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Section 1 – Introduction

Dear Parents,

We are delighted that you have chosen Saint Paul Lutheran School for your children!

Saint Paul Lutheran School includes Pre-Kindergarten, Elementary grades Kindergarten through Eighth, Extended Care, and a variety of extra-curricular activities.

It is our goal to keep communication open among parents, students, and professional staff. The Parish School Ministry has prepared this handbook in an effort to help us (parents and school) work together to provide our students with a loving, nurturing environment in which they may grow in knowledge and in Christian faith.

It is our prayer that God will continue to bless and keep our students, parents, and teachers as we begin another year “growing as family.”

*All the best,
Julia Heinz
Principal*

Mission Statement (rev. 7/12)

The Mission of Saint Paul Lutheran Church and School is:

Being rooted and established in the truth and love of Jesus, we seek to grow His eternal family one life at a time. – Based on Ephesians 3:14-21.

The educational philosophy of Saint Paul Lutheran School is to educate the whole child by providing experiences for each child to grow spiritually, aesthetically, emotionally, intellectually, physically, and socially.

Saint Paul Lutheran School admits students of any race, religion, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

How to Use This Handbook

The Parent Handbook is organized by Section followed by subject area. Please refer to the Table of Contents for a complete listing of Sections, subject areas, and respective page numbers.

Each year the policies and content information of the Handbook are reviewed and updated as necessary by the Parish School Ministry (PSM). Any revisions made are done so with input and approval from the principal of Saint Paul Lutheran School. Revisions are noted by subject area with the month/year of the latest revision. Please reacquaint yourself with the handbook each year to ensure that you are familiar with the latest information.

Section 2 – Educational Approach

Accreditation *(rev. 7/11)*

Saint Paul is a Pre-K through 8th grade Lutheran School. Saint Paul is accredited by the National Lutheran School Accreditation Commission and has been granted the status of Recognized Schools by the Illinois State Board of Education.

Class Size *(rev. 7/09)*

Saint Paul Lutheran School attempts to establish class sizes that will allow students to have a wide range of social experiences and yet allow adequate individual attention from the teacher.

Faculty and Administrative Staff

Governance *(rev. 7/11)*

Our school is owned and operated as part of Saint Paul Lutheran Church, which is affiliated with the Lutheran Church-Missouri Synod. The congregation, either directly or through its chosen representatives, gives overall direction and approval to the school program and holds ultimate responsibility for it. The Parish School ministry is the policy-making body for the school. The principal is charged with carrying out those policies and programs with the aid and support of faculty and staff.

Faculty *(rev. 7/11)*

Saint Paul Lutheran School employs dedicated, highly qualified teachers, many with advanced degrees. Those teaching in a departmentalized setting are specialists in their respective fields.

Pastoral Role

Our congregation's pastors play a special part in our school's daily life. They offer leadership, conduct chapel services, visit the classrooms, encourage church involvement among our students, and stand ready to help our families as needs arise.

Office *(rev. 7/12)*

School office hours are 7:45 a.m. to 3:45 p.m. on school attendance days. Messages may be left on the voice mail at other times.

Religious Curriculum and Approach

Religion Curriculum *(rev. 7/13)*

Throughout our school, teachers use materials developed by the Lutheran Church-Missouri Synod. They are designed to relate the Word of God directly to everyday life in today's world. In addition, teachers and pastors make use of supplementary materials to strengthen instruction in the faith. An additional component of the curriculum for eighth grade students is instructed by Pastors and Directors of Christian Education. It is during this class that eighth graders explore

issues of faith and community service relevant to them as they transition from elementary school to high school.

Memory Work

As part of our religious instruction, we include the assignment of Bible verses, hymns, and prayers for memorization. Aside from its value as a mental discipline, we strongly believe such memorization can be a useful tool in the daily lives of our students.

Chapel Services (rev. 7/13)

We want our students rooted and established in the truth and love of Jesus. Our staff leads weekly chapel services for grades 1-8, held on Wednesdays. Our teachers and pastors lead most of the worship services, with occasional guests leading worship as well. Our students designate their offerings for special mission projects. Opportunities to contribute to the weekly chapel offering foster regular giving and stewardship. An effort is made to involve classes and groups in the services. Parents are always welcome to attend.

Pre-Kindergarten and Kindergarten also participate in separate chapel related activities. Parents are welcome to attend. Chapel services for Kindergarten and Pre-Kindergarten students are a great opportunity for the young children to get acquainted with the pastor, church, and with God's love and care for us. Songs and stories are geared to the young children's level of understanding and their joy in participation is something for parents to experience as well.

Stewardship (rev. 7/11)

Stewardship is fulfillment of the privilege to use all of God's gifts to us according to His will and for the good of His kingdom. Our time and talents are special gifts of God, and we encourage our students to make beneficial use of them. Students also will be encouraged to participate in servant projects, utilizing their time and talents.

Worship Participation (rev. 7/13)

Our school children are periodically scheduled to participate in worship services at Saint Paul. Student participation in worship may be required as part of our 1st-5th grade music curriculum, 6th-8th grade fine arts curriculum, 4th-8th grade band program, or our extra-curricular choir and hand bell programs. First through eighth grade students may be required to participate in a Christmas Service in December and Lutheran Schools Sunday in March. We ask families who are members of other churches to make special arrangements on these occasions. If this is impossible, students may be excused from participation through a written note to the classroom or lead teacher. While absences may be excused, an alternate assignment may be assigned by the instructor.

Church and Sunday School Attendance (rev. 7/12)

God has commanded that His children should "keep the Sabbath Day holy." With enrollment at Saint Paul Lutheran School, a statement is being made about the centrality of God in our lives. Together with the school, parents are acknowledging the importance of worship.

Although our children receive daily instruction in the faith, Sunday School, Confirmation, and other opportunities for Christian growth are strongly encouraged.

If you are a member of another church, we wish to affirm your commitment to your own church. We encourage you to be active in worship and involved in other activities at your congregation.

In addition, as members of our school family, you are always welcome at Saint Paul Church and School activities and worship.

Devotions

Devotions are a way of communicating with God privately, in our families, in class at school, or in any group outside regular church worship services. We encourage all families to set aside regular time for devotions. We are eager to provide or suggest devotional booklets and other resources. Our school classes and organizations make regular use of devotions to strengthen our faith and give sharper focus to the purpose of our school. Devotional talks with God can truly be a blessing to all of us.

This We Believe (rev. 7/12)

Our church periodically offers a class in the basic teachings and doctrines of the Lutheran Church, Missouri Synod. This is primarily meant for new members and as a refresher for long-time members. We strongly urge school parents who are not Lutheran to attend these sessions so they are clear about and informed of what we teach in our school classes and our perspective of theology, faith and the Bible. Information will be available near the beginning of the school year as to the date and time of these sessions.

Academic Curriculum

Pre-Kindergarten

Our Pre-Kindergarten recognizes the need for providing an atmosphere in which we foster spiritual, social, physical, and mental growth in your young child. Knowing that children learn by being active, curious, confident, and by having divergent thinking, we provide many opportunities for varied learning experiences appropriate to the developmental level of young children. This learning will occur through daily activities, which include play, conversation, books, audio-visual materials, a wide variety of hands-on experiences, and incidental happenings.

Pre-Kindergarten goals

- To acquaint children with Jesus and His love.
- To help children establish themselves away from home.
- To broaden children's growth experiences in all areas.
- To help children get along with others.
- To help strengthen the relationship between each family and the school and church.

Grades K-8 (rev. 7/12)

Saint Paul Lutheran School has developed a curriculum that reflects the philosophy of the church and school. Our course of study is based on the Word of God and seeks to educate the "whole child."

Our learning objectives not only meet, but exceed, the goals established by the State Board of Education. The curriculum complies with public Act 84-126 of the State of Illinois. This legislation defines the primary purpose of schooling as the transmission of knowledge and culture through which children learn in areas necessary to their continuing development: Language Arts, Mathematics, Biological and Physical Sciences, Social Sciences, Technology Education, Fine Arts, and Physical Development and Health. The state goals, developed by the State Board of Education for each of the six primary areas identified in the law, provide the minimum standard

for our expectation of learning at the end of our educational program, Pre-K to Grade 8, at Saint Paul Lutheran School.

In addition, our curriculum addresses Computer Education, Foreign Language, and Outdoor Education. Primary sources for the development of our curriculum were the Illinois State Educational Standards, Local Public School curriculum, and The Integrating the Faith Curriculum Guides of the Lutheran Church-Missouri Synod.

The learning experiences and resources to implement the curriculum are determined by our faculty and individual teachers, according to the needs and abilities of the students.

Fine Arts Education (rev. 7/11)

Our 1st-5th grade students receive music and art instruction during the course of the school week. Participation in a musical performance also is a required part of our music education curriculum.

➤ **Band (rev. 7/09)**

Students in Grades 4-8 may participate in our school band program under the direction of the school music/band instructor. Parents pay a semi-annual fee that enables their child to receive a minimum of 14 small group lessons per semester in addition to 14 full band rehearsals per semester. Additional music experiences may be offered and/or required when performances are scheduled on the school calendar.

➤ **Fine Arts Electives/Fine Arts Block (FAB)**

Students in sixth, seventh, and eighth grades participate in FAB allowing students to choose a variety of courses by the semester. The purpose of the program is to maintain a high commitment to the fine arts, but also to offer our students elective enrichment opportunities above and beyond the core curriculum.

Some courses may require a full year enrollment, while others may only require a semester of attendance. Students who take a semester course must re-enroll for a new course at the start of the new semester. Students are required to take a class two out of three periods a week that fine arts are offered. In addition, students must take a variety of fine arts classes during their junior high years at Saint Paul. To this end, students must take at least two semesters of art classes and two semesters of music classes during the six semesters of junior high. Course descriptions and designation will be provided prior to the start of the 1st quarter and 3rd quarter.

Patriotism (rev. 9/12)

Saint Paul Lutheran School provides instruction in American patriotism, the principles of representative government, the Declaration of Independence, the Constitution of the United States of America, the Constitution of the State of Illinois, and the proper use and display of the American flag. Students are required to pass an examination on these subjects in order to graduate from the eighth grade. Students daily recite the pledge of allegiance.

Foreign Language (rev. 7/12)

All students in 1st-8th grade receive Spanish language instruction. The 1st-5th grade program is immersive & expository, the 6th-8th grade program is a traditional graded, text-based curriculum.

Research Support – Computer Lab and Library (rev. 7/12)

Students have access to the computer lab during the day for a variety of research needs. Students may access the computer lab by appointment and/or during classroom time with teacher permission. Technology is emphasized throughout the curriculum every day and is integrated in all subject areas. Additionally, we are pleased to offer our students a well-equipped library of books and other resources. Under faculty supervision, volunteers assist students with check-ins and check-outs and in finding needed materials. We maintain a library of over 3,500 books, and more are added each year through funding from the Parent Teacher League (PTL) and other sources. Students are allowed to check out two books at a time for a period of two weeks.

Outdoor Education (rev. 7/11)

A period of outdoor education is held each year at Walcamp for students in fifth grade. The regular curriculum is adapted to outdoor activities with an emphasis on science and nature. An additional fee is charged for this multi-day experience away from home. This is a required program at Saint Paul.

Physical Education (P.E.) and Recess (rev. 7/13)

All 1st -8th grade students have physical education and/or recess periods built into their daily schedules.

In cold weather, students will not be taken outdoors if the wind chill factor is zero degrees Fahrenheit or lower. Above that figure, the teacher may use discretion in deciding whether to go outside or stay inside. Students are to be prepared with appropriate attire for outdoor activities in cooler weather.

In addition to lawn, playground, and parking lot areas adjacent to the school, the church lawn and parking lot, and Owen Park are used for recess, physical education, extended care and other activities by Saint Paul Lutheran School. Parental permission is not solicited when student activities are scheduled in these areas.

P.E. Uniforms (rev. 7/10)

A Saint Paul gym uniform is required for students in grades 4-8. Students must purchase the gym clothing (reversible jersey and shorts) through the school office and are required to provide their own plain white tee shirt. This uniform is to be worn for all P.E. classes and other activities as directed by the teachers. The cost of the gym uniform is indicated on the fee sheet available to parents at the time of registration.

Sex Education (rev. 7/12)

In its purpose statement, Saint Paul Lutheran School recognizes God's command to parents, to train their children in the Word of God. It is the function of the school to assist parents in carrying out God's command. Our program of sex education at Saint Paul is consistent with this philosophy, in that it is taught from a Lutheran Missouri Synod perspective within the curriculum. In addition, as Christian teachers instruct students in other subjects, particularly religion and science, topics related to sex education i.e. reproduction and human development will occur as a natural part of the lessons and discussions. To help parents and teachers be consistent in the information that is given at each age level, materials are available for check-out in the school office and parents are urged to use these materials with their children.

Enrichment

Enrichment Philosophy (rev. 7/13)

At Saint Paul, we believe that every child possesses God-given gifts, which are to be developed to His glory. To that end, we embrace a philosophy of education which seeks to target the gifts of each child at every grade level. We are committed to providing an enriching learning experience which addresses a variety of learning styles represented in our student population.

Throughout the grade levels, Saint Paul employs specialists in several areas including art, music, foreign language, computer, library, and special education resource. These professionals implement their own curriculum, and their lessons are often in conjunction with, or integrated into, the lessons which are taught by classroom teachers on a daily basis.

The Enrichment Specialist teaches and oversees a program of enrichment for each student in every class grades 1-8, and also assists classroom teachers in incorporating enrichment techniques in their core curriculum lessons.

Grades 6-8 are departmentalized in the areas of science, math, history/social science, and English language arts. Additionally, the Fine Arts Block (FAB) elective program offers a wide range of electives so that students may explore different areas not generally researched in the core curriculum. (See Section 2, Academic Curriculum).

Departmentalization in the primary and intermediate grades is minimal, but does occur to take advantage of teacher strengths and gifts.

Saint Paul also offers a number of voluntary extra-curricular opportunities to enrich life experience beyond the classroom. Students in the primary and intermediate grades are able to take advantage of some of these, as age appropriate. As students advance through to the junior high, they are able to select from the full complement of sports, teams, clubs, and organizations to develop their God-given gifts. (See Section 2, Extra-curricular Activities).

Resource Program (rev. 7/07)

Our Resource Program is directed by a teacher certified in Special Education, who functions as a consultant to the teachers in the implementation of our curriculum. Our emphasis in this program is on maximizing the potential of each student to learn. This is done with an emphasis on assisting the classroom teacher as well as a “pull-out” program. The resource teacher leads Teacher Assistance Teams in providing assistance for a particular student when appropriate and is responsible for contacting additional sources of help when necessary. The resource teacher may be contacted, along with other teachers for advice about learning methods or will be informed and consulted before additional help is sought.

The resource teacher acts as liaison with the local public school district, which may provide limited additional help or testing. There is no cost for services through public school districts. A student who is determined by the Teacher Assistance Team to need “pull-out” remediation services to be delivered by the resource teacher, would be eligible for no more than 120 minutes of direct service per week, depending on caseload.

K-8 Field Trips (rev. 7/12)

The Chicagoland area offers a wealth of educational experiences for our students and teachers take advantage of this opportunity on a regular basis. An additional fee may be charged for field trips. Participation and permission forms are required for all field trips.

Pre-Kindergarten Field Trips (rev. 7/11)

All pre-kindergarten children are invited to participate in two parent/child field trips. One trip will be scheduled in the fall and the second one in the spring. Each enrolled pre-kindergarten child must be accompanied by a parent/designated adult. Permission forms will be sent home prior to the trip with information, including the cost of the trip. These must be signed and returned in order to participate. This is a special day for the enrolled child; therefore, we request that parents arrange childcare for siblings. Additional class field trips may be scheduled throughout the year. These also required signed permission forms; however, parent attendance is not required.

Student Evaluation

Promotion and Retention

It is expected that most students will be promoted annually from grade to grade. In the few cases where retention may be an option, a teacher-principal-parent conference will be held to determine the appropriate grade level for the child concerned.

Assessment (rev. 7/11)

Saint Paul students in Grades 1st-8th participate in our school's assessment program twice each academic year. Achievement tests are administered which allow us to assess individual progress in critical skill areas. We feel that this current assessment procedure enables us to effectively evaluate individual student progress and help keep our school curriculum up-to-date.

Grading (rev. 7/10)

Letter grades are given in Grades 3rd-8th for the majority of academic subjects. Letter grades are given on the basis of tests, homework, special projects, class work and class participation. The percentage ranges include:

A+ (101+%), A (100-93%), A- (92-90%)
B+ (89-88%), B (87-83%), B- (82-80%)
C+ (79-78%), C (77-73%), C- (72-70%)
D+ (69-68%), D(67-63%), D- (62-60%)
F (59%-)

Non graded marks of +, S, or - are utilized in grades 3rd-8th for computer education and physical education, 3rd-4th for handwriting, 3rd-5th for art and music, and 6th-8th for all fine arts elective courses. In grades 3rd-8th, grades can be accessed at any time using the online grade book system. Grades Pre-K-2nd utilize a non-graded report card.

Report cards are sent home at the end of each quarter for K-8th. Midterm notices also are sent home at the approximate midpoint of each quarter for Grades 4th-8th. Teachers in Grades Pre-K-3rd contact parents at midterm, via phone call or written notice, if there is a problem affecting progress. A progress report is given to parents in Pre-K in January and May.

Honor Rolls (rev. 7/06)

In grades 6th-8th, students who achieve a high academic level are eligible for inclusion on our Honor Roll. Honor Roll requires a grade point average of 80 percent with all letter grades in academic subjects being A's and B's. High Honor Roll requires a grade point average of 90 percent with all letter grades in academic subjects being A's and B's. Any minus (-) grade in a non-letter graded subject on a report card will disqualify a student from inclusion on the Honor Roll as well as on the High Honor Roll.

Students who achieve High Honor Roll status for three-fourths of their junior high quarters are included in the Saint Paul Academic Hall of Fame.

In Grades 4th-5th students are given Academic Achievement Awards at the end of each quarter for maintaining at least a B- level or higher in all grades. A minus (-) grade in a non-lettered-graded subject on a report card will disqualify a student from inclusion in this honor.

Homework/Assignment Books (rev. 7/11)

Homework is assigned according to age-appropriate standards. Students in Grades 3rd - 8th are given a standard school assignment book along with their other books and supplies. If the assignment book is lost or destroyed, students are expected to pay replacement cost for another book. Parents are asked to check the assignment book each night with their student. In some cases, teachers may require a parent to sign the book.

Students' papers are sent home on a regular basis. It is helpful when parents expect and ask for these papers in order to keep current as to progress or problems in learning.

K-8 Parent-Teacher Conferences (rev. 7/11)

In order to maintain good communication regarding student progress and behavior, it is essential that teachers and parents work together. Parent-Teacher conferences are scheduled for Pre-K - 8th students at the end of the first quarter. Time is provided for conferences at the end of the third quarter; however, the third quarter conferences are optional and are scheduled at the request of parents and/or teachers. Other conferences may be arranged by calling the office for an appointment with the teacher. "Pop-in" conferences are discouraged because the teacher should have adequate time to prepare materials and consult records before any conference.

Pre-Kindergarten Conferences for Parents/Teachers (rev. 7/13)

Scheduled individual conferences for Pre-K students are held during January, but parents may contact the teacher at any time with questions or concerns. Parents also may arrange for a classroom visit.

Extra-Curricular Activities (rev. 7/12)

The extra-curricular program at Saint Paul Lutheran School is based on the philosophy of the school, "Saint Paul will educate the whole child by providing experiences for each child to grow spiritually, aesthetically, emotionally, intellectually, physically and socially."

Extra-curricular activities foster cooperation, discipline, fellowship and school pride among our students and families.

Participation in extra-curricular activities is subject to extra-curricular policy as detailed under Section 3 – Administrative Policies.

All extra-curricular activities are approved by the Parish School Ministry and supervised through the principal. Additional administrative help is provided through an athletic director and school activities coordinator. Additional faculty members and/or parents may be involved in these activities. All supervisory personnel are subject to the review of the Parish School Ministry.

Unless participating, students under 5th grade must be accompanied by an adult in order to attend extra-curricular activities. All students must remain in the building during indoor extra-curricular activities.

Bill of Rights for Participants (rev. 7/12)

- Right to participate in activity regardless of ability level.
- Right to participate at a level that is commensurate with each child's developmental level.
- Right to have qualified adult leadership.
- Right to participate in safe and healthy environments.
- Right to play as a child and not as an adult.
- Right to proper preparation and participation in the activity.
- Right to an equal opportunity to strive for success.
- Right to be treated with dignity by all involved.

Christian Code of Conduct (rev. 7/12)

As a player, coach, cheerleader, spectator, adult, or official, I will...

- Consider all opponents as friends and guests and treat them with due courtesy.
- Accept all decisions of officials.
- Never hiss or boo a player or official.
- Never utter abusive and irritating remarks.
- Applaud teammates and opponents who make good plays or reflect good sportsmanship.
- Never attempt to abusively rattle an opposing player.
- Seek to play fairly and according to the rules of the game.
- Respect the game for its own sake and not for what it can do for me.
- Do unto others as I would have them do unto me.
- Win without boasting and lose without excuse and celebrate the opportunity to participate and be active.
- Praise God for giving me the ability to contribute to a cause.

Athletics (rev. 7/13)

- Athletic Director

The Athletic Director is responsible for the planning and execution of the various parts of our athletic program and reports regularly to the principal. Coaches and supervisors operate under the Athletic Director's supervision and guidance.

➤ Coaches

Coaches and assistants are selected by the Athletic Director.

➤ Sports

Sports offered at Saint Paul are determined by the availability of coaches and facilities, but usually consists of basketball for grades 5th - 8th, volleyball for grades 6th - 8th, track and cross country for grades 3rd - 8th.

➤ Cheerleading

Girls' cheerleading is considered a non-competitive activity at Saint Paul. Cheerleaders enhance school spirit and provide opportunities for girls to gain and/or grow in skill. Cheerleading may be handled through a squad system established by the coach and athletic director, in order to involve as many girls as possible.

➤ Commitment form-participation fee

Students and parents are required to sign a commitment form and pay a participation fee before participating in Saint Paul's sports programs.

➤ Physical examinations

All students participating in extra-curricular athletics are required to have an annual physical examination which must be completed within one year prior to competition in a specific sport. Both the completed Illinois physical form and a Saint Paul emergency form must be on file in the office. No student is allowed to participate in practices or activities until this requirement is met.

➤ Lockers

Lockers are provided in the gymnasium locker rooms.

➤ Transportation

Parents are responsible for all transportation arrangements for their student(s).

➤ Uniforms

Gym shoes are required for use in the gymnasium. Uniforms are replaced as needed, as per the size of the athletic team and the judgment of the Athletic Director. These uniforms remain the property of the school and students are expected to keep them clean and in good repair. A fine is charged for damaged uniforms and replacement cost for uniforms lost or returned unusable. All students participating in a sport are entitled to a uniform unless they are of an unusual size, not ordinarily purchased. Twenty uniforms for boys' teams, twenty for girls' teams and twenty cheerleading uniforms per squad are purchased. These uniforms are distributed by the coaches and, in some cases, older uniforms may be issued to athletes when there are not enough regular uniforms available.

➤ Age appropriate practices

Saint Paul emphasizes age-appropriate practices throughout its educational and extra-curricular programs and this emphasis extends to athletics.

At the 5th and 6th grade level, the focus is primarily upon the basic fundamentals of the sport, skill development, and individual improvement. Teamwork and good sportsmanship also are stressed. Every effort is made to give all team members participation.

Seventh and 8th grade level sports begin to emphasize team strategy and coaches stress the important balance of playing for enjoyment, increasing skills, good sportsmanship, and playing to

win. As students' God-given talents develop, students at this age may differ greatly in ability and desire. Expectations for performance and playing time may vary according to the decision of the coach, based on individual ability, which means individuals may not receive playing time.

During a tournament setting, it is the goal of our teams to play at a more competitive level. As a result the Saint Paul coaching staff reserves the right to coach with a greater priority on winning than what might normally occur during the regular season games. This philosophy may impact the playing time of student athletes during tournament games. Parents and players need to be aware that not all individuals will receive playing time.

➤ Participation

Saint Paul values each student and seeks to provide involvement in athletics for all students who are interested. It is our intent to maintain a no-cut policy throughout our athletic programs and allow all children to participate.

However, in a situation where there are more than fifteen participants, the coach, in consultation with the athletic director, may have the option of choosing a core team of players to suit up for games and may place some players (no less than four) on a rotation basis whereby they participate in selected games. A second option that will be available to the Athletic Director is to split participants into two teams.

In the event that the number of students interested in athletic participation becomes too large to be effectively managed, the athletic director and principal may approach the Parish School Ministry for permission to implement the following policy:

Should the number of interested students desiring to participate in volleyball or 7th & 8th grade basketball exceed twenty-four students per team, cuts may be made to reach a squad of no more than fifteen players.

➤ Number of games and practices

Practices are limited to no more than an average of two per week in addition to games. Scrimmages with other schools count as practice. Practices are not to exceed two hours and may not begin more than one month prior to the first game. Evening practices should end by 8:30 p.m.

Boys' 7 & 8 basketball is limited to 14 games and 4 tournaments.

Boys' 5 & 6 basketball is limited to 16 games and 2 tournaments.

Cheerleading is limited to the boys' schedule.

Co-Ed 6 Volleyball is limited to 10 games and 2 tournaments.

Boys' 7 & 8 volleyball is limited to 10 games and 3 tournaments.

Girls' 7 & 8 volleyball is limited to 10 games and 4 tournaments.

Girls' 7 & 8 basketball is limited to 14 games and 4 tournaments.

Girls' 5 & 6 basketball is limited to 16 games and 2 tournaments.

Boys' and girls' 3-8 track and field is limited to 4 meets, including the league meet.

Boys' and girls' 3-8 cross country is limited to 4 meets, including the league meet.

➤ Tournaments

The Saint Paul Invitational Tournament has been a tradition since 1964. Boys' basketball teams from area Lutheran schools compete in a double-elimination tournament, with girls' cheerleading squads performing. A Girls' Volleyball Tournament also is held every year. Teachers, parents, students and alumni volunteer their time in running the tournament for the enjoyment and fellowship of all.

➤ State tournaments

Participation in State tournaments or meets is not part of the normal athletic program of Saint Paul. If a team or squad is having an exceptional season, then submitting an entry for participation in a state tournament may be considered. This will be the decision of the athletic director and principal, with input from the coach. The Lutheran Sports Association of Illinois (LSA) runs all of the State activities and it has a set of qualifications for entry consideration for a State activity. The LSA selects teams that have either won their conference or a major tournament, or have been a runner-up in one of the above. Submitting an entry does not guarantee acceptance to a state activity. Participation in an LSA sponsored tournament is in addition to the allotted number of team tournaments.

Choirs, Hand Bells (rev. 7/12)

Students participating in choral singing and hand bell ensembles are scheduled to sing and play in Sunday worship, special services, and in our weekly chapel services. Students in 2nd - 8th grade may participate in choral activities as an extra-curricular activity. Students in grades 5th - 8th may participate in hand bells as an extra-curricular activity.

Drama Club (rev. 7/11)

Students in grades 6th - 8th may participate in an extra-curricular drama club that will provide students with an opportunity to showcase a variety of theatrical and production skills.

Lego League (rev. 7/12)

Lego League is an extra-curricular program for students in grades 4th - 8th. Teams, comprised of 2-10 members, work on tasks focused on the improvement of our world. Students engage in robot building, computer programming, and creative problem solving to fulfill missions with environmental, humanitarian, or scientific themes. Generally, teams meet outside of school hours twice per week from September to mid-January. Teams also may qualify to participate in regional and state tournaments at the end of the season.

Chess Club (ad. rev. 7/12)

Chess Club is available in the spring for students in grades 3rd - 8th. Students will meet once a week to learn the rules of chess and to play against one another. The season will end with an in-house bracket tournament.

Geography Bee, Spelling Bee, etc.

These activities are designed to stimulate interest in selected curricular areas. The rules and grade levels for participation are determined by the faculty sponsor(s).

Section 3 – Administrative Policies

Attendance

Attendance Policy (rev. 7/12)

Saint Paul requires **DAILY** attendance on all regularly scheduled school days for all students. A student is considered “present” if he/she attends at least one half of the school day.

Special Events Attendance (rev. 7/11)

Students who cannot participate in the required programs of Outdoor Education, Field Trips, or Assemblies may be required to pay the cost, or a portion of the cost, of a substitute teacher to carry out an alternative education plan during the time of the activity.

Absences (rev. 7/12)

When a student is ill or otherwise forced to be absent from school, a parent is to notify the school office by phone on the day of the absence before 8:30 a.m. If no phone call is received and a student is absent, the school secretary will phone the parent.

In the event of absence from school, it is the student’s responsibility to find out what work was missed and what needs to be done in order to make it up. Students are to make up work missed on the basis of the number of days missed (e.g. 5 days missed, 5 days to make up work). Extenuating circumstances may be presented to the teacher and/or principal for additional time to make up work if warranted. If a student is absent from school on a particular day, that student may not participate in any after-school activities.

If a student is absent for a significant number of school days, the teacher and principal may decide that retention at present grade rather than promotion to the next grade is in the best interest of that student.

Vacation Absence (rev. 7/12)

Vacations during the school year are strongly discouraged. While students may be able to make up “book work,” they can never make up the intangibles, which occur in class discussions and the teacher’s verbal explanation or instruction.

If a student does miss school days because of vacation, it is unreasonable to expect teachers to provide, in advance, lessons and assignments.

Tardiness (rev. 7/11)

Student tardiness is to be avoided if at all possible. Announcements, handouts, and special observances may occur at the very start of the day, and students who miss these may be missing something crucial. Please allow adequate time for travel in the morning. If a student in grades kindergarten - 8th arrives after the 8:30 a.m. bell, he/she is to report to the office before proceeding to class. Students are considered tardy if they are not in their classroom and prepared to start the day at the time the 8:30 a.m. bell rings.

While parents should make all appointments outside of school hours, we recognize that this is not always possible. As a result, students and siblings arriving after the start of the school day, resulting from medical or other appointments, will not be considered tardy, but must report to the office before proceeding to class. Parents must notify the office of the appointment in order to prevent a tardy from being added to the student's record.

Truancy

Truancy has never been a problem at Saint Paul. In the unlikely event that it is, we are obligated to notify the local school district.

Behavioral Expectations

Respect for Others

Jesus tells us "And now I give you a new commandment: love one another; as I have loved you, so you must love one another." (John 13:34) To carry out this command, we strongly emphasize the importance of mutual respect. We seek to instill respect for the beliefs, property and integrity of others. We believe this is one of the most important aspects of Christian education and structure our learning experiences and activities to enhance such respect.

Code of Ethics

We expect all students to:

- Show the utmost respect for God, the Creator and Author of all, by giving Him first place in their lives.
- Respect those who have been placed in authority, such respect being necessary for good will and good order among God's people as they learn and teach together.
- Seek to develop character in keeping with the highest ideals and values.
- Observe and respect the rights of other students as fellow citizens and children of God.
- Devote their best efforts to learning and studying as a means of achieving academic success now and in the future.
- Support and take an active part in Saint Paul school activities in order to utilize their God-given talents and to be of service to their school community.

Behavior Guidelines (rev. 7/12)

- Students are to refer to all staff members and volunteers as "Miss", "Mrs.", and "Mr."
- A substitute teacher is to be accorded the same respect as any Saint Paul teacher.
- Students are to proceed promptly to class and having entered the classroom, stay there except by direction or with permission of the teacher.
- School behavior guidelines apply to any time or place involving school activities (bus, park, sidewalks, Extended Care, field trips etc.).
- Any teacher may discipline any student at Saint Paul.
- Students should walk and talk quietly in the hallways.
- If a student damages school property or personal property of others, he/she is responsible for repair or replacement.
- Students are not to bring toys, games, or other equipment to school unless approved by a teacher.

- Students who bring cell phones and other electronic communication devices to school must keep them turned off and in their hallway lockers during school hours. In addition, cell phones are not permitted in locker rooms or bathrooms at any time.
- Students are to use the washrooms assigned to their grade level. Use of other facilities must have a teacher's permission.
- During fire and emergency drills, students must be quiet and follow teacher directions in an orderly fashion.
- All personal items should be marked with the student's name. The office will maintain a "lost and found" area. Unclaimed items will be donated to charity.
- Bicycles and scooters are to be walked everywhere on school grounds and are not to be used during the school day.
- Gum chewing is not allowed at Saint Paul School.

**Behavior Guidelines for Pre-Kindergarten
(See Section 3, Pre-Kindergarten Policies)**

Bullying (rev. 7/13)

Saint Paul Lutheran School's desired standard of behavior is no bullying in the school. Teachers will actively and consistently teach positive behavior and anti-bullying messages, dissuading aggressive, harassing, or any type of bullying behavior, using Jesus as the model of behavior.

Definition: "Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, retaliation, stalking, public humiliation, and exclusion from peer groups within school."

A second more concise definition: "Bullying happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons."

Such conduct is contrary to the behavior, values, and principles taught by our Savior, and are disruptive of the educational process. Therefore, bullying is not acceptable behavior in Saint Paul Lutheran School.

It our goal that no student shall be subjected to bullying:

1. During any school-sponsored education program or activity;
2. While in school, on school property, or at school-sponsored or school-sanctioned events or activities or
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment,
4. Including "cyber bullying," which occurs outside the school but whose effects carry into school.

Students determined by staff as engaging in bullying are subject to disciplinary action up to, and including, suspension or expulsion (See Section 3 – Discipline)

Playground Guidelines (rev. 7/10)

- The supervising teacher determines and regulates games and activities.
- Playground activities and games should be carried out with special care in regard to physical safety and mutual respect.
- Playground equipment is to be used only in the manner for which it was intended.
- Students are not to use the toddler section of Owen Park if there are neighborhood children present.
- Students in grades 6th - 8th are not to use the playground area if there are neighborhood children present.

Dress Code (rev. 7/11)

Student dress is to be modest and appropriate to the Christian purpose of the school. Guidelines include, but are not limited to:

- Pants are to be worn at the waist at all times.
- Shorts, skirts, and “skorts” length must hang below the extended arm length at fingertip.
- All shirts must be long enough to cover the student’s mid-section at all times.
- Hats are not to be worn in the school building.
- All shirts must have sleeves if worn to school or to school activities by children in grades 4th - 8th. Sleeveless tops, including tank tops, are acceptable for kindergarten through third grade students.
- Flip-flops and slippers are not permitted.
- Use of roller shoes is not permitted.
- Special events may allow for changes in dress code at the discretion of school officials.
- T-shirt slogans that advertise alcohol, drugs, are suggestive or show disrespect to any groups of individuals are not to be worn at any time. It is at the discretion of school officials to determine the appropriateness of all attire.

Personal Storage (rev. 7/05)

- Hallway lockers are provided for junior high students, to be assigned by the homeroom teacher or the principal. These lockers are the property of Saint Paul Lutheran School, subject to use restrictions set by the administration. Students are to obtain and use a combination lock to ensure the safety of personal possessions as well as schoolbooks. The homeroom teacher will keep a copy of the serial number of the locks, as well as the lock combinations.
- Lockers are to be kept neat and clean at all times. Regular inspection by the teacher or principal is meant to help students keep their lockers in good order. School staff may at any time inspect lockers when warranted. No permanent markings or stickers are to be used in or on the lockers.
- Shelving units (“cubbies”) are provided for students in grades kindergarten - 5th and also are to be kept clean and neat at all times.

Audio/Video Materials (rev. 7/11)

When audio/video materials are used in any school related activity, entertainers and materials should be chosen utilizing our Code of Ethics and Mission Statement. It is at the discretion of school officials to determine the appropriateness of all materials.

Discipline (rev. 7/13)

Introduction

Every child has the right to an excellent learning environment, safe and free from distraction. The purpose of our discipline approach at every level is to help students learn self-discipline and to keep the environment free from disruption to teaching and learning.

Students choosing to intentionally and/or repeatedly disregard behavioral expectations for Saint Paul students will be subject to school discipline policies. This applies to all school activities.

Classroom Behavior Guidelines

Pre-K through Grade 2

Each teacher in Pre-K – 2nd grade will determine and make available guidelines and expectations, subject to approval by the principal. These guidelines will be appropriate to age and developmental level. Age-appropriate consequences for misbehavior will be administered by the teacher, with the principal's support as needed.

Grade 3 through Grade 5 (rev. 7/11)

Teachers in the Intermediate Level use a slip system as the main form of discipline. Each class uses a specific color: orange for 3rd, red for 4th, and brown for 5th. Slips are given for behavioral infractions in the classroom. Specific rules are established by each teacher.

Grade 6 through Grade 8 (rev. 7/16)

At the Junior High Level (grades 6th, 7th, 8th), students will be subject to age-appropriate guidelines throughout the level, as students encounter a variety of teachers every school day. If a student chooses to behave in a disruptive manner or break class rules during any class period within a day, the following progressive consequences will be implemented by the junior high instructors.

- 1st Consequence – 1st check issued to student – Warning given to improve behavior.
- 2nd Consequence – 2nd check issued to student – 30-minute after school detention earned for the next school day. Parents will be notified in writing of the detention and the student must return the signed notice form the following morning.
- 3rd Consequence – 3rd check issued to student – **Principal meeting with 30 minute after school detention.**

In the event of consistent or completely disruptive behavior, the above steps will be bypassed and escalated discipline may be enacted at the discretion of the administration.

Escalated Discipline Policy Levels (rev. 8/16)

The following levels of administrative discipline will be implemented when a student has been referred to the Principal for misbehavior. Students will be immediately referred to the Principal for behaviors including, but not limited to:

- Possession of drugs
- Possession of weapons
- Threats of violence
- Bringing physical harm to others (hitting, fighting, kicking, retaliating)
- Dangerous or reckless behavior

- Blatant and consistent disrespect for authority.
- Other immoral activities unbecoming a Christian.
- Excessive swearing/cursing

Depending on the severity of the infraction, varying levels of administrative discipline may be enacted. The following levels of the administrative discipline plan will be bold and progressive. Major infractions such as fighting, threats of violence, bringing physical harm to others, intimidation of any kind, dangerous or reckless behavior, disrespect for authority, or immoral activity unbecoming a Christian will result in lower levels of discipline being bypassed. Saint Paul Lutheran School has zero tolerance for possession of weapons or illicit drugs. Students who are found in possession of weapons or illicit drugs during any Saint Paul Lutheran School event will be recommended for expulsion.

LEVEL 1 – Counsel with student, conference with parents, 1-hour after school administrative detention.

LEVEL 2 – Counsel with student, conference with parents and **teachers**, 2-hour after school administrative detention.

LEVEL 3 – Counsel with student, conference with parents and **teachers**, request for initial pastoral **or professional** counseling, 1-2 day in-school suspension.

LEVEL 4 – Counsel with student, conference with parents and pastor, continual pastoral and professional counseling, 1-2 day out-of-school suspension.

LEVEL 5 – Recommendation to Parish School Ministry for expulsion.

Special interventions and consequences are implemented when the principal and pastors feel, based on individual situations, they are warranted.

Students who remain at a given level of administrative discipline for one consecutive quarter (average of 45 school days) may move down one level.

Modified Administrative Discipline may be utilized with students in grades K - 5th.

Corporal Punishment (rev. 7/03)

Saint Paul Lutheran School does not, either at the classroom or the administrative level, practice corporal punishment.

Conflict Resolution and Communication Plan (rev. 7/10)

The following plan will be available to students and parents who may have a concern with any aspect of the Ministry of Saint Paul Lutheran School. These concerns may be related to discipline, class climate, or general education and civil rights of students. A concerned individual, in following Christ's guidance in Matthew 18:15-20, should first approach and try to resolve his or her concern directly with the other party, whether it is a teacher, the principal, or another person. This encounter is always to be founded in love and concern for fellow Christians. If the concern persists, the next step is to have two or more fellow Christians approach the other party to address the concern. All of the principles of Matthew 18 are reflected in the following conflict resolution process:

1. Teacher-Student
2. Teacher-Student-Parent
3. Teacher-Student-Parent-Principal
4. Teacher-Student-Parent-Principal-Pastor
5. Teacher-Student-Parent-Principal-Pastor-All of Parish School Ministry

Following this process permits all of the Saint Paul community to keep in step with God's directions, keep the appropriate people informed, to deal with issues in a fair and equitable manner, helps eliminate rumors and innuendo, and permits us to discover and focus on the relevant facts.

Homework Detentions (rev. 7/03)

Because keeping current with assignments is a vital part of each student's educational growth, there are consequences for students in grades 6th - 8th who are missing their daily assignments. Students without completed assignments (excluding absentees) will remain inside at break that day to complete work. If the assignment cannot be completed during break, it is due at the beginning of the following school day.

If the assignment is not received by the teacher, a homework "detention" is issued to the student and should be signed by the parent and returned the next school day. The detention is served from 3:30 to 4:00 p.m. the following school day at which time the student will complete the required assignment. A homework detention is not connected in any way to a disciplinary detention.

Extra-Curricular Eligibility Policy (rev. 7/11)

The purpose of the extra-curricular eligibility policy is not to eliminate students from participation, but to encourage students to work to the best of their ability. To this end it is imperative that excellent communication and cooperation exist between teachers, parents, and students. The following procedures regarding eligibility will be followed:

1. Students will be checked for eligibility regularly throughout the year. These eligibility checks will occur at each of the four midterm grading periods and again at the end of each of the four quarters.
2. At midterm of the first quarter, the consequences for subpar grades will be limited to a Letter of Academic Warning sent to the home, enclosed with the Midterm Report.
3. At the first quarter marking period, and thereafter, a student will become ineligible to practice, participate, or play when the following exists at any one of the eight grading periods:
 - a. A student is not receiving at least a C (70-79%) or a + or S in every subject and
 - b. based on teacher(s) evaluation the student is demonstrating insufficient effort and/or
 - c. based on teacher(s) evaluation the student is demonstrating inappropriate classroom behavior
4. The ineligible student's period of ineligibility will be reviewed in 10 school days when the student's status is re-determined.
5. Once reinstated, the level of involvement on the team or in the activity upon re-entry is at the coach's discretion. This may not be at the same level as when ineligibility period started, as the student may have missed several practice and rehearsal opportunities.
6. A student who is ineligible for two consecutive grading periods (defined as midterms and quarters) will be dropped from the activity.

7. An ineligible student may not participate in extra-curricular activities or in school sponsored events including, but not limited to athletics, cheerleading, Lego League, student council, and drama club.
8. An ineligible student may declare his or her intent to participate in an extra-curricular activity if the student is ineligible at the start of the activity. The student will not be able to participate in the activity as long as he or she is ineligible.
9. A student who is suspended from school may not participate in any extra-curricular activities during the duration of the suspension.
10. After the first detention of the academic year, a student who is assigned a detention for inappropriate behavior may not participate in any extra-curricular activities on the day that the detention is to be served. Detentions are served after school.
11. Specific modifications or interventions may be made based on the input of the principal and classroom teacher(s).

Acceptable Use Policy of the SPNetwork and Internet

(rev. 7/12)

Saint Paul has established guidelines for appropriate use of Saint Paul's computer networks. Saint Paul is the sole determiner of the definition of acceptable use. These guidelines are generally called an Acceptable Use Policy or AUP. An AUP is a written agreement signed by students and parents outlining the terms and conditions of Computer-Internet use – rules of online behavior and access privileges.

The content filtering software in place at Saint Paul Lutheran School is designed that objectionable materials are not easily available; however, students and parents must be informed that inappropriate materials could be encountered during student use and research. If such material is encountered, the computer monitor should be turned off and the teacher and/or technology teacher should be notified immediately. No filtering software is 100% effective and Saint Paul Lutheran School will not be held liable for inappropriate material to which the students may have gained access. Parents and guardians are ultimately responsible for setting and conveying standards that their children should follow when using media and information sources. Parents are encouraged to discuss responsible use of the Internet both at school as well as at home.

Purpose

School-provided Internet access has been established for a limited education purpose. This includes classroom activities, career development, limited independent study activities, and the facilitation of communications in support of research and education. Access enables students to explore thousands of libraries, databases, bulletin boards, and other resources.

The school expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

Saint Paul Lutheran School has the right to place restrictions on the material that is accessible through the Internet in line with school policy, morals, and religious beliefs. The school makes no guarantee that all information accessed will be error or biased-free.

Student Internet Access (rev. 7/13)

Students may have access to Internet World Wide Web information resources through their classroom, library, and computer labs.

Access is only permissible under their teacher's direct supervision using a shared classroom account.

Unacceptable Uses

- Students may not access, download, transmit, or distribute inappropriate material.
- Student may not use the Internet for commercial purposes. This means that students may not provide or purchase products and/or services from the Internet. Any purchases could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- Students may not set up or access personal e-mail or social media accounts through the Internet or Saint Paul network.
- Students may not be allowed in chat rooms without direct teacher supervision.
- Students may not copy or download any files, programs, commercial software, or other material (e.g. music) from the Internet without the teacher's permission.
- Students may not post personal contact information about themselves or other people including, but not limited to, names, addresses, phone numbers, and/or e-mail addresses.
- Students may not plagiarize any works on the Internet and will respect the rights of copyright owners.
- Students may not engage in any form of vandalism, including but not limited to: hacking, damaging computers, computer systems, network, and/or disrupting the operation of the network.
- Students may not attempt to access another person's files or folders.

Monitoring

The Saint Paul Network is routinely monitored to maintain the efficiency of the system. Network storage areas will be treated as public. Administrators and faculty may review files and messages to maintain integrity and insure that users are acting responsibly.

Consequences

The use of the network is a privilege, not a right, and may be revoked for a period of time if abused. Students will be disciplined according to the general disciplinary practices outlined in the Parent Handbook if they utilize the computers and Internet inappropriately.

Student Arrivals, Departures, and School Closings

Arrival and Departure (rev. 8/16)

School hours are 8:30 a.m. to 3:15 p.m. for full-day kindergarten and Grades 1st - 8th and 8:30 to 11:30 a.m. for half-day Kindergarten.

Students in Grades K - 8th are to arrive no earlier than 8:10 a.m. They may wait in the vestibule until 8:15 a.m. and at that time to go directly to their classroom. If earlier arrival is necessary, the student is to proceed to Extended Care. Students who are late (tardy) are to report to the school office before proceeding to the classroom. Teacher/school supervision starts at 8:15 a.m. and

ends at 3:30 p.m. Students not picked up by that time will be escorted to SPECK and appropriate fees will be charged. Only those students designated as “walkers” on their enrollment form will be allowed to leave school without being picked up by a parent.

Departures during the school day are strongly discouraged. If a student must leave, the parent or other authorized person must come to the office for the student. We are not permitted to dismiss a student to wait outside or walk to a particular destination during the school day.

In order to ensure the safety of our students, Saint Paul locks its doors during school hours. The School Street entrance door has a doorbell for all visitors, volunteers, parents, etc. to use. Students arriving late, or attempting to return to the building after the afternoon dismissal, must use the School Street entrance. Anyone needing access to Pre-K outside of regular drop off and pick-up times must enter through the School Street entrance.

Pre-Kindergarten Arrival/Dismissal (rev. 08/16)

Morning session: 8:45 a.m. to 11:15 a.m.

Afternoon session: 12:30 p.m. to 3:00 p.m.

Full-day session: 8:45 a.m. to 3:00 p.m.

Please remain with your child in the waiting area until classroom doors open (8:30 a.m. or 12:25 p.m.). Each child must be brought to the classroom and picked up there after each session by a parent or family-designated adult. Please assist your child as necessary with outer clothing, boots, etc. so the teacher may remain available to greet each child. Car pool parents must assume this responsibility for all children in the car pool.

At dismissal, please remain in the waiting area until your child’s class has been announced. Please assist your child as necessary with outer clothing and school bags so that nothing important is left behind. Car pool parents must assume this responsibility for all children in the car pool. Parents must give written permission if designating someone else to pick up their child. The designated person may be asked for identification.

Late pick-ups are hard on the children, and the teachers who need to set up for the next session. If you are unexpectedly delayed, please call the school.

Early Dismissal (rev. 7/13)

Occasionally teacher in-service sessions or parent-teacher conferences will necessitate early dismissal. Although almost all of these are included in the yearly school calendar, a few others may be announced throughout the school year in the Blitz, or other communications.

Emergency Closing (rev. 7/10)

In the event of an emergency closing, the principal’s office will initiate an automated call to all school families informing them of the closing as well as its impact on scheduled after-school activities. School closing also will be broadcast as part of the Chicago area Computerized Emergency Closing Center. Check www.emergencyclosing.com.

Parents may call the school office at 847.255.6733 after 6:30 a.m. and check for a message on the answering machine regarding school closing for the current day.

If school is to be closed during the course of a school day, parents will be called to pick up their children. For those few who may not be picked up, supervision will be provided until the normal dismissal time.

Facilities and Grounds

Parking (rev, 7/13)

Parking plans, regulations, and designations are made in annual consultations with the Mount Prospect Police Department. As these are announced in the Blitz or other communications, we ask that parents obey them. Parents are encouraged to use the parking lot on the north side of the building. In other cases, please note carefully the posted street signs.

School Grounds and Owen Park

Lawn, playground, and parking lot areas adjacent to the school, the church lawn and parking lot, and Owen Park are used for recess, physical education, extended care and other activities. Parental permission is not solicited when student activities are scheduled in these areas.

Student Health

Physical Examinations for Athletics (rev, 7/12)

All students participating in extra-curricular athletics are required to have a completed Illinois physical form available in the school office and your doctor's office and Saint Paul emergency form on file in the office. No student is allowed to participate in practices or activities until this requirement is met.

Tobacco, Alcohol and Drugs (rev. 7/10)

Saint Paul Lutheran School prohibits the illegal use of tobacco, drugs and alcohol by students, faculty and staff during all school-sponsored and related activities. If you or your child needs help or information, please contact the principal or pastors for information on referral or rehabilitation counseling programs.

Accident and Injury at School

In case of an accident at school, appropriate concern will be given. The parents or designated contact person will be notified to come for the child if necessary. If medical attention appears urgent, the paramedics will be called.

Automatic Electronic Defibrillator AED (rev. 7/12)

Saint Paul has fulfilled the state law requiring installation of an AED (defibrillator) / CPR and First Aid on site. In addition, specified personnel have been trained to operate it as well as received CPR and First Aid training, as required by law.

Communicable Disease (rev. 7/10)

The school should be notified immediately of a communicable disease. Parents must comply with the following procedures, which are in accordance with the rules and regulations of the Illinois Department of Public Health.

All children are to be excluded from school for a communicable disease or a condition which is readily transmitted to others.

The following restrictions apply:

- Chicken Pox: exclusion for at least six days after onset of skin eruption.
- Mumps: exclusion for nine days after onset of swelling and until all swelling is gone.
- Strep Infection: exclusion until the child has been on antibiotic therapy and free of fever for 24 hours.
- Skin rashes, eruptions, and conjunctivitis: exclusion until condition clears or a written statement from the physician that contagion does not exist.
- Mononucleosis, meningitis and hepatitis: exclusion until written release from physician.
- Head lice; exclusion until 24 hours after effective treatment has been administered and no nits are present. Proof of treatment is required.

Other Illness

If a child has an acute upper respiratory infection, sore throat, earache, upset stomach or an elevated temperature of 100 degrees or more, the student should be at home.

It is recommended that a child remain home with supervision for 24 hours following an episode of fever or vomiting to ensure full recovery.

AIDS

Saint Paul follows the guidelines set forth by the Cook County Department of Public Health and the Lutheran Church-Missouri Synod in dealing with any potential cases of AIDS. We would seek to deal with such situations with compassion and Christian love as well as with great care and concern for the health and safety of others in our school community.

County Health Nurse (rev. 7/06)

The Cook County Department of Public Health has discontinued providing a public health nurse for consultation and testing. Saint Paul contracts with independent nurses to provide vision and hearing screening.

Emergency Treatment Permission Form (rev. 7/05)

We provide parents with an Emergency Treatment Permission form that must be completed and returned before a student is allowed to attend class. The original will be filed at school, and copies will be provided to the home room teacher and to each coach of extra-curricular activities. It is the parents' responsibility to report any changes in information during the school year.

A minor may not be treated for injury even in an emergency situation without consent of parent or guardian except when, in the opinion of the physician, immediate treatment is necessary. If a child needs to be taken home, parents are contacted first. If neither parent is available, we will

contact the adult you have designated on that form. Please include cell phone numbers on your form.

Health Room (rev. 7/12)

A supervised Health Room is available for students who feel ill, where they may lie down and wait for parental pick-up. Students are to proceed to this room only after receiving permission from the teacher and checking in with the secretary or principal.

Illness in Regard to Recess and Physical Education

If a student has a health condition, which excludes participation in Physical Education class or recess, a note from a doctor should be provided giving the length of non-participation and specific restrictions involved.

Immunization Requirements

Illinois law requires that children be excluded from school if proof of required immunization and the physical examination are not presented at the time that they enter school.

Specific rules and regulations regarding specific diseases are available in the school office. The Cook County Department of Public Health provides free immunizations to all children except those with an acute illness or with a history of asthma or seizures. For information about free clinics, call 847-818-2860.

Medication Guidelines (rev. 7/05)

The responsibility for administering medication rests solely with the parents. Whenever possible, a schedule should be arranged so that all medication is given at home under parental supervision and not during school hours.

In exceptional cases when medication must be given during the school day, the regulations from the Illinois Department of Public Health "Guidelines for Management of Medication in the School" will be implemented as follows:

1. The principal and the child's teacher are to be informed of students receiving medication during school hours.
2. Your Physician may FAX written medication orders. Saint Paul's FAX number is 847.255.6834. All written orders are to be provided to the school from the physician as follows:
 - Name of student and date
 - Illness or condition involved
 - Name of medication
 - Dosage
 - Time interval to be given
 - Desired benefits and side effects
 - Physician's signature
3. The parent or guardian is to provide to the school a *written request authorizing the administration of medication prescribed by the physician. Only medication which a physician has authorized will be administered at school. The written request must include

a waiver of liability signed by the parent. (*Please use the medication form available in the school office to make this request).

4. Medication is to be brought to the school in a container which has been appropriately labeled by the pharmacy or physician.
5. Administering medication will be in the office, under the supervision of the health aide, secretary, or principal.
6. It is within the principal's discretion to reject requests for administration of medication.
7. Public Act 92-0402 assures students with asthma have immediate access to life-saving asthma medication. Parents who wish to allow their student to carry asthma medication with them during the school day will be asked to provide a Physician request for Self-Administration of Medication form and sign both a Parent Agreement for Child to Carry Medications form and a Policy Statement form. Students will not be allowed to carry asthma medication until these forms have been provided.

It is understood that the school provides these services in the interest of the well-being of the students and as an accommodation to the parents. Please note: Any type of medication brought to school without a doctor's note will be held for safekeeping in the school office. Medication will not be given but will be returned to the child at 3:15 p.m. to take home.

Milk (rev. 8/16)

We participate in the U.S. government milk program, providing 1% low fat, skim, or non-fat chocolate milk to our students daily at a nominal cost. Prices are announced at the beginning of the school year. Students may have more than one carton of milk daily for the entire school year. Students are required to order their milk choice during registration and may NOT change that order during the school year. If a student is absent one day, he does not get two cartons the next day. Absences are taken into account when setting the price, and deliveries are based upon the number of children present.

The school milk program is available to all eligible participants without regard to race, color, sex, age, disability, or national origin. Any person who believes he or she has been discriminated against in any USDA-related activity should write to: Administrator, Food and Consumer Service, 3101 Park Center Drive, Alexandria, Virginia 22303.

Physical Examinations (rev. 7/12)

Illinois State law requires all children to have a complete physical examination and specific immunizations upon entrance into kindergarten and again at the sixth grade level. Completed physical examinations, including immunization dates, are to be returned to the school on or before the first day of school. Physical examinations, which are not more than one year old prior to the first day of school, are acceptable.

Saint Paul Lutheran School requires students who participate in interscholastic athletics have an annual physical examination. The examination must be completed within one year prior to competition in a specific sport.

State Required Dental Examinations (rev. 7/09)

Illinois State law requires all children entering kindergarten, 2nd, and 6th grades to have an "Illinois Department of Public Health Proof of School Dental Examination Form" on file in the school office.

The form is due by May 15 of the school year. The exam must have occurred within 18 months of the May 15 deadline.

State Required Vision Examinations (rev. 7/09)

Illinois State law requires all children entering kindergarten as well as all 1st through 8th grade students who are new to a school to have a “State of Illinois Eye Examination Report” on file in the school office. The form is due by October 15 of the school year. The exam must have occurred within 12 months of the October 15 deadline.

Animals (rev. 7/12)

Live animals are not allowed in the building. If a teacher wishes to use a live animal as part of instruction, special arrangements will be made with the principal so that precautions are taken to ensure the health and safety of our students.

Student Safety

Emergency Response/Mount Prospect Standardized Crisis Plan (rev. 7/09)

Saint Paul Lutheran School is a member of the consortium of schools which follows the Mount Prospect Standardized School Crisis Plan. This award-winning plan, which includes extensive training and online support, was designed by the Mount Prospect Fire Department in conjunction with the Mount Prospect Police Department as well as area schools, including Saint Paul. The Standardized Plan was designed to streamline safety procedures and crisis response to ensure the best care for children and families in case of emergency. In addition, this Plan and its training sessions help to promote a spirit of cooperation among area schools with each other, and with Police and Fire professionals, who must rely on each other during emergencies.

Bicycle and Scooter Riding (rev. 7/12)

In addition to following the rules of the road and village ordinances, for safety purposes, all students should walk their bicycles and scooters whenever on school grounds, adjoining sidewalks, and parkways.

Fire Drills and Emergency Drills (rev. 7/05)

As required by law, we carry out periodic fire drills, utilizing accepted safety procedures under the supervision of, and with the evaluation of, the Mount Prospect Fire Department. Other emergency drills are carried out throughout the year, following the guidelines provided by the Mount Prospect Police Department.

Safety Patrol (rev. 7/08)

Junior High students serve as the Safety Patrol for the protection of students crossing at the intersection of School Street and Busse Avenue. Students are to cross only at the direction of a Safety Patrol student. For the safety of our children, parents are asked to use caution at all times when children are present.

Visitors (rev. 7/13)

All visitors must call the school office to arrange a classroom visit. Persons entering the building for any reason, even briefly, must sign in on the Visitor's Log in the office, receive and wear a visible visitor's badge throughout their stay, and sign out before they leave. This includes those who are here to volunteer. Parents here to meet with a teacher or visit a classroom must wait until someone greets them and gives instructions before proceeding. Children other than those enrolled in the class are not to be left at school. Parents are welcome to arrange a classroom visit with the teacher.

Separated Families (rev. 7/12)

Christian love and concern for our students and their families will be our priority when dealing with divorced and separated families. We encourage full participation and communication by both parents and are ready to assist whenever we can.

A. Separated Families – No Court Order

Until such time that a court order declares who the custodial parent or guardian of a child will be, and the school is notified in writing, the school will release a child and provide information concerning the child to either parent without responsibility for such action. That is to say, the school will assume for all practical purposes that the parents have joint custody. It also will be the responsibility of the separated parents to communicate their activities to one another; this is not the responsibility of the teacher or principal. The school will not demonstrate bias in any way. The school will continue to send communication and information to all addresses provided to the school and will communicate with both parents until a court order declaring custody is provided to the school. It will be the responsibility of the custodial parent or guardian to provide necessary documents each year.

B. Joint Custody

For purposes of this handbook, joint custody is defined as the care and keeping of a child for a given length of time. Joint custody does not refer to a parent who is simply given visitation rights. The school will recognize joint custody only if the court order affirmatively specifies joint custody, and does not simply grant visitation rights.

If a court order grants custody to both parents, both parents may be involved in school affairs, have access to school records and seek conferences with teachers. The school will communicate with both parents if the addresses of both parents are provided to the school. It is the obligation of a parent to provide his or her new address. Children will be released from school to either parent unless a court order or legal document restricts such activity. It will be the responsibility of the custodial parent to provide necessary documents. It also will be the responsibility of the separated parents to communicate their activities to one another; this is not the responsibility of the teacher or principal.

C. Non-Custodial Parents

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child, have contact with, or take custody of the child while the child is at school:

1. A non-custodial parent may not take custody of a child, remove the child from school premises, or have contact with the child unless the custodial parent or guardian

- presents either a written court order, or a written authorization signed by the custodial parent or guardian, which permits such activity.
2. Report cards, conferences with teachers, information about school activities, etc. will not be shared with a non-custodial parent unless the school has written authorization signed by the custodial parent or guardian or a written court order.
 3. Concerning student activities, which require parental consent, the school will accept consent only from the custodial parent or guardian, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
 4. When the custodial parent or guardian or a written court order has given permission for non-custodial parent involvement in specified activities, it will be the responsibility of the custodial parent or guardian to provide necessary documents. It also will be the responsibility of the separated parents to communicate their activities to one another; this is not the responsibility of the teacher or principal.

D. Protective Court Order

It is the responsibility of the custodial parent or guardian to provide legal documents to notify the school of a protective court order. If additional surveillance or protection of the child is deemed necessary, it will be the responsibility of the custodial parent or guardian to make these arrangements with the local police department and notify the school office. Students will participate in regular activities of the school such as outdoor recess, field trips, etc. unless the custodial parent or guardian requests, in writing, that the student remain in the school office. Custodial parents or guardians may make arrangements to pick up students from the school office at dismissal time. It is the responsibility of the custodial parents or guardians to make these arrangements with the school office each year.

Pre-Kindergarten Policies

Admission

(See Section 5, Admission Policy)

Toilet Training (*rev. 7/10*)

All children are to be toilet trained before entering school. We are not equipped to change children during the day. When accidents are frequent, we may counsel a parent to withdraw the child from school until the child has adequate control. Use of pull-ups is helpful. Toileting accidents require too much staff time away from classroom duties. If a child is recently toilet trained, please take the child to the bathroom upon arrival in class.

Arrival/Dismissal

(See Section 3, Arrivals and Departures)

Behavior Guidelines

Children need guidelines and boundaries to help them become socially integrated into a group setting. If children behave in an unacceptable manner they will be guided as follows:

1. The teacher in charge will speak to the child about the behavior.
2. If the behavior is repeated, the child will be redirected to another activity.
3. If the behavior continues, the child will have a brief "time out" away from activity.

4. If the child is unable to respond, the teacher will ask an aide to sit with the child in another room for a short while so that the child may calm down. Then the child returns to the group.

All of the above are done in a loving, caring, and positive manner. The child is always loved; it is the behavior that is unacceptable. The goal is for the child to become responsible for behavior. The teacher will confer with parents if the unacceptable behavior continues.

Birthdays

We celebrate each child's birthday at school. Your child's teacher assigns the date. A special snack may be sent on that day. Invitations for private parties must not be distributed in school.

Pre-Kindergarten Clothing Requirements

- Children should wear washable play clothing that the children can easily manage for themselves.
- Outer clothing should be labeled with child's name.
- Check weather forecasts daily so that outer clothing is appropriate.
- Gym shoes must be worn daily.
- Sandals are not acceptable for school play.

Field Trips

(See Section 2, Pre-K Field Trips)

School Bags

Each child is required to bring a tote bag to school each day. Although this may seem a simple request, many bags and backpacks are not appropriate for preschool children. Make sure your child's bag is large enough to hold an 18-inch-by-12-inch sheet of paper. Children should be able to pack bags without assistance. Many bags with buckles, clasps, hooks, etc. are not manageable for young children.

Rest or Naptime (rev. 7/06)

All full-day Pre-kindergarten students will be expected to rest or nap during quiet time each afternoon.

Full-day Nap Bags (rev. 7/06)

All children enrolled in full-day preschool will be given a cloth laundry bag. All items that may be helpful in getting your child to rest should be placed in this bag. The items may include a small blanket, small pillow, and a stuffed toy. Everything must fit into the bag. We do not have space to store additional items. All nap bags will be sent home for laundering on the child's last day of school for the week and must be returned on the child's next school day.

Snacks (rev. 7/06)

Small portion snacks and beverages are provided daily by the children on a rotating basis. Teachers will send a schedule, and happily provide suggestions for nutritional snacks. We suggest that you select foods that are necessary for the diet of the preschooler. Avoid sweets. We have kitchen facilities available, so snacks that can be made by the children are encouraged. If the snack needs certain equipment, or use of the oven, or will take extra time to prepare, please notify the teacher in advance at the prior school session. Some children have severe food allergies. The teacher will alert class members so you can take that into consideration in your planning. Please refer to nutritional snack suggestions included at the end of the handbook (See Appendix A). No peanut butter or peanut butter snacks are to be served in preschool.

Full-day Student Lunch (rev. 7/06)

Parents of full-day students need to provide a lunch for their child each day. Milk may be purchased through the school milk program or you may provide your own beverage. The first snack of the day will be provided by the children on a rotating basis (See Section 3, Snacks). The second snack will be provided by the teacher. Parents also may purchase a second serving of milk for the second snack time.

Section 4 – Available Services

Before/After School Program

Saint Paul Extended Care for Kids (S.P.E.C.K.) (rev. 7/10)

S.P.E.C.K. is an extension of Saint Paul Lutheran School; thus all of the philosophies and beliefs of the school are also those of S.P.E.C.K. Only students enrolled in Saint Paul Lutheran School, grades Pre-K - 8th, may use S.P.E.C.K.

S.P.E.C.K. is available to all students enrolled in Saint Paul Lutheran School from Kindergarten through 8th grade on a daily basis when school is in session. S.P.E.C.K. also is available to Pre-Kindergarten students on the days that they are enrolled in classes at Saint Paul.

Arrival and Departure

When dropping children off, a parent (or other assigned ADULT) **MUST** walk the child into the S.P.E.C.K. room and register the child with the caregiver on duty. In the same manner, a parent (or other assigned ADULT) **MUST** come to the room to pick up the child.

At the end of the school day, it will be the responsibility of the S.P.E.C.K. personnel to sign your child in at the correct time. When picking up your child, you must sign out by noting the correct time (according to the clock in the S.P.E.C.K. room) and add your signature to the child's form. Failure to do so will result in a maximum charge for the day.

Change of Child's Schedule (rev. 7/01)

A parent must inform the Coordinator of S.P.E.C.K. and the child's teacher at least one day prior to any change that will occur in the child's regular schedule. All notification of changes to a child's regular schedule must be in writing and signed by the parent.

Children will not be dismissed from scheduled participation in S.P.E.C.K. without prior, written notification from the parent.

Closing Time

Closing time is promptly at 6:00 p.m. A five (5) minute “grace period” will be allowed. Thereafter, the fee of \$1.00/minute will be instituted. All times shall be formulated on the Extended Care room clock.

It is important that children are picked up promptly at closing time. Families who repeatedly accrue late charges may be denied the use of S.P.E.C.K. The principal will send a warning letter before use of S.P.E.C.K. is terminated for a family.

Schedule (rev. 7/07)

S.P.E.C.K. may be available on every scheduled school day, including early dismissal days and late arrival days.

S.P.E.C.K. will be closed on scheduled school holidays and vacations (Thanksgiving, Christmas, Spring/Easter).

S.P.E.C.K. may be available on scheduled In-service/Conference days **IF** a substantial need is shown on a pre-register, pre-pay basis.

S.P.E.C.K. will be closed on those days when Saint Paul does not have school due to an emergency school closing.

Hours (rev. 7/06)

Before school hours: 7:00 a.m. – 8:45 a.m.

After school hours: 3:00 p.m. – 6:00 p.m.

Snacks (rev. 7/06)

Breakfast and snacks will not be provided, but students are welcome to bring healthy snacks to S.P.E.C.K. (See Appendix A for healthy snack suggestions). No pop is allowed.

Transportation

Parents are responsible for transportation to and from the S.P.E.C.K. facility.

S.P.E.C.K. school personnel are responsible for escorting children safely across the street when traveling to and from the school and Owen Park.

Emergency Treatment

(See Section 3, Emergency Treatment Permission Form)

S.P.E.C.K. Discipline (rev. 7/10)

Extended Care personnel may discipline any student they feel is necessary at any time or place in the Extended Care Program. S.P.E.C.K. follows the same discipline policy as Saint Paul School. (See Section 3, Discipline).

Use of S.P.E.C.K. by Volunteers

Fees for S.P.E.C.K. use may be waived for parents who are involved in designated volunteer activities. The decision to waive fees for volunteers will be made by the principal and the chairperson of the activity. Students who use S.P.E.C.K. under this arrangement must be enrolled at Saint Paul during the days they use S.P.E.C.K.

Parents who request this waiver for a volunteer activity should fill out a special Volunteer S.P.E.C.K. Registration form in the school office. This registration is only in effect for volunteer activities and parents will not be charged. Parents wishing to use S.P.E.C.K. at any other time must fill out the regular registration form and pay the usual fee.

Parents may pick up a "S.P.E.C.K. Volunteer Voucher" from the school office on the day they wish to use S.P.E.C.K. This voucher must be signed by the principal and activity chairperson and can then be presented to S.P.E.C.K. in order to have fees waived.

Special Events

Parties and Gifts (rev. 7/13)

Class celebrations are held at the discretion of the teacher for special occasions and holidays. Room parents are asked to work closely with the teacher in planning such events. For Christmas or special gifts given at school, the teacher will convey to students and parents the expectations or limitations of such gifts.

Teacher/Coach Gifts

Group gifts may be given to teachers or coaches. Letters for solicitation for these gifts must be approved by the principal. The letters of solicitation may not suggest an amount and the system of collection must be voluntary and anonymous.

Pictures

The school provides the opportunity for individual student pictures to be taken and made available for purchase at a nominal charge. Parents should expect quality to be commensurate with cost. Professional photographers are contracted annually for this service. Notice will be given well in advance. Students absent on "picture day" will be offered another day for picture taking. Please understand that this is a courtesy service and the school does not act as a photography studio. Complaints about quality should be made directly to the photography company.

Eighth Grade Graduation (rev. 7/12)

An eighth grade graduation service is held in the church on the last day of school. This service is planned by the pastors, principal, and eighth grade teacher. A guest speaker is usually invited. Graduates are required to wear school caps and gowns.

A banquet for the graduates and their parents is held the last week of school. This event is planned and administered by the eighth grade teacher and the principal. A graduation fee is included in the tuition and fee schedule to cover the cost of expenses related to graduation, including diplomas, ribbons, service speaker, caps and gowns, flowers, and banquet expenses. There will be no additional fund raisers or fee assessments without school authorization.

Volunteers *(rev. 7/12)*

Many volunteers are needed to carry out the mission and purpose of Saint Paul Lutheran School. The curricular and extra-curricular programs depend on assistance from parents in order to be implemented.

Expectations for Volunteers

- Your attitude and behavior will reflect the Christian philosophy of Saint Paul. Please speak well of the school and teachers during your volunteer experience and when you leave.
- Understand that a school is a professional environment and it is important to keep observations of students and teachers private. Please avoid discussing student behavior with other parents. It is up to the teachers to report to parents on any child's behavior or academic needs.
- Be aware of your potential conflict of interest as a parent as you work with your child within a group of other classmates or teammates and we ask you to make every effort to be fair and impartial in your treatment of all children.
- Volunteers are requested to sign in and out of the visitor's book during school hours and to remain in the area in which they are serving. It is distracting to students and teachers to have volunteers "peeking" in classrooms.
- Allow the professional staff to handle discipline issues. If a child's safety is at risk, you may certainly intervene, but the incident should be reported to the principal or teacher immediately and he/she will handle the issue.
- Check with the principal and/or teacher before soliciting student help or participation in any activities.
- Do not bring younger children when you volunteer. If it is absolutely necessary, please obtain permission from the principal and/or teacher. You will need to keep your children with you at all times and supervise them carefully.

We may choose to do a background check on our volunteers in order to maintain a safe environment for our students.

Communication Capabilities

Communication *(rev. 7/13)*

Our weekly school newsletter, The Blitz, is distributed electronically on Thursdays. It includes a calendar of events for the coming week as well as notices and information important for school-home communication. Additionally, your child's teacher may send home class letters or updates. We ask that parents look for these materials and read them thoroughly. In addition, Saint Paul School may communicate through other means.

In addition to the Parent Handbook, you will receive a school directory, which includes class lists, names, addresses, and telephone numbers of school families and faculty, a school calendar including chapel dates, and tuition information.

Advertising (rev. 7/08)

Advertising of outside student services offered by individuals, including but not limited to tutoring, music/voice lessons, child care, shall not be permitted on school property or in school publications.

All commercial advertisements will be reviewed and approved by the principal prior to distribution. The inclusion of these advertisements in school publication or on school property does not constitute approval and/or endorsements of any product, service, organization, or activity.

Lost and Found

Lost and found items are turned in to the office. We ask parents to check occasionally to see if their children's belongings are there.

Transfer of Student Possessions (rev. 7/01)

A table has been placed outside of the school office on which parents may place items they wish to make available to their children after the start of the school day. Items such as forgotten lunches or assignments, books, band instruments, coats, gym clothes etc. should be marked with the child's name and placed on the table where students may claim them as they pass the table. School personnel will not deliver student's possessions to the classroom nor will they use the building intercom to announce the arrival of forgotten items.

Parent Teacher League (PTL) (rev. 7/09)

All parents of students enrolled in Saint Paul are members of the Parent Teacher League (PTL). PTL also has attempted to meet the changing needs and interests of parents by offering them opportunities to participate in activities and has delegated most organizational tasks to the executive board. The board, in consultation with the principal, presents a budget and list of activities for the following school year to a general meeting in May. At that same meeting, elections are held to fill vacancies on the board. The executive board meets during the year, as needed, to implement the planned budget and activities. The date and time of these meetings always are published and all parents of the school are invited.

The PTL is under the supervision of the Parish School Ministry and works with the principal of the school to provide support for school programs and activities. Most of this support is in the form of fund-raising, fellowship, and securing volunteers for the school.

Fund-raisers and fellowship activities are scheduled and/or substituted, depending on the needs of the school and the interest of parents.

The PTL actively recruits volunteers for its own projects and helps the principal secure volunteers for the needs specified on the volunteer sheet included in the summer letter.

Section 5 – Enrolling Your Student

How to Enroll *(rev. 7/12)*

Children who meet the admission requirements outlined below may be enrolled at Saint Paul Lutheran School by their parent or guardian. To initiate enrollment, the parent or guardian must bring to the school office an official state or county copy of the child's birth certificate, a non-refundable deposit, and a completed and signed grade-level enrollment form. All grade-level enrollment forms are available in the school office or www.saint-paul.org.

Admission Policies and Procedures

Admission Policy *(rev. 4/18)*

Saint Paul serves the entire community. Saint Paul does not discriminate on the basis of age, race, color, sex, disability, immigration status, or national ethnic origin in admission of students; in the right to privileges, programs, and activities generally made available to students in the school; in administration of educational and employment policies; and in administration of athletic or other school administered programs.

The Non-Discrimination Policy of Saint Paul complies with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); the Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.); The Age Discrimination Employment Act of 1967 (29 U.S.C. 621 et seq.); Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and the **Illinois School Code {105 ILCS 5, and relevant case law including Plyler v. Doe. [457 U.S. 202](#), 102 S. Ct. 2382}** (1982).

Nothing in this document shall be construed as relieving a nonpublic school from the duty to comply with any other applicable State or federal law or regulatory requirement. 23 ILL Adm Code 425.10(c).

Saint Paul Lutheran School takes its non-discrimination policy seriously. The School Board of Saint Paul Lutheran School is responsible for implementation of the non-discrimination policy and addresses any concerns in this area.

Saint Paul Lutheran School gives preference in applying for admission to members of Saint Paul Lutheran Church and returning students.

All students enrolling at Saint Paul Lutheran School for the first time (or re-enrolling after a lapse in attendance) are required to submit a birth certificate. Parents of transfer students will be required to fill out a "Request for Transfer of Records" form which will enable Saint Paul to receive an official transcript from the student's previous school. Saint Paul will request special education and disciplinary records in addition to the usual health, academic, and attendance records. Saint Paul sends records of students transferring to other schools within ten days of the request.

Grade placements for all new students are considered temporary, subject to a nine-week evaluation period. This evaluation period will allow the school to receive transcripts of transfer students to ensure that the grade placement is at the appropriate level, and to determine that the

programs at Saint Paul are adequate for the needs of the student. The evaluation will be based on observation by the classroom teacher, in consultation with the principal.

Children with special needs that cannot be accommodated through the programs offered at Saint Paul may be denied enrollment, or enrollment may be discontinued in order to encourage them to enroll at a school that can provide an appropriate program.

Age Requirements (rev. 7/13)

Students must be 3 years of age by November 1 of the current school year in order to enter pre-kindergarten classes at Saint Paul, 5 years of age by September 1 in order to enter kindergarten, and 6 years of age in order to enter first grade.

Saint Paul Lutheran School will consider early kindergarten enrollment for a child based on the following criteria established by the Parish School Ministry:

- A student must have been evaluated and accepted into early kindergarten admission at his or her own local school district. Appropriate documentation and test results supporting this fact must be submitted to the Saint Paul Principal for consideration.

Or

- A student must have been evaluated and recommended for early kindergarten by a licensed educational psychologist. Appropriate documentation and test results supporting this recommendation must be submitted to the Saint Paul Principal for consideration.

Following the procedures above does not guarantee early admittance into kindergarten at Saint Paul, however, it does guarantee that the information will be reviewed and considered.

Admission Procedures (rev. 7/10)

1. Member Families Applying for Enrollment and Returning Students Applying for Enrollment in grades Pre-kindergarten through Eight.

The first weeks in January are reserved for Application for Enrollment from member families applying for admission to pre-kindergarten and kindergarten and returning students applying for admission to grades preschool through eight. (Returning students are those students who are enrolled in classes during the current school year.) The date and time are noted on each application form as it is received in the office. Member families applying for admission to pre-kindergarten and kindergarten or returning students applying for admissions to grades preschool through eight who do not apply during this period may apply at any other time, but will be given no preference over other families if classes are filled.

2. Open Registration

Open Registration begins during the end of January, and Applications for Enrollment are accepted until classes are full. A waiting list is maintained for full classes. The date and time are noted on each application form as it is received in the office.

3. Waiting List

The principal reviews Applications for Enrollment with the Parish School Ministry after February 28, in order to notify those families whose Application for Enrollment has been accepted and those who have been placed on a waiting list by March 15. When an opening occurs, students are

moved from the waiting list to enrollment status based on the date and time noted on the Application for Enrollment.

Tuition and Fees *(rev. 7/11)*

Tuition classifications are based on the church membership of the parent or legal guardian of the student(s). The required enrollment and tuition fees are payable in accordance with the published fee schedule and due dates in effect at that time. All fees are non-refundable.

Two separate tuition schedules are available, one for congregational partners and a second for members of the community. Members of Saint Paul Lutheran Church contribute to the work of the whole congregation through their weekly offering envelopes; therefore, member tuition is substantially lower than that of non-members. Membership is effective on the date of the Sunday service in which the parent or guardian is received into membership.

Tuition for each of the two classifications is charged on a sliding scale with the parents paying the full amount of the highest tuition rate, and discounted rates for additional children. Ask office staff for assistance in figuring multiple child discounts.

Tuition Collection *(rev. 7/12)*

Saint Paul Lutheran School is subsidized by Saint Paul Lutheran Church with tuition payments covering a major portion of the operating costs. It is essential that payments are made on a regular basis. Tuition is a yearly charge; it is divided into nine payments for your convenience. The charge and payment schedule is published in the yearly "Tuition and Fee sheet." Monthly payments are due by the tenth of each month. Please do not give payments to the teachers as they are busy with children and payments may be misplaced. Tuition payments may be mailed or paid in the school office. Direct withdrawal is available through the school office. If a payment is overdue in excess of 30 days, the principal has the discretion to withhold grades until payment is made or to arrange an alternative payment schedule.

Books and Materials Fee *(rev. 7/09)*

A portion of the Books and Materials Fee, as published on the yearly "Tuition and Fee Sheet" is payable at the time of enrollment in order to hold a student's place in the classroom. The balance of the Books and Materials Fee is due at the time of August registration for continued enrollment. The balance also may be paid in three payments in June, July, and August. Students are not allowed to attend classes without full payment of the Books and Materials Fee.

Other Fees

Other fees published on the yearly "Tuition and Fee Sheet," such as milk, uniforms, etc. are payable at the time of August registration. Students will not receive specified services or materials until these fees are paid.

Saint Paul Extended Care (S.P.E.C.K.) Fees *(rev. 7/09)*

S.P.E.C.K. fees are billed monthly. The fees consist of a per-hour charge for child care. The fees are published yearly on the "Tuition and Fee Sheet." If S.P.E.C.K. payments are overdue in

excess of 30 days, the principal has the discretion to suspend service until payment is made or to arrange an alternative payment schedule.

Commitment Form-Participation Fee

Students and parents are required to sign a commitment form and pay a participation fee before participating in Saint Paul's extra-curricular programs.

Tuition Assistance

Purpose (rev. 7/09)

Saint Paul Lutheran Church provides tuition assistance for families who are unable to pay school tuition.

Eligibility (rev. 7/09)

All families of students enrolled in Saint Paul Lutheran School, pre-kindergarten through eighth grade, are eligible to be considered for tuition assistance. Other fees remain the responsibility of the family.

Applying for Tuition Assistance

Saint Paul Lutheran School Tuition Reduction Request applications are available in the school office. These applications must be filled out completely and all supporting documentation must be attached before they can be reviewed. Applications must be filled out by the student's parent or guardian. Assistance is awarded on a one school year basis.

Granting of Tuition Assistance (rev. 7/10)

Authority for granting educational assistance lies with the Tuition Assistance Review Committee consisting of the Senior Pastor and the Principal. Applications are reviewed on the basis of both financial need and the state of commitment to the ministry of Saint Paul Lutheran Church and/or School. Assistance is awarded on a one school year basis.

Donations to the Fund (rev. 7/09)

Donations from church members and school families are needed each year to provide an adequate amount of funding. Donations should be marked: "Tuition Assistance Fund" and may be placed in the Sunday offering or dropped off at the church or school offices. These donations are tax deductible. Donations may not be designated for specific families or students.

Reverend Arthur Bickel Band Scholarship Fund (rev. 7/04)

Saint Paul Lutheran Church and School maintains the Reverend Arthur Bickel Band Scholarship Fund in order to provide financial assistance for families who are unable to pay the Band fees.

Eligibility

The fund is available to all families enrolled in the Saint Paul Lutheran School Band Program. The fund is used only for band fee assistance. Other expenses remain the responsibility of the family.

Fund Management

The Reverend Arthur Bickel Band Scholarship Fund is maintained within the congregation's trust accounts. Additional funding is generated through gifts, memorials, and fundraisers. All additional funding is held in The Reverend Arthur Bickel Band Scholarship Fund, along with the available interest from the previous year until solicited from the Financial Secretary of the Trust Funds by the principal of the school.

Applying for Assistance

Saint Paul Lutheran School Band Fee Reduction Request applications are available in the school office. These applications must be filled out completely and all supporting documentation must be attached before they can be reviewed. Applications must be filled out by the student's parent or guardian. Assistance is awarded on a one school year basis.

Granting of Assistance

Authority for granting band fee assistance lies with the Band Fee Assistance Review Committee consisting of the Principal and Band Director. Applications are reviewed on the basis of both financial need and state of commitment to the ministry of Saint Paul Lutheran Church and School. Assistance is awarded on a one school year basis. The principal notifies the Financial Secretary of the Trust Funds of the decisions of the Review Committee and the amount is transferred from the Reverend Arthur Bickel Band Scholarship Fund to the tuition receipts of the church.

Limits on Annual Assistance

No more than \$500 per year will be provided from this fund for purposes of Band Fee Assistance and no more than \$300 per year, per student will be granted. The amount any one student might receive may be less than \$300. Not all students receiving assistance in one year will necessarily receive the same amount. If the need for Band Fee Assistance is unusually great in any year, the Band Fee Assistance Review Committee may petition the Parish School Ministry to approve additional distribution of funds. Band fee assistance will only be offered when a sufficient amount is available in this fund.

Donation to the Fund

Donations from church members and school families are needed each year to provide an adequate amount of funding. Donations should be marked: "Reverend Arthur Bickel Band Scholarship Fund" and may be placed in the Sunday offering or dropped off at the church or school offices. These donations are tax deductible. Donations may not be designated for specific families or students.

Reverend Arthur Bickel Band Instrument Trust Fund

(rev. 7/04)

Saint Paul Lutheran Church and School maintains the Reverend Arthur Bickel Band Instrument Trust fund in order to provide the school band program with large instruments normally provided by a band program to its students.

Fund Management

The Reverend Arthur Bickel Band Instrument Trust Fund is maintained within the congregation's trust accounts. Additional funding is generated through gifts, memorials, and fundraisers. All additional funding is held in The Reverend Arthur Bickel Band Instrument Trust Fund, along with the available interest from the previous year until solicited from the Financial Secretary of the Trust Funds by the principal of the school.

Use of Funds

The initial amount creating this fund will only be used on a one-to-one matching basis. For example, should a gift in the amount of \$250 be received, then \$250 would be matched and made available from the Fund for total of \$500 toward the purchase of instruments. An individual's donation plus any matching gift received from an outside source will be considered to be the total donation amount for purposes of determining how much of the Fund will be allocated. Once the initial amount creating this fund is depleted, new donations to this fund will not be subject to the matching requirement.

Donation to the Fund

Donations from church members and school families are needed each year to provide an adequate amount of funding. Donations should be marked: "Reverend Arthur Bickel Band Instrument Fund" and may be placed in the Sunday offering or dropped off at the church or school offices. These donations are tax deductible.

Other Donations, Memorials, Bequests

Individuals and families often have wanted to offer special gifts to the school and its programs. The usual procedure in such cases is for those individuals to consult with the administrators and/or teachers to ascertain current needs. Spontaneous gifts of items or books, while well-meant, may not serve our needs. We seek to keep a current list of "wish list" items on hand in the office for those desiring to make special gifts.

Thank you letters for income tax purposes are available for all donations that are made to Saint Paul Lutheran School.

APPENDIX A

Wellness Policy *(rev. 9/12)*

Belief Statement

Saint Paul Lutheran School is committed to provide a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness; helps to reduce childhood obesity; supports nutrition education, physical activity and other school-based activities designed to promote student wellness; provides nutrition guidelines for all foods available during the school day; and designates one or more persons with operational responsibility for this policy.

Rationale *(rev. 8/16)*

A disturbing number of children are inactive and do not eat well. The result is alarming, **more than 1/3 of children and adolescents are overweight** – a three-fold increase since 1980. Congress passed the Child Nutrition and WIC Reauthorization Act of 2004 on June 30, 2004. Recognizing the role schools can play in health promotion; this law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The objectives of the wellness policy are to improve the school nutrition environment, promote student health and reduce childhood obesity. In addition, Public Act 094-0199 amends the Illinois School Code, requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy.

The link between nutrition and learning is well-documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of premature death and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

Goals for Nutrition Education

Students in preschool through grade 8 shall receive nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors and aimed at influencing students' knowledge, attitudes and eating habits. Special emphasis should be placed on nutrition education in preschool through primary grades as eating habits are established at a young age.

To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into other school subjects like math, science, language arts, physical education, health, family and consumer science and social sciences.

The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips and school gardens.

Goals for Physical Activity

Students in preschool through grade 8 shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness and emphasizes self-management skills including energy balance (calories in minus calories out).

It is recommended that students participate in physical education for a minimum of 150 minutes per week. Special emphasis should be placed on promoting an active lifestyle in preschool through primary grades as health habits are established at a young age.

Students shall participate in a daily supervised recess or physical education period.

Students shall be provided opportunities for physical activity through after-school activities.

Because students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall actively engage families as partners in providing physical activity beyond the school day.

Goals for School-Based Activities to Promote Student Wellness

Schools shall support parents' efforts to provide a healthy diet and daily physical activity for their children.

Parents shall be provided information to help them incorporate healthy eating and physical activity into their students' lives. This information may be provided in the form of handouts, postings on the school website, information provided in newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.

Consistent School Activities and Environment – Healthy Eating

It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.

School meals shall be served in clean, safe, and pleasant settings with adequate time provided for students to eat and socialize.

Contracted food service personnel shall have adequate pre-service training.

Food providers shall work with suppliers to obtain foods and beverages that are nutritious.

Food providers shall work closely with school instructional staff to reinforce nutrition instruction and foster an environment where students can learn about and practice healthy eating.

Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options and shall be provided with a list of recommended food and beverage options (see last section).

School-based organizations shall be encouraged to raise funds through the sale of items other than candy or similar products.

The school shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.

Students are not permitted to bring any soda pop or other caffeinated beverages onto school grounds. Exception made be made, at teacher discretion, for classroom parties, etc.

Consistent School Activities and Environment – Physical Activity

Physical education shall be provided by trained staff that meet certification requirements equivalent to those for other curricular areas.

Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas.

The physical education program shall be closely coordinated with the other components of the overall school health program. Physical education topics shall be integrated within other curricular areas. In particular, the benefits of being physically active shall be linked with instruction about human growth, development, and physiology in science classes and with instruction about personal health behaviors in health education class.

Teachers are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.

Board, faculty, and staff are encouraged to develop community partnerships with other child-serving organizations such as park districts and YMCA's to provide students with opportunities to be active.

Board, faculty, and staff are encouraged to provide student and community access to and promote use of the school's physical activity facilities outside of the normal school day.

Physical activity facilities and equipment on school grounds shall be safe.

The school shall work with parents to create a community that is safe and supportive of students walking or biking to school.

Food or Physical Activity as Reward or Punishment

School personnel shall be encouraged to use non-food incentives or rewards with students and shall not withhold food from students as punishment. School personnel shall not use physical activity as a punishment or withhold participation in physical education class as a punishment.

Nutrition Guidelines

These nutrition guidelines are for school meals and all foods and beverages available on the school campus during the school day.

Food providers shall offer a variety of age-appropriate, appealing foods and beverage choices and employ food preparation, purchasing and meal planning practices consistent with the current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).

Nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, shall be available wherever and whenever food is sold or otherwise offered at school.

Healthful Food Options

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Parents are encouraged to avoid sending foods containing trans-fat, high fructose corn syrup, and high sodium content. Parents are encouraged to send whole grain foods. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are *listed below:

Suggestion List for Nutritional Snacks

When students bring snacks to school, parents are encouraged to send foods that are necessary to the diet, i.e. the four basic food groups: fruits/vegetables, bread/cereal, dairy products, and meat/fish. Snacks mean small portions. As an example, for smaller children, whole fruits can be cut, with each child receiving a portion. No peanuts or peanut butter, please. Teachers will alert you to other foods which must be avoided because of allergies.

Fruits and Vegetables

It is important to keep in mind the safety factors of certain foods to prevent choking. You will notice * items which need to be prepared by cutting easy to eat pieces or parboiling to soften for smaller children. Some can be served plain or in dips. They may be fresh, frozen or canned.

*Apples-Applesauce	Lettuce – small pieces
Bananas	Potato – baked, sticks
Pineapple	*Carrots
Grapes – cut in half	*Celery
Oranges	Cucumbers
Grapefruit	Pickles
Tangerines	*Cauliflowerettes - small
*Melons	Kohlrabi slices
Pears	Tomatoes
Peaches	*Zucchini
Berries	Pumpkin – cooking – baking
Jello treats – plain	String beans
Dried fruits – pitted only	Fresh peas to shell & eat
Kiwi	

Fruit Juices – fresh/frozen

- Orange, lemonade, grapefruit, pineapple, apple, banana, tomato, 100% fruit punch.
- ** Please avoid Kool-Aid, Hi-C, artificial drinks, Gatorade or pop.

Breads and Cereals

- Bread – plain, toasted, etc. Cut into shapes with cookie cutters or geometric shapes.
- Specialty breads
- Cracker varieties
- Un-sugared cold cereals, granola products, tortillas, pretzels

Dairy Products

- Milk - plain or as shakes or eggnog
- Cheese – cottage cheese, cream cheese, cheddar, jack, etc.
- Ice cream
- Puddings
- Yogurt treats – regular or frozen

Meat/Fish Products

- Cold cuts – small servings on crackers, bread or in *kabobs
- Meat spreads
- Meat sauces on pizza
- Meat salads
- Tuna spread on crackers, bread shapes

Missing Student Report (rev. 9/12)

The administrator(s) and office manager(s) for Saint Paul Lutheran School are alert to flag records requests for any current, transfer, or former student reported as a missing person by the Illinois State Police. If a child reported as a missing person is attending the school, the administrator gives notice of this by email to the Department of State Police at missing@isp.state.il.us, and to the local police department. If a child is listed as missing that the school believes should not be listed as missing, the administrator gives notice of this by email to the Department of State Police at missing@isp.state.il.us, and to the local police department.

DCFS Mandated Reporter Status

All Saint Paul staff are mandated reporters under the Abused and Neglected Child Reporting Act [325ILCS 5/4] and are required to sign an acknowledgement thereof.

Incident Reporting to Law Enforcement Agencies (rev. 4/18)

When any of the incidents listed below occur in the school, the principal, or his/her designee, immediately notifies the Mount Prospect Police Department; and the principal, or his/her designee, within 48 hours of each incident notifies the Illinois Department of Police through the School Incident Reporting System (SIRS).

- drug violations
- firearms incidents (parents or guardians of student in possession of firearms will be notified immediately)
- written complaints from school personnel concerning battery committed against school personnel

Students' Needs for Support Services (rev. 9/12)

If serious injury, death, or other event should occur that has a marked effect on the emotional state of the students and/or staff of Saint Paul Lutheran School, outside intervention workers *may* be contacted. The principal or designated representative will have a list of sources available. The decision to involve outside personnel will be made by the principal and/or designated representative.

Eye Protective Devices (rev. 9/12)

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing activities that involve cutting, sawing, grinding, or stamping of any solid materials; tempering or kiln firing of any metal or other materials; use of chemical, caustic, or hot liquids or solids.

Toxic Art Supplies (rev. 9/12)

Toxic art supplies, as defined in section 105/135 of the Illinois School Code, are not used in grades Pre-K - 8. Art supplies containing toxic substances may be used by students in grades 7 and 8 these materials are properly labeled as required by section 105/135 of the Illinois School Code.