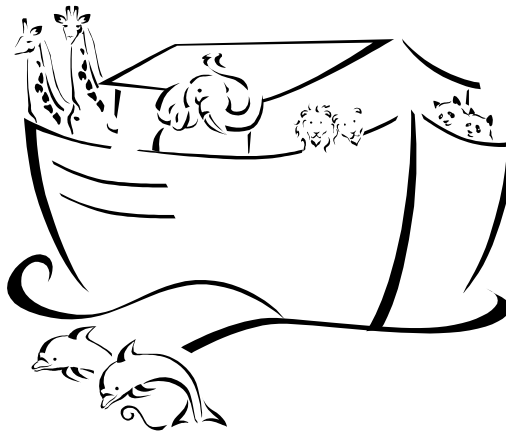


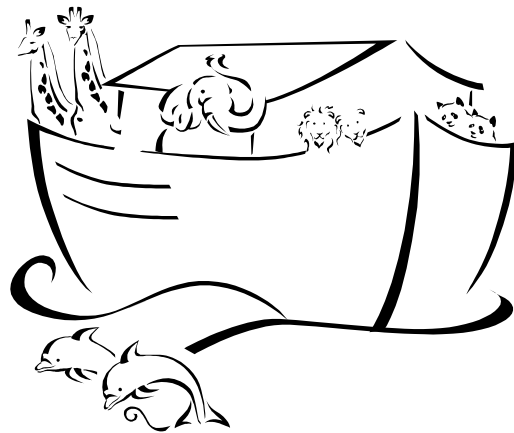
ST. PAUL LUTHERAN SCHOOL 2011-2012 POLICY HANDBOOK



Acts of Random Kindness

“And be ye kind, one to another.” Ephesians 4:32

**THE MISSION OF ST. PAUL LUTHERAN CHURCH AND SCHOOL
IS TO SPREAD THE LOVE OF JESUS CHRIST
BY REACHING, TEACHING AND LEADING OTHERS
WITH THE POWER AND GRACE OF GOD.**



Acts of Random Kindness

“And be ye kind, one to another.” Ephesians 4:32

Principal's Message

We are pleased that you are considering or have already chosen, St. Paul Lutheran School for your child's education. We are part of a system of over 1,500 Lutheran schools throughout the United States and, as a member of the Lutheran Church-Missouri Synod, our school represents locally the largest Protestant parochial school system in the country. St. Paul Lutheran School has been an outreach ministry to the North Omaha Community for over 120 years.

We hope that this handbook will both answer your questions and grasp your interest. Between the lines of this little book is the simple statement, **WE CARE** —

- **We care** deeply about God's will and His love in our world and community;
- **We care** about children and their spiritual-emotional-physical growth;
- **We care** about each other and this opportunity to mutually encourage, support and challenge each other;
- **We care** about you and your interest in academic excellence and deep spiritual value.

Christian education provides more than just a good quality academic program; it also provides nurturing for a child's spiritual life. It is through this training that our faith in Jesus Christ is strengthened and nurtured into a faith that is firmly grounded in God's grace and salvation. Throughout God's Word we are reminded that God's love for us is clearly shown through the death and resurrection of His Son Jesus Christ. Because of His love for us, we too as teachers can share that love with the children that have been placed in our care. To this end, the teachers of St. Paul Lutheran School are committed to providing a good quality education to all of our students.

This handbook explains the policies of St. Paul Lutheran School. These policies are more than general guidelines or suggestions for all to follow. Teachers may have more specific guidelines and rules for their classrooms. Please read and discuss with your child/ren and then sign and return the form at the back of the book to your child's classroom teacher.

In Christ,
Linda Tripp, MS
Principal

NON-DISCRIMINATION POLICY

St. Paul admits students of any race to all the rights, privileges, programs and activities made available to students at the school. We do not discriminate on the basis of race in the administration of educational policy, admission policy, or scholarship grants.

This **handbook** should be **read in full** prior to submitting a completed application, and parents are asked to sign that they have done so on the form at the end of this handbook.

For children transferring from another school, report cards, attendance records, and test results from the previous two years must be submitted with the application. When a child enrolls after September 15th of any given school year, the previous school will be contacted concerning academic and behavioral status and, if accepted, the student will be on probation for one trimester.

If desired by either the applicant family or the school, our Pastor may meet with the applicant family to discuss any spiritual needs or concerns. Parents are informed by letter whether their child has been accepted, declined enrollment, or placed on a waiting list.

The **St. Paul Christian Day School Board** will be informed of all enrollments and, in special circumstances, may make the final decision whether a student will be accepted.

PHILOSOPHY

We believe...

- God is the creator of all things (Genesis 1:1) and that He is the provider of all earthly and heavenly benefits (Psalm 107:8-9) and that He has entrusted us to be caretakers of His world and His benefits
- every child has an immortal soul (Hebrews 9:15) and that children are naturally in need of a savior (Psalm 51:5) and that Jesus Christ is that Savior.
- growth of the spiritual relationship with God is the ultimate aim of education
- the Spirit of God works in the hearts of people, through Word and Sacraments, to accomplish this growth.
- all children are gifts from God, unique, wonderful, and limitless in their capacities for growth and love.
- absolute truth can be found in only one source – the inerrant, inspired Word of God (*2 Timothy 3:16*), the Bible, in which God reveals Himself to us.
- a school should offer scholastic training of the highest quality in a Christian environment, where children may experience the best growth spiritually, academically, socially, aesthetically, and physically.
- Parents should actively participate in academic, spiritual, and St. Paul Lutheran School should be an extension of church and home. In Matthew 28 Christ gives all believers the Great Commission to "*Go and make disciples of all nations.*" St. Paul Lutheran School exists to carry out this charge to the children of the congregation and others whom it serves. For children to grow as disciples, it is important for them to understand the individual gifts which God has given to them. Children must also be encouraged to understand how they can use these gifts to their fullest potential. The training of children for this task primarily lies with parents. Therefore, St. Paul Lutheran School exists to compliment what is learned in the home.
- providing a learning atmosphere in which Christian love, concern, and discipline prevail.
- St. Paul Lutheran School should:
 - impart to its children a strong faith and knowledge of Jesus Christ, so that they can spread God's Word as missionaries of the Lord.
 - reach out to the community and welcome children of other denominations as well as those who have no church home.
- the school is a part of the neighborhood; the school should prepare children to be a positive Christian force in the community.

To help children grow as Christian Disciples, St. Paul School exists to nurture and care for God's children so they may be guided to a complete Christian perspective toward life.

GOALS OF THE SCHOOL

To further Christian discipleship, St. Paul Lutheran School maintains the following goals:

- To help students understand and fully utilize their God-given potential emotionally, intellectually, physically, socially and spiritually.
- To help students fully realize scholastic excellence according to each individual's unique academic gifts.
- To create a Christ-centered environment of discipline and grace so that students may grow in the loving admonition of our Lord.
- To provide teachers who are Christ-like models who will enable students to witness living examples of Christian Discipleship.

Helping Your Child

Parents, you can help and encourage your children by:

- Having regular family devotions and table prayers.
- Attending church regularly with your child and discussing the sermon.
- Letting the Word of God be the sole guide in all phases of daily living.
- Seeing to it that your child is regular and prompt in school attendance.
- Assisting your child by listening to memory work.
- Encouraging your child to complete homework carefully before engaging in other activities
- Refraining from being critical of school procedures or staff decisions in the presence of your child.
- Encouraging your child to keep the school buildings and playground clean and orderly.
- Urging Christian conduct on the part of your child in work and play activities with schoolmates and friends.
- Encouraging well-balanced meals.
- Encouraging sufficient hours of rest and sleep.
- Discouraging distracting items at school. (Items may be taken away.)
- Encouraging your child to play games suitable to his/her age and skill.
- Exposing your child to wholesome experiences (selective TV and video viewing, music choices, computer games, etc.)
- Having your child wear suitable clothing in accordance with our dress code;
See details in Dress Code pamphlet
- Encouraging your child to read for pleasure to gain information (books, newspapers, etc.)

Instruction in Religion

Since Christian training is the purpose of the instruction given at St. Paul, all children attending our school must take part in the study of God's Word and complete the necessary course requirements.

In addition, seventh and eighth grade pupils receive confirmation instruction and are to complete the necessary classroom requirements for confirmation. Children of families who are not members of St. Paul Lutheran congregation do not have to be confirmed into our church, but may do so with the consent of their parents.

School Governance

St. Paul Lutheran School is owned and operated by St. Paul Lutheran Church. The Christian Day School Board is the agency of St. Paul Lutheran Church responsible for overseeing the operation of the school and establishing school policy. Policy decisions are subject to review by the Church Board of Directors with final authority resting with the Voters' Assembly of St. Paul Lutheran Church.

Home and School Cooperation

The Lord, through His Word, has bound the home and school together as one unit with one and the same aim when He said, ***"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."*** (Deuteronomy 6:6-7).

Parents dare not give up this God-given responsibility when they send their children to school. The teacher's part is to give additional training so that the work of making children ***"wise unto salvation"*** might continue unhindered and uninterrupted. Parents and teachers must join hands so that nothing may rob our children of the crown of glory laid up for them in heaven.

Parents, YOUR support and cooperation with the teachers when it comes to behavioral issues and educational concerns is important. Our professional staff often have unbiased insight into issues of behavior. Parents are invited to sit in on classes at any time.

2011-2012 ST. PAUL SCHOOL CALENDAR

The ideal time for students to arrive is at 8:10 am.

Classes begin at 8:15 am. The school day ends at 3:35 pm.

| | | |
|------------------|---|---|
| August 22 | dismiss at 12:20 pm | School Year Begins (8:15 am) |
| September 5 | | Labor Day (NO SCHOOL) |
| September 6 | | Pre-Kindergarten begins |
| September 19 | | School Pictures (begin at 8:30 am) |
| October 7 | | Parent-Teacher Conferences (NO SCHOOL) |
| October 7 | | Annual Harvest Sauerkraut Supper |
| October 20 & 21 | | Nebraska District Teacher's Convention (NO SCHOOL) |
| November 7 | | School Photo Retake Day |
| November 23 | | Teacher In Service (NO SCHOOL) |
| November 24 & 25 | | Thanksgiving Holiday (NO SCHOOL) |
| December 13 | | Children's Christmas Service Kindg-8th 6:30 pm |
| December 16 | | Christmas Holiday begins 3:35pm |
| January 3 | | Classes resume (8:15 am) |
| January 16 | | Martin Luther King Day (NO SCHOOL) |
| February 3 | Wild Game Feed/Parent-Teacher Conferences | (NO SCHOOL) |
| February 20 | | President's Day (NO SCHOOL) |
| February 21 | | Teacher In-Service (NO SCHOOL) |
| March 3—10 | | National Lutheran Schools Week |
| March 12 | | Teacher In-service (NO SCHOOL) |
| March 29 | | Teacher In-service (NO SCHOOL) |
| March 30 | | Annual LEAF Benefit & Auction (NO SCHOOL) |
| April 5-10* | | Easter Break (NO SCHOOL) |
| April 11 | | Classes Resume 8:15 pm |
| May 4 | | Field Day |
| May 16* | Last Day of School (Closing Chapel 11:00 am) early dismissal 12:00 pm | |
| May 16 | | 8 th Grade Graduation 7:00 pm |

***PLEASE NOTE:** *If excessive SNOW DAYS occur,*

Easter Break and/or the end of school date MAY be changed.

Report Card Schedule

August 22—November 18 (First Trimester)
 November 21—March 2 (Second Trimester)
 March 5—May 16 (Third Trimester)

grades go home **Novembers 28, 2011**
 grades go home **March 13, 2012**
 grades go home **June 2012**

St. Paul Lutheran School Handbook

ATTENDANCE

Unless parents have spoken to the teacher personally, students are **expected to bring a written excuse to the teacher upon returning to school after an absence.**

POLICY STATEMENT

1. **NOTIFICATION:** Parents must **personally** call the school **by 9 a.m.** if a child is absent. This is for your child's protection.

2. **ABSENT/TARDY:** Any student who is absent/tardy 8 or more days during a trimester or 24 or more days during the school year, will be considered to be in failing status and the status of the student will be reviewed by the Christian Day School Board.

3. **HOMEWORK:** Work missed due to excused absences must be made up in a reasonable amount of time. Two days are allowed for each day missed. Late work will receive a lower grade. Homework Makeup time is used in Grades 5-8. Teachers are responsible for informing parents of these policies and procedures.

4. **COMPLETION OF EDUCATIONAL REQUIREMENTS:** Failure to complete necessary requirements may/will result in the student not advancing to the next grade level, or (8th grade only) not graduating with their class.

ARRIVAL TIME

The ideal time for students to arrive is **at 8:10 a.m.**

Classes begin at 8:15 a.m. Students enter through the **EAST** door and are to go directly to their classroom. **Those who must come early are expected to make use of our Rainbow Club program.**

ATHLETICS

Sportsmanship and Christian Fellowship are stressed above all other aspects in our Athletic program. Students who participate in a sports program are expected to maintain good grades and be making satisfactory progress. General behavior must also be acceptable. Specific guidelines will be discussed at the beginning of each sports program and will be monitored by the Athletic Director and the Classroom Teachers.

BAND

Our school has contracted with the **"Music in Catholic Schools"** program for instrumental band instruction. We have both beginning and advanced bands. The advance band program is designed for students who have completed at least one year of band instruction. Pupils in **grades 5-8** are eligible to participate in the band programs. The instruction includes small group lessons as well as a group rehearsal each week. Both take place during the school day. The students provide their own instruments. The tuition is paid directly to the **"Music for Catholic Schools"** office. Instruction is provided for brass, woodwind, and percussion instruments.

BOOKS & SUPPLY FEE (same as Registration Fee)

Each student pays an annual book and supply fee which partially covers the cost of textbooks, workbooks, art supplies, instructional materials, and some physical education equipment. These fees are **NON-REFUNDABLE** should a student transfer after the school year has begun.

CALENDAR (See page 6.)

CHAPEL

Once a week all students go into the church sanctuary for a special worship service. Some services are led by our Pastor, others are led by visiting Pastors and some are led by our students. Offerings are gathered at these services for various Mission endeavors. Families are always invited to attend.

COMMUNICATION

Communication is the most effective way to successfully address the needs of children, parents and teachers. It is also the most effective way to deal with concerns that are a part of any school year. When a parent has a concern, the parent should contact the teacher involved. If this does not bring a satisfactory solution, the parent may direct the concern to the Principal.

CONDUCT REFERRAL & DISCIPLINE (SEE page 15)

DISMISSAL TIME

All students are dismissed at 3:35 p.m. Parents should be prompt in picking up their children. ***After 3:45 pm there is NO Adult supervision provided, therefore ALL children not picked up by that time will be sent to Rainbow Club and must be picked up from there. There is a charge for ANY time spent in Rainbow Club.***

DRESS CODE

A copy of the dress code is in your registration packet. Please request one from the school office if yours has been misplaced.

SHORTS & SLACKS SKIRTS, SKORTS, JUMPER

Colors: Dark colors, khaki or plaid

Style: NO SHORTER THAN FINGERTIPS; NO SAGGING SLACKS/SHORTS

SHIRTS: *NO sleeveless attire, please.

Oxford—button-down front with collar, long or short sleeve— must be tucked in.

Turtleneck— Solid colors

Polo Shirt—Long or short sleeve; solids or stripes.

Sweater—Solid colors

Buy a *Casual Dress Day*, will be on the LAST SCHOOL DAY of each week.

DRUG PREVENTION

Our school provides an age-appropriate drug and alcohol education and prevention program for all students. As mandated by Federal Law, we make clear to our students that the possession, use or distribution of illicit drugs or alcohol on school premises or part of any school activity will result in disciplinary actions up to and including expulsion and referral for prosecution.

ENROLLMENT POLICY

St. Paul Lutheran School exists to serve members of the congregation and other families interested in a Christ-centered education for their children.

- New students are enrolled on a probationary basis for the first full trimester they attend our school. At the end of this period, any concerns will be addressed by a meeting of the parents, teacher and principal.
- Since our staff and facilities are very limited, we do not enroll students who have severe academic and/or social-behavior problems. **If these situations are found once a student is enrolled, we will refer you elsewhere.**

EQUIPMENT AND PROPERTY

Pupils will be expected to pay for any property damaged willfully or carelessly. Each child's clothing or property should be marked so ownership can be determined easily.

FIELD TRIPS

Field Trips are a **HIGHLY DESIRABLE** technique for learning. This is a school activity and teachers will inform parents when trips are planned. Children who do not conduct themselves properly on field trips will be denied the opportunity to be taken on further trips. Children who do not conduct themselves properly on school premises may also be denied field trip privileges.

GRADUATION

All accounts must be paid in full prior to eighth grade graduation. Participation in graduation is a privilege to those who have fulfilled all requirements including behavior.

HEALTH PROGRAM

EACH student entering **kindergarten** or **seventh grade** is **REQUIRED** to have a physical and dental check-up. New students entering other grades must have records sent from their previous school. **IMMUNIZATION** records must be on file before the first day of school. This is a legal requirement by the State of Nebraska.

HEALTH SCREENING

Health Screening is conducted by the Creighton University School of Nursing. School health screening is **not diagnostic** nor is it intended to replace regular preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. Annual health screenings include: height/weight and vision for kindergarten through grade six and grade eight; and hearing screening for kindergarten through grade three and grade six. Postural screening will occur in sixth and eighth grades. Students may be screened upon the request of a parent or teacher at any time. Students with abnormal results at the initial screening will be re-screened and a parent will be notified of abnormal re-screening results. Annual hearing tests will be performed for students with abnormal hearing screening results during the previous year.

The "*Annual Student Health Update*" is included with registration materials. It is important that it be completed so the school is aware of your child's health status. It is the parent's responsibility to notify the school office if changes occur.

ILLNESS

There are many childhood illnesses which are contagious. We know that you would **not knowingly** send your contagious child to school, however if a student appears to have an illness which may be contagious, we will phone that child's parent/s to have the child taken home as soon as possible. Parents will be notified if any child's illness could cause their child to need special attention.

LIBRARY

The school has a central library from which books may be checked out. Each classroom visits the library one period per week --parent volunteers supervise this activity. Our librarian, Mr. Duane Iwen, plans great book fairs and family nights throughout the year. He also spends time in each classroom reading aloud to the students. Children are also encouraged to use the Public Library.

LUNCH PROGRAM

Our school operates a hot lunch program in conjunction with the Federal Free/Reduced Lunch Program.. The meals we serve are prepared by Treat America and delivered to our school each day.

- Milk is served as a part of a school lunch. Students who do not buy the school lunch may order milk on a monthly basis. **No credits are given for milk missed when a student is absent.**
- **No credits** are given for lunches missed when a student is absent.

LUNCH PROGRAM cont.

- **Monthly Lunch Order Forms MUST be completed and returned to school for ALL students**– *this includes those students who are eligible for free or reduced lunches and for those who are NOT ordering hot lunches by bringing a lunch from home. We need to account for each and every student at lunch time.*
- **Lunches MUST be ordered in advance** – we are unable to offer a “daily lunch order”.
- **The Lunch Program does not accept cash.**
Please use checks or money orders only.
- The microwave is **NOT** available for students. The soft-drink machine is off limits from 7:30 am until 4:15 pm.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

MEDICATION

No oral medication will be given without written parental consent. **ALL** medication, including cough drops and over-the-counter and/or non-prescription (i.e. Tylenol), should be given to the teacher for dispensing as the parent’s note stipulates. Please mark the medication with your child’s name and put it in a zip-lock bag.

When a student must take medication during school hours the following should occur:

- The parent/guardian shall provide a written, signed and dated permission statement requesting medication be administered during school hours.
- A current signed physician’s order will be provided by the parent/guardian. In the case of a short-term prescription medication, for example, an antibiotic, a currently dated prescription bottle detailing instructions may serve as a physician’s order.
- It is the parent/guardian’s responsibility to ensure the medication arrives at school safely.
- Medication must be brought to school in the original container. Prescribed medication must be labeled with the student’s name, date prescribed, name of medication, dosage and time medication is to be taken, and physician’s name.

NUISANCES

Anything which is not conducive to the learning process should not be brought to school, for example, iPODS, cell phones, cameras radios, CD or cassette players, or handheld computer games, any electronic devices, etc. which detract from learning. Teachers have the right to confiscate any nuisance items.

OUTDOOR EDUCATION Grades 6, 7 & 8 ONLY

It is a privilege to participate in outdoor education and other overnight or full day activities. A student who has had numerous discipline reports or suspensions may be denied the privilege of participating in the activity. Homework would be assigned by the teacher since Outdoor Education is considered an educational experience.

PARENTAL SUPPORT GROUP

Our parent teacher league has adopted the acronym "**P.E.A.C.E.**" to describe its work. PEACE stands for **P**ARTNERS **E**XCITED **A**BOUT **C**HRIStIAN **E**DUCATION.

Each year a program is planned through the Executive Board. Proceeds from the fund-raising projects go toward funding such things as: *Salary for P.E. Teacher*, and *Teacher Aides*. **P.E.A.C.E.** meetings will be announced in the weekly bulletin.

Each family will be required to volunteer a minimum of 20 hours during the 2010-2011 school year. At registration in August 2010, each family will be required to write a postdated check for \$200. After your family has completed your 20 volunteer hours, the \$200 will be refunded to you. (Family will be defined as: dad, mom, sisters, brothers, grandparents, aunts, uncles, cousins, and members of your St. Paul family). Hours worked are logged in the blue Volunteer Book in the school office. Hours consist of the time volunteered for a project or event. Volunteer hours will be totaled in May an all families completing 20 hours will receive their post dated check. Any monies not returned to families at the end of May 2011 will be deposited in the PEACE account. This will not replace fund raisers

PARKING LOT (See Pamphlet in your registration packet)

PHOTOGRAPHY: **NOTICE - St. Paul Lutheran Church & School is private property.** Video taping and photographs are prohibited on St. Paul Lutheran Church & School property without prior permission from the St. Paul Lutheran Church & School Board of Directors, Day School Board, Principal, and/or Pastor.

PRE-KINDERGARTEN

For over 30 years, we have operated a Pre-kindergarten program for 3, 4, and 5-year old children. Please request a Pre-kindergarten handbook for further information.

RAINBOW CLUB (See Pamphlet in your registration packet)

RECESS

Please dress your students appropriately for the weather conditions, as we do go outside for scheduled classroom recesses. Students who must stay indoors for health reasons need to have a signed note from your doctor.

REPORT CARDS AND CONFERENCES

Report cards are issued at twelve-week intervals. Two Parent-Teacher conferences are also scheduled each school year. Additional conferences are encouraged when parents or teachers feel a need.

SCHOLARSHIP

Our annual cost per student is approximately \$3500.00. (*OPS estimates that it currently costs \$7500.00 per year per student*) **EACH** student attending St. Paul Lutheran School in essence receives a scholarship from St. Paul Lutheran School to supplement their tuition. In addition to this financial aid, we also have established a **Scholarship Fund** to assist families who are unable to pay the full tuition charges. The money in this fund comes from contributions from individuals and congregations. In the summer prior to a school year, the Board of Education evaluates the requests for financial assistance and apportions the money which has been given to the Scholarship Fund. Those families who are awarded scholarships must keep their tuition and Rainbow Club accounts current in order to remain eligible for the scholarship. St. Paul Lutheran School also accepts *Children's Scholarship Funds*.

SCHOOL CLOSINGS

St. Paul Lutheran School-OMAHA weather-related school closings will be announced on area TV channels. If an unexpected storm develops during the school day, parents are free to get their children as they see fit prior to any announcement on the radio.

(Please listen or watch for St. Paul Lutheran School OMAHA— there are other St. Paul Lutheran Schools in the area, so be sure that you have heard the correct designation for our school.)

STANDARDIZED TESTING

In addition to the routine classroom tests, our students also take a battery of tests called "The California Achievement Tests" in the spring of each year. These tests are computer scored in California. Results are retained in each student's permanent record. Parents may request a copy if they wish.

TELEPHONES

The school telephone is provided to conduct school business. Permission to use the phone is given at the teacher's discretion. Students are to use the phones in either the school office or the staff work room office **ONLY!**

Parents are asked to refrain from calling either their students or the classroom teacher during school hours unless it is an emergency.

- When you call to speak to a teacher, a **message** will be taken or you will be given that teacher's **voice mail** and the teacher will return the call at the earliest opportunity.
- **Calls will NOT be transferred to classrooms during school hours.**
- If your caller ID reads a St. Paul phone number, **please do not assume that there is an emergency.** The office staff cannot track down who called you. **Please trust** that if there is an emergency, we **WILL** get in touch with you **ASAP!**
- **Students are not allowed to have cell phones turned-on during school or Rainbow Club hours.**

TUITION (See Family Support Agreement/Tuition & Registration Pamphlet)

St. Paul Lutheran School has used SMART Tuition Management for several years to collect our tuition. Families are required to enroll in SMART Tuition management and to use the automatic bank withdrawal payment method. You will select the date your payment will be withdrawn (either the 10th or the 20th of the month) AND you also will designate from which account your tuition funds will be withdrawn. If this is your first year at St. Paul Lutheran School, please bring a VOIDED CHECK and your completed SMART form to registration in August 2011. Families with existing SMART accounts will have their accounts rolled over for the 2010-2011 school year. **If you have changed banks or wish to use a different account, remember to bring a VOIDED check. The \$43 SMART Processing Fee will be added to the first SMART deduction for the 2011-2012 school year. (*Families with students in both Day school and Pre-School will be required to have two (2) accounts, but will pay only one (1) processing fee.*) Remember, your tuition payments are divided into 10 monthly payments beginning in August and ending with your final tuition payment due in May. Payment #1 is due and must be paid to the school on or before registration day. Payments #2—#10 will be taken directly from your designated account on the 10th or the 20th of the month from Sept. 2011 – May 2012.

Families will be reminded if they are not keeping any part of their contractual agreement also known as Family Support Agreement signed at registration.

**At 30 days delinquent:* A letter will be sent reminding you of this tuition contract.

**At 60 days delinquent:* A letter will be sent reminding you of this tuition contract followed by a phone call from the office to set up make up payment arrangements.

**At 90 days delinquent:* A warning letter stating that your student will be disenrolled on the stated date if no arrangements have been made. Warning to be followed by contact from the St. Paul Lutheran Christian Day School Board.

**At 100 days delinquent:* A letter notifying disenrollment of your student(s) and account being sent to a collection agency.

***In the event my (our) child transfers to another school, I (we) understand and agree that transcripts cannot be provided to that school until all financial obligations under this tuition contract have been satisfied. All tuition payments, enrollment fees, Rainbow payments, PEACE volunteer deposit, delinquent service charges, and returned check fees are the responsibility of the parent or legal guardian entering into the contract with St. Paul Lutheran School as evidenced by the signature on the Family Support Agreement at registration.**

DISCIPLINE POLICIES

The faculty and staff of St. Paul Lutheran school view the disciplining of children as a God given responsibility. In the Bible Proverbs 22:6 states that we are to **"Train up a child in the way he should go and when he is old he will not depart from it."**

Behavioral boundaries have been placed upon the children at St. Lutheran School because we desire to:

1. Provide a safe and wholesome environment in which your child can learn to grow.
2. Help our students understand that the ability to obey rules is important for leading a happy and productive life.
3. Teach students that they are accountable for their actions.

Therefore, discipline is not viewed negatively, but rather as a learning experience that is a crucial part of each child's growing process. Our hope is that discipline at St. Paul Lutheran School will produce benefits both now and for years to come. Holy Scripture best explains this idea when it state, **"No discipline seems pleasant at the time, but painful. Later on, however it produces a harvest of righteousness and peace for those who have been trained by it."** Hebrews 12:11

Our belief is that most students want to cooperate and demonstrate this by trying to obey school rules. Students need to conduct themselves in accordance with the rules and policies of St. Paul Lutheran School during school hours at an any school sponsored event or activity. This includes before and after school care in the Rainbow Club, sporting events and practices, interscholastic events and field trips. Failure to do so will result in corrective action.

At the beginning of the school year, each classroom teacher and students will establish a list of class rules. They will also determine what consequences or punishment will result if a student chooses to break a rule.

The teacher will attempt to resolve minor problems with the student. If the negative behavior persists, the teacher will notify parents by Discipline Report and the behavior will be discussed. Although the teacher is in charge of discipline in the classroom, there will be occasions when the student will need to be sent to the office.

St. Paul Lutheran School strives to display its faith in Christ by word and example. We strive to provide every child with an effective learning environment which will enhance academic growth, promote friendliness, care and respect for one another, service to others, and especially service and witness to Christ.

AS A RESULT STUDENTS SHOULD:

- Feel responsible by completing work on time.
- Learn and study within an orderly classroom.
- Be respected and give respect to fellow students and teachers.
- Give and receive forgiveness from fellow students and teachers.

St. Paul Lutheran School
5020 Grand Avenue
Omaha, NE 68104
402-451-2865 st.paul100@netzero

DISCIPLINE REPORT

The following report is to notify you that your student is having a behavioral problem.

PLEASE READ, SIGN AND RETURN this report to the classroom teacher.

Date ____/____/____

Student _____ Grade ____

Date of Occurrence ____/____/____ Teacher _____

PROBLEM REPORTED

- _____ Disturbs Class
- _____ Does not cooperate
- _____ Disrespectful to faculty/staff
- _____ Fighting
- _____ Unacceptable language
- _____ Damage to school property

ACTION TAKEN

- _____ Student verbally corrected
- _____ Changed seating assignment
- _____ Tasks assigned as punishment
- _____ Excluded from certain privileges
- _____ Temporarily suspended recess
- _____ Parent contacted by phone

Other: _____

Teacher recommendation/Comments:

Teacher Signature

St. Paul Lutheran Elementary/Middle School

5020 Grand Avenue Omaha, Nebraska 68104
402-451-2865 Fax: 402-451-6816 email: st.paul100@netzero.net
Linda Tripp MS, Principal

Conduct Referral

Offense

1 2 3 4

Student: _____ Date: _____

Grade: _____ Teacher: _____

PLEASE NOTE THE ITEMS CHECKED

- | | |
|--|---|
| <input type="checkbox"/> Classroom Disruptions | <input type="checkbox"/> Insubordination/Disrespect |
| <input type="checkbox"/> Hall/Restroom Disturbance | <input type="checkbox"/> Cheating on daily work, quiz or test |
| <input type="checkbox"/> Appearance Code Violation | <input type="checkbox"/> Smoking/Possession |
| <input type="checkbox"/> Profanity/Vulgarity/Swearing | <input type="checkbox"/> Fighting |
| <input type="checkbox"/> Intimidation of Students or Teachers | <input type="checkbox"/> Stealing |
| <input type="checkbox"/> Leaving School Grounds, Events, or Activity | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Possession of Obscene Literature, Acts of Obscenity, Harassment | |
| <input type="checkbox"/> Drugs, Alcohol, Weapons – Use, Possession | |

Teacher Comments:

ACTION TAKEN/CONSEQUENCES

- Teacher/Student Conference
- Call to Parent from Teacher
- Call to Parent from Principal or Assistant Principal
- Principal or Assistant Principal/Student Conference
- Rectify Damages
- Parent/Teacher Conference
- Professional Referral: _____
- Parent/Principal or Assistant Principal Conference
- Other: _____
- In-School Suspension
- Expulsion

Date/s for the above marked items: _____

Conference Requested

Parental Comments: _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

THESE ITEMS OR ACTS ARE NOT ACCEPTABLE:

1. Weapons of any kind. This includes TOY guns and knives.
2. Alcohol, tobacco or drugs. (prescription drugs see Medication)
3. Cheating
4. Stealing
5. Fighting
6. Extortion
7. Profanity, name calling or use of abusive language or gestures.
8. Snowball or gravel throwing.
9. Physical assault to other students or staff.
10. Harassment of any kind, racial, sexual, religious, or disability; whether oral or written, toward other students or staff.
11. Destruction of property.
12. Gang related items or behavior. (clothing, slogans, graffiti or gestures, etc.)
13. Repeated improper and or/disruptive classroom activity.
14. Disrespect toward teachers and/or staff.
15. Improper Internet use.

CONDUCT REFERRAL PROTOCOL

First Offense

In school suspension— student will be sent to spend the remainder of the school day in either the school or the church office. A note documenting the offense will be sent home to parents. The note MUST be signed by the parent/guardian and returned to the school office where it will be placed in the student's cumulative file.

Second Offense

One day suspension of the student. Parent/guardian will make arrangements to keep the child out of school for one day. A note documenting the offense, consequences, and that it is a Second Offense will be given to the parent/guardian to be signed and returned to the school office, where it will be placed in the student's cumulative file. Student is NOT to be dropped off at school—A conference MUST be held with the classroom teacher before readmission of the student.

Third Offense

With the exception of a TWO day suspension, the consequences will be the same as those listed for a Second Offense infraction.

Fourth Offense

A fourth offense will result in the expulsion of the student. A conference will be required with the principal, the classroom teacher and the parent/guardian. Documentation of the offense will be signed by the parents and placed in the student's file.

The **Conduct Referral** form on the preceding page is a sample of the form that would be sent home to be signed and returned to the school office.

The Principal and/or the St. Paul Lutheran Christian Day School Board reserves the right to remove any student from attendance if deemed necessary. Parents will be notified of any future action that will be taken. Conduct referral Protocol is designed to extinguish an inappropriate behavior. However, it may be used as

a due process instrument resulting in expulsion.

St. Paul Lutheran School Handbook Policy

Dear St. Paul Parent,

Your family is a member of our St. Paul family. As every family has certain rules that apply to their household, so does St. Paul Lutheran School. For that reason, each year we ask parents to sit down with their student/s and TOGETHER read and discuss this handbook.

“While **each child is truly unique**, when it comes to adhering to the policies in this handbook, ALL STUDENTS ARE CREATED EQUAL and will be **treated** equally with regards to expectations and responsibilities here at St. Paul Lutheran School.”

It is important that each student and their parents understand and agree with the above statement. Please sign the commitment form that is printed below and give it to your classroom teacher. Your signed form will be placed in your family information file.

**Thank You,
St. Paul Lutheran Christian Day School Board**

Our family **has** read and discussed the St. Paul Lutheran School Policy Handbook together, becoming familiar with the responsibilities and expectations for students and the possible consequences of disregarding these policies. We agree to abide by the policies of St. Paul Lutheran School as set forth in the 2011-2012 Policy Handbook. We acknowledge and agree that these policies are **NOT** “*suggestions or options*” but are the rules for continued attendance at St. Paul Lutheran School. There is sound reasoning behind each policy and all students will be treated equally with regard to policy adherence.

_____ I am the custodial parent/guardian and have the right to make decisions
(initials) regarding educational and medical issues. If not, Name, phone number
and legal paper (custody papers) are on file in the office.

Student’s/s’ Name

Parent’s Signature

Date

Student’s Signature(s)

Date

PLEASE SIGN THIS FORM, REMOVE IT FROM THE HANDBOOK AND RETURN TO THE CLASSROOM TEACHER **BY TUESDAY, SEPTEMBER 6, 2011.**