 per month

Drop-In Rate..... \$10.00 per child per day

- If your child plans on using Kingdom Kids Club more than 12 days per month the full-time care rate would be your best payment option
- Any child not picked up from St. Paul Lutheran School by 3:45 p.m. they will be taken to Kingdom Kids Club and charged the drop-in rate for the day
- Charges and payments will be reflected on your monthly invoice statement that is sent home in the Family Folder.

Kingdom Kids Club Policies & Procedures

Program Overview

Much more than an after-school care program, Kingdom Kids Club is an exciting after-school program creatively designed for God's children here at St. Paul Lutheran School. Our mission and prayer is that Kingdom Kids Club will be a time they look forward to as they grow in their relationship with the King.

- Students may attend on a full-time basis or a drop-in basis
- Program is administered by St. Paul Lutheran School
- Program offers a healthy after school snack and drink
- Help on homework
- Time for relaxation
- Activity centers
- Outside play time
- Gym play time

Kingdom Kids Club staff will also participate in ongoing training throughout the year in order to provide the best care for your child. Kingdom Kids Club staff is required to have current certifications in CPR, First Aid, and Fire, Safety and Emergency procedures.

Hours of Operation

The program is offered on the St. Paul Lutheran School campus from school dismissal at 3:30 p.m. until 6:00 p.m. on regular school days.

Daily Schedule

The daily schedule consists of centers, snack and homework time. Outside and gym playtime may also be implemented into the schedule. Please convey your family expectations of daily homework to your child. Opportunity, supplies and help are provided. Please understand that the Kingdom Kids staff will do their best to help your child with any homework that they may have.

Release Policy

Children must be signed in and out each day! Only authorized adults (names listed on the enrollment form) will be allowed to pick up the child. Proper identification is required. If a parent is not allowed to pick up a child, a copy of the court order must be on file with Kingdom Kids Club and the St. Paul School office.

Kingdom Kids After School Club Security

Parents/Guardians utilizing Kingdom Kids After School Club will be asked to ring the doorbell at the South Double Gym Doors to pick up their child(ren).

How to Register

Return completed Kingdom Kids Club registration forms to the St. Paul School office or the Kingdom Kids staff. Paperwork must be complete before a child can attend.

Medication/Illness Policy

If your child requires medication a medication form must be filled in the St. Paul School office in advance. All medications will be kept locked up in the school office and only St. Paul Lutheran School staff or Kingdom Kids Club staff members will have access to the medication. If your child becomes ill, you will be called to pick him/her up to keep other children from becoming exposed.

Guidance Policy

Kingdom Kids Club uses positive guidance methods including redirection and logical consequences. Children are expected to follow the St. Paul Lutheran School rules as stated in the School Discipline Policy in the handbook.

Homework Help

Regular help with homework is built into the daily schedule. The Kingdom Kids staff will oversee this activity, but please be aware that they will not “grade” your child's homework; only the classroom teacher will be allowed to “grade” a child's homework. The Kingdom Kids staff will supervise and check over homework to the best of their ability. It is strongly recommended that parents also check over their child's homework as well.

Dress Code

Students are expected to follow and maintain the St. Paul Lutheran School dress code. Kingdom Kids Club will often have outside play, weather permitting. Please be sure your child is dressed accordingly.

Personal Items

Any toys or games brought from home are the sole responsibility of your child. Kingdom Kids staff and the St. Paul School staff are not responsible for the loss or damage of these items. The Kingdom Kids staff reserves the right to limit or prohibit the use of any item brought from home.

Discipline

Students attending Kingdom Kids Club are expected to follow and adhere to the rules of St. Paul Lutheran School and the rules and guidelines set forth by the Kingdom Kids Club staff. Students that are consistently disobeying rules may be asked to leave the program. Kingdom Kids Club staff has the authority to contact a parent/guardian to pick up their child early due to consistent misbehavior.

Communication

Open communication is important to the success of our Kingdom Kids Club program. Conferences may be requested at any time. Parents are welcome visitors at all times. Changes in program policies will be sent to you as they occur. If you have any questions, concerns or ideas please contact our Kingdom Kids Club Director, Staff, or the St. Paul Lutheran School principal.

Late Fee

After 5 minutes of close time (6:05 p.m.) Parents will be charged \$1.00 per minute late.

Payment

A monthly invoice will be sent home each month in the “Family Folder” or mailed to the family. Accounts must be paid in full each month or students cannot attend Kingdom Kids Club. Spots will be held no more than two weeks for families.

Past Due Accounts

Accounts that are delinquent in payment will be notified that unless paid in full or a payment plan is established and agreed upon with St. Paul Lutheran School will be at risk for termination of services.

Summer Club Program

Payment & Fee Information

\$50 Non-refundable Deposit per Family Due Upon Registration (applied to first week's tuition)

Full-Time Care

1st Child.....\$150 per week

Additional Siblings.....\$75 per week

Drop-in Rate

1st Child.....\$35.00 per day

Additional Siblings.....\$20.00 per day

Please Note:

- All families required to sign up for automatic withdrawal
- All families required to purchase a season pass at West Point Swimming Pool
- Payment for the week will be automatically deducted the Friday prior to services given

St. Paul Summer Club Policies & Procedures

Mission Statement

It is our goal to provide the best quality care for your child in a safe, loving, clean and Christian environment.

Objectives:

- To meet the needs of both the child and the parent
- To always have safe and sanitary conditions
- To help the children learn and develop in a happy, loving and Christian atmosphere
- To help the parent and child feel secure and comfortable with their decision
- To maintain good communication between the parent and provider

Program Overview

Much more than a summer daycare program, St. Paul Summer Club is an exciting summer program creatively designed for God's children here at St. Paul Lutheran School. Our mission and prayer is that the St. Paul Summer Club will be a time they look forward to as they grow in their relationship with the King.

- Students may attend on a full-time basis or a drop-in basis
- Program is administered by St. Paul Lutheran School
- Program offers a healthy breakfast, lunch and snack each day
- Transportation to and from summer activities (i.e. baseball practice, swimming lessons, VBS, etc.)
- Field trips to the West Point Swimming Pool & John A. Stahl Library
- Planned thematic units throughout the summer
- Outside play time
- Gym play time
- Crafts and games

Many of the St. Paul Summer Club staff are certified and credentialed teachers of St. Paul Lutheran School. All staff will participate in ongoing training in order to provide the best care for your child. St. Paul Summer Club staff is required to have current certifications in CPR, First Aid, Fire, and Safety and Emergency procedures.

Policies and Procedures

The information contained in this handbook is given to you in an effort to better acquaint you with St. Paul Lutheran Summer Club program. St. Paul Lutheran Summer Club program is dedicated and will provide a loving and fun environment for the children to enjoy.

Hours of Operation

St. Paul Lutheran will provide childcare during the hours of 7:30 a.m.-6:00 p.m. Monday-Friday. You are expected to respect your contracted hours.

Holidays

NO child care will be available on the dates listed below. These are considered paid holidays.

Memorial Day - May 25, 2020

Children's Meal and Snack Schedules

Meals and snacks will be provided to all children. Healthy meals will be served and a menu will be provided ahead of time for parents to decide whether or not they would like to order a hot lunch or send a cold lunch with their child on a particular day.

Breakfast is served from 7:30-8:00 a.m. Lunch is served between 11:00 a.m.-12:00 p.m.

Breakfast Policy

Your child must be dropped off before 8:00 a.m. in order to receive breakfast. If they arrive after 8:00 a.m., they will have to wait until the next meal time.

Safe Sleep/Nap/Quiet Policy

Sleep is a major requirement for good health, and for young kids to get enough of it, some daytime sleep is usually needed. Ages 2-5, but on a case by case basis. Students that will be napping are asked to bring a crib sheet, small blanket, and a travel sized pillow to sleep with. The sleep mats will be provided.

Illness Policy

St. Paul Summer Club can ONLY ACCEPT CHILDREN IN GOOD HEALTH. We are depending on you to help us maintain this policy. You must notify us if your child has been exposed to any contagious illnesses and we will notify you if your child has been exposed due to another child in care. If it has been confirmed positive or there is a suspicion that your child may have a contagious or infectious disease such as chickenpox, measles, mumps, etc. you will only be able to return when approved by your doctor with a doctor's note stating your child is no longer contagious. If your child is ill and receives an antibiotic, your child may not return until they have been on the antibiotic for 24 hours. In the event of an accident/illness at our program you will be notified immediately and will be expected to remove the child promptly from the St. Paul Summer Club. If you cannot be reached your contacts will then be called in the order you listed them to pick up your child. If no one can be reached in case of an accident your child will be transported to the doctor/hospital on your enrollment form. If your child is sent home due to a temperature they may not return until they have been temperature free for 24 hours. DO NOT mask a temperature with medicine and send them to our program. If your child vomits then they are not to come to the St. Paul Summer Club until they have hit the 24 hours without getting sick. ABSOLUTELY NO EXCEPTIONS! Your child may be sent home if they aren't feeling well and unable/unwilling to participate in activities and are needing extra attention that we cannot provide. If your child vomits at St. Paul Summer Club you will be asked to pick up your child immediately and same rules apply. Children may not attend or will be sent home if the following conditions are present:

Fever (100 degrees or higher)

Abnormal skin rash

Diarrhea and/or vomiting

Red/irritated eyes (pink eye)

Head lice/nits (Will not be allowed in daycare if any live lice or nits are found.)

Severe cough or cold

Rapid difficult breathing

Sore throat

Any infectious or contagious diseases such as chickenpox, measles, mumps, etc.

A complete immunization record must be kept on all children. Please inform us when your child has been immunized. Please inform us if they have any allergies or health problems that we need to be aware of.

Medication Policy

If your child requires medication a medication form must be filled in the St. Paul School office in advance or noted on the Registration form. All medications will be kept locked up in the school office and only St. Paul Lutheran School staff or St. Paul Summer Club staff members will have access to the medication.

Immunization Policy

All children need to have a copy of their immunization on file in the school office.

Release Policy

Children must be signed in and out each day!

Only authorized adults (names listed on the registration form) will be allowed to pick up the child. The St. Paul Summer Club staff must be notified in advance by the parent/guardian if there is another adult picking up a child that day. Proper identification will be required in such instances before we release the child. We reserve the right to not let any child go with any person due to any uncertainty the parent/guardian will be notified of this.

If a parent is not allowed to pick up a child, a copy of the court order must be on file with the St. Paul Summer Club staff and the St. Paul School office. We reserve the right to not let any child go with any person due to any uncertainty, the parent/guardian will be notified of this.

Pick-Up Procedure

If your child will be going to the pool and departure time is before 5:00 please pick up from the pool. Pool time is from 3:00 pm-5:00 pm.

St. Paul Summer Club Security

St. Paul Lutheran School will remain locked 24/7 to ensure student safety throughout the day. Parents/guardians needing access to the building will need to ring the doorbell at the East Entrance Inner Doors. The East Entrance Inner Doors will be our main entrance and exit for our Summer Club program this year.

Clothing

Please bring your child dressed in clean clothes ready for the day. Dress your child in clothing appropriate for the weather. Do not send your child in their Sunday best, as we will be playing and may get dirty. Swimming attire needs to be sent on a daily basis and must include a swimsuit, towel and sunscreen if your child will be swimming that day.

Personal Items

Any toys or games brought from home are the sole responsibility of your child. St. Paul Summer Club staff will not be responsible for the loss or damage of these items. The St. Paul Summer Club staff reserves the right to limit or prohibit the use of any item brought from home.

Guidance Policy

St. Paul Summer Club uses positive guidance methods including redirection and logical consequences.

Discipline

Students that are consistently disobeying rules may be asked to leave the program. The St. Paul Summer Club staff has the authority to contact a parent/guardian to pick up their child early due to consistent misbehavior.

Payment

Full-Time Families

All full-time families must be enrolled in automatic payment withdrawal for the St. Paul Summer Club program. Payment will be deducted from their account the Friday prior to services provided. Parents/Guardians will be asked to fill out a schedule indicating if their child(ren) will be attending a week beforehand so that staffing and meals can be adequately planned for and scheduled by our staff. If funds are insufficient when account is charged there will be a \$10.00 fee assessed in addition to the payment amount. This will be processed along with any other payment amounts the following week on Friday. Upon two weeks of insufficient funds payment must be made in either cash or money order until account is up to date.

Drop-In Families

Drop-In Families must pay the day of service. Either a check made payable to “St. Paul Lutheran School”, a money order, or cash will be accepted. If a check is written and is insufficient there will be a \$10.00 fee assessed in addition to the payment amount.

Persistent late payments are grounds for termination of childcare.

Parents are required to give a two week notice prior to leaving care. You will still be required to pay for these two weeks whether your child attends or not. There will be NO EXCEPTIONS.

Non-Refundable Deposit Fee

A \$50.00 non-refundable deposit is due for each family upon registration into the St. Paul Summer Club. This deposit reserves the child's spot and will be applied toward their first week of care. In cases of drop-in only the \$50.00 non-refundable deposit will be applied towards their payment.

Rates/Payment

- \$150.....Full-time, first child
- \$75.....Full-time, additional child
- \$35.....Drop-In, first child
- \$20....Drop-in, additional child

All parents are required to purchase a season pass to the West Point Swimming Pool if they are allowing their child to go swimming as a daily activity. Swimming passes need to be purchased either at the West Point City Offices or the West Point Swimming Pool. All families are required to make a non-refundable \$50 deposit to guarantee their child(ren)'s spot in the program

Late Fee

After 5 minutes of close time (6:05 p.m.) Parents will be charged \$1.00 per minute late. If something occurs and you will not be coming on a scheduled day you are expected to give a courtesy call.

West Point Swimming Pool Season Pass

All families enrolled in the St. Paul Summer Club are required to purchase a season pass to the West Point Swimming Pool if they are allowing their child to go swimming as a

daily activity. Swimming passes need to be purchased either at the West Point City Offices or the West Point Swimming Pool. Children that do not go swimming will stay back with supervised staff at St. Paul Lutheran School.

Termination

Care may be terminated with a two week written notice. In cases of non-payment legal action will be taken and you will be responsible for all court, attorney and collection agency fees involved and all other legal fees pertaining to non-payment in addition to the remaining balance due. Listed are some, but not all the reasons for such a termination to occur:

Any abuse or violation of the rules/policies of the contract or handbook

Non-payment or persistent late payments

Behavioral issues

Dangerous parental situations

Poor or difficult provider/parent relations

Communication

Open communication is important to the success of our St. Paul Summer Club program. Conferences may be requested at any time. Parents are welcome visitors at all times. Changes in program policies will be sent to you as they occur. If you have any questions, concerns or ideas please contact our St. Paul Summer Club Co-Directors, Staff, or the St. Paul Lutheran School principal.

How to Register

Return completed St. Paul Summer Club registration forms to the St. Paul School office or to one of the St. Paul Summer Club staff members.

Paperwork must be complete before a child can attend.

Special Music Programs

All students 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 is strongly 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. Praise Band and Bell Choir may also be offered as a special music program throughout the year. Please watch for more detailed information on dates and times for these events to be announced throughout the school year.

Band

Students will be allowed to take band and instrumental instruction on a voluntary basis in grades 5-8. Lessons and instrument rental will be provided by Guardian Angels Central Catholic School or West Point-Beemer Public Schools. Students will be responsible for all necessary fees.

Soaring Eagles Savers Club

The Soaring Eagles Savers Club is a student run division of F&M Bank of West Point, Nebraska. Students in grades 5/6 are selected through an application and interview

process to hold various jobs at the bank. Once a month the Soaring Eagles Savers Club is open for all students of St. Paul Lutheran School to deposit money into a savings account. Proper paperwork must be filled out in order to open an account through F&M Bank. This club exists to teach our students the importance of saving money from an early age and also to teach our 5/6 grade students life skills as they run and manage the Soaring Eagles Savers Club Bank in partnership with employees from F&M Bank of West Point.

Eagles Honors Club

The Eagles Honor Club will be based on a student's performance academically and their overall character in the classroom. Students in grades 3-8 must meet the required Grade Point Average (GPA) of a 3.70 in order to be considered for this Club. Students will not be eligible for the Eagles Honor Club if they receive any D's or F's on their quarter report cards. An application and interview with the Eagle Honors Club committee will be a requirement for any students wishing to be considered. Students will also be assigned community service hours to be completed as part of their membership within this club.

Student Council

St. Paul Lutheran School Student Council for grades 1st-8th grade. Student Council members will meet several times throughout the year with the staff advisors of this group. 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 such as our Parent Teacher League (PTL), school administration, etc. Student Council members will be asked to occasionally report to their classes, teachers, sponsors, etc. Each class will have two student council members as representatives. Members in grades 5-8 will have the opportunity to campaign and 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 are invited to bring their lunches and go over and eat with everyone else. They may purchase milk or juice for \$0.45 as they come through the line. Students in grades 5-8 are allowed to purchase extra meal portions if they have exact change. Students in grades K-4 are not allowed to purchase extra meal portions. Students in grades 7/8 are allowed to purchase ice cream treats after finishing their meals if they have exact change. Students in grades K-6 are not allowed to purchase ice cream treats.

Please Note: When a student's TeacherEase statement reaches the amount of -\$100.00 or more they will not be allowed to purchase a milk for snack until the student's account is paid in full. Please keep in mind that the milk program is an optional program for students and parents. Students are always welcome to get a drink of water as needed during the school day and at snack time.

The 5th through 8th grade students will eat lunch from 11:00-11:30 and these students will be able to select a salad, eat from the deli bar, or purchase seconds for \$1.00. Kindergarten through 4th grade will eat lunch from 11:15-11:45. St. Paul teachers have also been invited to eat lunch with the students. 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 lunch room, 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. and 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 purchased in grades K-8 for snack break(s) by students. The cost of milk is \$0.40 per drink. This is an optional snack purchase each day for students in grades K-8th grade. These purchases are reflected on your child's TeacherEase account. There is no cost for Pre-School and Transitional Kindergarten students for these drinks. 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 (revised 5/01/2019)

(optional) Milk during Snack (at St. Paul).....\$0.40 per carton

Lunch prices (includes a drink at GACC)

Kindergarten.....	\$3.05 per lunch
1-6 Grade.....	\$3.15 per lunch
7-8 Grade.....	\$3.35 per lunch
Adult.....	\$3.75 per lunch
Reduced (with approved application only).....	\$0.40 per lunch

Please Note:

- Please note that students may be limited to one milk per day for snack, unless it is a K-8 cold lunch day.
- Lunch & Milk account balances will be sent home in the Family Folder once a month.

- Payment may be made by cash or check to St. Paul Lutheran School and brought into the school office at any time.
- You can check your child's lunch & milk account balance at any time online at www.teacherease.com.

Parent Lunch Dates

Once a semester parents/guardians/grandparents/etc. are invited to eat lunch at GACC with their child(ren). Please watch the weekly Eagle newsletter for dates and times for this event. It is very important to let the front office know how many adults plan on attending the Parent Lunch Date prior to 8:00 a.m. the morning of the Parent Lunch date so that the secretary can give an accurate count of meals needed to be prepped to GACC hot lunch staff. The cost for adult meals is: \$3.55. The cost of the adult meals will be charged to your child's TeacherEase account.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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

This institution is an equal opportunity provider

Wellness Policies on Physical Activity and Nutrition

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, St. Paul Lutheran School in partnership with Guardian Angels Central Catholic School is committed to providing a school environment that will promote 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 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.

Nutritional Quality of Foods and Beverages Sold and Served on Campus

Meals served through the National School Lunch Program 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.

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 will administer the school meal programs. As part of the school's responsibility to operate a food service program, we will provide continuing professional development for our Food Service Manager.

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 (i.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)

Snacks

Snacks served during the school day will 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.

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 (above).

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

St. Paul Lutheran School and Guardian Angels Central Catholic School aims 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.

Communications With Parents

SPLS and GACC will support parents' efforts to provide a healthy diet and daily physical activity for their children. SPLS and GACC will offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school website, and provide nutrient analyses of school menus. 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 supports 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 (above). 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, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons; and food sales through fundraising activities. Marketing covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym members.

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 staff encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

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

Safe Routes to School

SPLS will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, SPLS will work together with local public works, public safety, and/or police departments in those efforts.

Use of School Facilities Outside of School Hours

SPLS playground will be available to students, staff and community members before, during, and after the school day, on weekends, and during school vacations. School policies concerning safety will apply at all times.

Monitoring and Policy Review

Monitoring

The administrator or 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.

Policy Review

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.

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 if they so desire. Students and their parents/guardians are encouraged to discuss with the child's teacher the bringing of treats prior to the event. Please 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". Parents/ guardians may also choose to purchase a book or other needed items in place of birthday treats.

Tuition

- We realize that each family's financial situation is different. Therefore we offer several different options regarding tuition payment.
 - Payment Made in Full
 - 2 Payments per School Year
 - Monthly Payments (Due by the 15th of each month) on an optional 9 month or 11 month plan.
- The above 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 or St. Paul Ministries bookkeeper.***
- Current tuition rates and fees may be obtained through the school office, the principal, or the St. Paul Ministries bookkeeper.

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 or the St. Paul Lutheran Ministries Bookkeeper at any time if you are seeking financial assistance.

Other Information

Parent/Teacher League (PTL)

Parents/guardians and teachers who work together constitute an excellent team for Christian education. What powerful influence the home and school can wield in the training of a child, when both are pursuing and demonstrating that they are "seeking first the Kingdom of God"! The merit of our Parent/Teacher League cannot be overestimated. It aims to help parents develop a better understanding of Christian education and child training. Its objectives are primarily educational, providing opportunities for parents and teachers to work together in the general interest of the pupils. In addition to its educational objectives, our PTL aims to help maintain and improve the physical and educational needs of the school.

The PTL is dependent on the support of all who are interested in Christian education, particularly the parents of children in our school. Parents/guardians of children in our school automatically become members of PTL. The PTL is financed by donations and special projects. Participation is strongly encouraged. A schedule of PTL meetings is printed in the school calendar.

Prayer Circle – New this Year!

Each Friday during the school year we invite parents/guardians/grandparents/etc. to join our staff in prayer. We know that prayer is the most important way to communicate with our Lord. We value this time to lift up in prayer our students, families, church and school in fulfilling God's mission and purpose for us. Our prayer circle will begin at 7:50 a.m. each Friday at school. We hope to see you there!

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 Ministries Fireworks Stand
- St. Paul Lutheran Ministries Fair Stand
- St. Paul Golf Tournament
- St. Paul Lutheran Ministries Oktoberfest

- St. Paul Lutheran School Soup and Sloppy Jo Lunch/Bake Sale
- St. Paul Lutheran School Cookie Walk/Scholastic Book Fair
- St. Paul Lutheran School Eagle Banquet
- Collection of the following items: Box Tops, Affiliated Foods Grocery Receipts, Printer Cartridges, Pop Tabs

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 hard covered 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 e-mail address is 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.

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 with the scholarship. At St. Paul Lutheran School we value our students and their future.

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. Please sign and return the Family Folder each week so that it can be filled with the next week's information and Eagle newsletter.

School Beacon Message Alert System

St. Paul Lutheran School utilizes an e-mail/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. The front office recommends that available paperwork be filled out ahead of time to make the registration process run more smoothly. 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.

Tell the Teacher More Day!

Dr. Mary Beth Gaertner, Director of Educational Ministries at Salem Lutheran School in Tomball, Texas published the book, "Way To Go!" a few years ago. The book is based on research practices that establish open communication between teachers and parents. This is a day in which ALL parents grades Pre-8th grade are required to sign up for a 15 minute appointment with their child's NEW homeroom teacher before school begins in August. Parents are asked to fill out a short questionnaire about their child prior to the meeting. At the meeting they will hand the sheet to the teacher and have the opportunity to communicate with the teacher any information that may help the teacher in the coming year to educate and understand their child. This could be informing the child's teacher of health issues, past successes or struggles in school, what subject their child likes the least or most, the home dynamics, etc. The benefits that teachers gain through this process are huge! The establishment of open communication between teachers and the parents in their classroom really set the tone for the year to come. I have contemplated implementing this program for several years and I believe that now is the right time to give it a try. Parents are able to sign-up for a time to meet with their child's NEW homeroom teacher at Registration Night. Parents that fail to keep their appointment or not able to make it on the date determined for "Tell the Teacher More Day!" are required to set up another time to meet with each of their child's homeroom teachers.

