

**ST. PAUL'S LUTHERAN SCHOOL
1780 CAREER CENTER ROAD
BOURBONNAIS, IL 60914**

815/932-0312

Dear Parents:

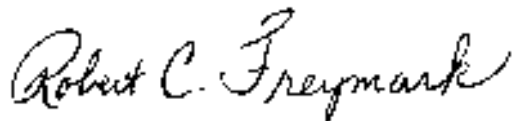
St. Paul's Lutheran School is designed to meet the ministry needs of your family. This Student-Parent Handbook is designed to make your family aware of the policies and procedures that are important to our program of Christian education.

The Christian development of children is a great privilege and responsibility. God has created your child with special gifts and talents. We are thrilled to have the opportunity to partner with you as the parent or guardian to help your child discover and develop these special gifts and talents. Nothing is more important in your child's development as his/her growth in faith and knowledge of the Lord Jesus. It is, in fact, our faith that sustains us in life's most difficult moments. Our theme this year is *An Amazing Destiny* based on 1 Peter 2:9-10. Peter identifies God's people as *chosen, holy, and a people belonging to God*. How amazing is that! We were not born that way. Consider Peter's words to us: *But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the wonderful deeds of Him who called you out of darkness into His marvelous light. Once you were not a people, but now you are the people of God; once you had not received mercy, but now you have received mercy. [NIV]* God, through Jesus' work of salvation, called us out of darkness and gave us this *Amazing Destiny* to be His people. As His people we have a purpose. That purpose is spreading the news of what God has done for us in Christ Jesus (*declare the wonderful deeds of Him who called you out of darkness into His marvelous light*). Without Christ we are lost beings. Our future without Christ is eternal punishment in hell. Through faith in Jesus, not only has our destiny changed to eternal life in heaven, but we have the honor of serving our Savior and sharing our faith. St. Paul's strives to equip children for their *Amazing Destiny* as children chosen by God, holy in His sight, and belonging to Him.

We are excited about the commitment you have shown for your child's spiritual growth and education by becoming a part of our school family through your child's enrollment. It is our earnest prayer that the faculty and staff can serve you with our best effort using the gifts and talents with which God has blessed us. Your cooperation in supporting us verbally and in prayer is important to us and will be appreciated by the staff.

Our growth in faith does not end in childhood or the teen years. It continues throughout life. We encourage parents to be active in worship and Bible study with your children. God's Word strengthens and sustains us throughout life. Active involvement in worship and Bible study coupled with the Christian education at St. Paul's can have a powerful effect on your family as you live each day for your Savior.

May God bless our walk together.



Principal

PHILOSOPHY

St. Paul's Lutheran Church and School exists to **Share Christ with the World**, **Proclaim Christ** through His Word, and to **Live in Christ** as His children to be blessed with a future in heaven.

We are **Christ Centered** to accomplish that by witnessing to God's love offered to us in His Son, Jesus Christ. We are **Child Focused**. We want to help children develop their God-given potential. We are **Committed to Excellence** in education designed to meet the individual needs of students so that they are prepared to continue learning throughout life and serving God and country as productive Christian citizens.

St. Paul's Lutheran School will make every effort to provide an educational environment designed to meet the needs of the whole child:

- ✠ **Spiritually:** The paramount mission of St. Paul's is to form a solid Christian foundation upon which students can build their lives. They will learn how to live as a Christian in a secular world. The duties and responsibilities connected with being a Christian will be learned, practiced, and applied. Students will be taught to know and do the Father's will, to experience and offer forgiveness, and to grow in faith and works.
- ✠ **Intellectually:** We all have God-given talents to develop and utilize. Through vigorous instruction and study students at St. Paul's will acquire the knowledge and skills necessary to make them life-long learners and valuable assets to society. Their instruction will help them learn, summarize, and think on their own so they can express themselves appropriately as Christians.
- ✠ **Socially:** The school family is expected to conduct itself in such a Christ-centered manner that its faith is evident. Students will be well versed in understanding and applying God's laws first, then those of society. Opportunities will be offered for socialization through putting the Gospel into action.
- ✠ **Emotionally:** The controlling of one's emotions and accepting responsibility for one's actions are significant aspects of any Christian's life. Temperance, prudence, and self-control will be stressed as students are taught and experience how to properly use their emotions in a manner pleasing to God. St. Paul's will help the child resources for expressing socially and spiritually acceptable emotions in all situations.
- ✠ **Physically:** We believe, as the Bible tells us, that our bodies are not ours, but belong to God. Proper diet, exercise and knowledge of one's physical needs will be taught and practiced in such a way as to ensure that students know how to properly care for the bodies that God has entrusted to them.

Mission Statement

Christ-Centered . . . Child-Focused . . . Committed to Excellence

SCHOOL HISTORY

The beginnings of St. Paul's Lutheran School extend deep into the early life of Kankakee

County. A small group of German Lutheran immigrants had organized St. Paul's Lutheran Church by 1859. Five years later, in the fall of 1864, they organized a day school with an enrollment of 25 students.

School was conducted in the basement of the church on the corner of East Avenue and Chestnut Street until a destructive fire. A church was constructed on the corner of Merchant Street and Dearborn Avenue and occupied in 1866. By 1917 a schoolhouse was built with an addition completed in 1958. When building expansion was needed for the school a decision was made by the congregation to build an Upper Grade Center in 1976 and operated its school on two campuses. Construction in 1990 included building, remodeling and additional classrooms at the Westwood site to enable the entire school program and the administrative offices of the church and school to move to one location.

St. Paul's began a kindergarten program in 1946 before it was required for local public schools. Preschool programs and extended day care were begun in the 1970's as the school continued to meet the educational and ministry needs of its families.

A new era begins for St. Paul's with its new school campus in Bourbonnais.

ACCREDITATION & RECOGNITION

St. Paul's Lutheran School is accredited by the National Lutheran Schools Association, a branch of the Lutheran Church Missouri Synod's educational agency. The school has also received "recognition" by the State of Illinois. State recognition is the highest possible ranking for nonpublic schools in Illinois. Accreditation and recognition guarantee that St. Paul's program has been organized according to basic standards and students may transfer their academic credits to any elementary school or high school.

Accreditation and recognition is an ongoing program that is under evaluation each school year. The National Lutheran School Accreditation Ongoing Improvement Plan process is on a seven-year cycle and the state recognition has an annual renewal.

ADMISSIONS POLICY

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

Students are accepted in our school in the following order:

- 1) Parents are active members of St. Paul's Lutheran Church
- 2) Those who desire to re-enroll within the deadlines
- 3) Members of other Missouri Synod Lutheran Congregations
- 4) Parents who are members of other churches or have no church membership

This enrollment policy is affected by class size limits and available space at all grade levels. All families must commit to re-enrollment by filing an application according to the specified deadlines each school year. Classes will be limited to 16 students in 3 year old preschool sessions, 18 students in 4 year old session, 24 students in full day kindergarten, 28 students in grades 1 & 2, and 30 students in grades 3-8.

ABSENCES - CALL IN POLICY

All preschool and kindergarten through eighth grade parents are required to call the school office (932-0312) between 8:00 a.m. and 9:30 a.m. when students will be absent from school. If a call has not been received by 10:30 a.m. the school secretary will contact parents at home or work to verify the reason for the absence and to ensure the school and home of the safe arrival of all students. Prolonged absences must be called in to the school on a daily basis, unless a specified number of days can be identified in some cases.

STUDENT ATTENDANCE POLICY

Regular attendance by students is necessary for the welfare of the academic development of those who are enrolled in our program of Christian education. Attendance is emphasized because:

- 1) It is essential to succeed in school,
- 2) It is required by the laws of the State of Illinois,
- 3) God has asked us to use our talents and abilities for our own welfare and to His glory.

All students must attend regularly in order to maintain good academic achievement. To prevent the abuse of attendance regulations the Christian Day School Board will administer the following policies through its staff:

- A. Any student who has been absent for 5 or more school days in any quarter of the school year may, at the discretion of the principal, be required to present a doctor's excuse for any absence thereafter.
- B. Any student who has been absent for 10 or more school days in any quarter of the school year may, at the discretion of the principal, be required to participate in a conference with the principal, his teacher, and his parents.
- C. Any student who has been absent for 20 or more days in the school year will be subject to retention or expulsion.
- D. Students who miss school for a prolonged period of time due to communicable diseases, hospitalization, or similar emergencies will not be subject to the 5-10-20 day regulations as listed in parts A, B, and C.

Absence Due To Illness

When a student is **absent due to illness, the parent is responsible for calling the school office** - procedure is explained on page 4 under ABSENCES - CALL IN POLICY.

Absence For Other Reasons

If a student will be absent because parents have scheduled a business trip, vacation, or other personal business, **the teacher must be notified in advance.** It is not always possible for teachers to have students assignments prepared before leaving. As a general rule, students are allowed a day for each day absent to make-up work. Since absences for these reasons are included in the 5-10-20 day regulations, **parents are encouraged to schedule special trips on days when school is not in session.**

Other Activities

A student who misses a full day of school will not be allowed to participate in or attend an extra curricular activity on the same day or evening that he was absent. As a general rule, a student must attend at least one-half of the school day preceding an activity in order to participate.

Tardiness

A student in grades 4-8 must be in his/her seat ready for the school day when the 8:30 a.m. bell rings for the beginning of the school day. Students are also expected to be in their seats and ready at the beginning of each class period. Students not in their seats when a class is scheduled to begin are also considered tardy. Teachers may impose consequences for excessive tardiness. Please check with your child's teacher regarding these consequences.

A student in K-3 must be ready to begin class when the school day begins at 8:30 AM. A student in K-3 who is tardy will be required to make up the time during recess/free time.

A student will not be counted as tardy if the parent has called in a dentist, doctor or orthodontist appointment (although the school would encourage appointments during non-school hours) or if the bus is late in transporting the student to school.

To receive a ***Perfect Attendance Award***, a student may not be absent or tardy.

If your child must arrive or leave during the day for scheduled appointments you must:

- 1. Notify the office and teacher prior to the appointment**
- 2. Sign in at the school office to notify us when you pick up your child and when you return your child to school.**
- 3. Return your child to the school as soon as possible.**

MAKE UP WORK

It is the student's responsibility to ask the teacher about the completion of make up work and tests. As a general rule, the student is responsible for completing make up work equal to the number of days of absence i.e., a two day absence means the student has two attendance days to turn in all make up work and take tests. Uncompleted make up work will result in grades of zero for missed assignments and could affect the student's eligibility and academic standing.

ARRIVAL AND DEPARTURE

The doors to the school are opened at 8:15 a.m. each school day with school starting at 8:30 a.m. Those who arrive before 8:15 a.m. are required to use extended day care services, entering the building at the northwest corner. The school will not be responsible for students who arrive before 8:15 a.m. and do not report to the extended day care. Students must wait in the front lobby and may not play on school property or enter through other doors to gain access into the school.

Full time students are dismissed at 3:10 p.m. each day. They should leave the building only by the main entrance using the sidewalks.

Students who are transported by car may be picked up at the main entrance or in the parking lot.

Due to our location on Career Center Road, we discourage walking or riding a bike to school.

Preschool sessions dismiss at approximately 11:10 a.m. and 2:50 p.m. from the main entrance. Preschool parents may use the circle driveway to pick up students. Afternoon preschool sessions begin at 12:30 p.m., but students are not allowed in the classroom until 12:15 p.m. so our preschool teachers can have sufficient time for lunch.

Students who must arrive at school earlier than 8:15 a.m. or who remain after school later than 3:30 p.m. must use day care services.

ACADEMIC AWARDS

St. Paul's Lutheran School will give recognition to those who have excelled academically. Students in grades 3-8 will be eligible for the following awards:

HIGH HONORS: An average of 3.75 on a 4.0 point grading scale in major subject areas with no C's on the report card.

HONORS: An average of 3.25 on a 4.0 point grading scale in major subject areas with one C per quarter allowed on the report card.

HONORABLE MENTION: An average of 2.75 on a 4.0 point grading scale in major subject areas with no D's on the report card.

ACADEMIC EXPECTATIONS

Academic achievement is of primary importance to our students. The faculty of St. Paul's Lutheran School believes that each student should be given the opportunity to achieve up to and exceeding his/her ability level. Students who apply themselves to fulfilling their daily responsibilities should be able to achieve at a desirable academic level.

Academic expectations are monitored in addition to the midterm and report card for students in grades 5-8 and the mid-term progress reports for students in grades 3-8. These contacts with the home ensure our families that the responsibility for the child's education rests with the home and the school.

Therefore, if a student receives one or more F's on a quarterly report card, it will require a teacher/principal/parent/student conference within 3 days of the end of the quarter to discuss the student's effort in maintaining our academic standards and his/her future enrollment in St. Paul's Lutheran School. If the problem persists, a recommendation by the teacher and the principal will be made to the Christian Day School Board for a final decision in determining if the student will be allowed to continue his/her enrollment in our school. It is the desire of the Christian Day School Board and the faculty of St. Paul's Lutheran School that all students with average or above average ability are able to maintain passing grades in all subject areas.

ACADEMIC INELIGIBILITY

In order for students to participate in extracurricular activities, they must meet eligibility standards. Students must complete all homework on time and have no "F's" or more than one "D." Eligibility will be checked on a weekly basis. Students declared ineligible will be unable to participate until the next eligibility check demonstrates that the problem has been resolved. A student who becomes ineligible for a third time during the same sports season remains ineligible for the rest of the season.

SP AWARDS PROGRAM

In order to encourage our students to participate in music, athletics, and extra activities, our school has established an awards recognition program. Award points are given by the faculty sponsor for each activity based on attendance and performance initiative of the activity. Specific guidelines will be distributed to students at the start of the school year.

BIRTHDAY TREATS FOR STUDENTS

One way for students to celebrate their birthday would be to add to the resources of the school

library through the "Birthday Book" program. A donation of \$10.00 or more may be made to the school and the student will be given assistance in picking out a library book for purchase for the school. Payment is brought to the school office and the students speak to the school secretary concerning their choice of books. Books purchased outside of school are not recommended for this program. This birthday gift of thankfulness will be labeled with the student's name in honor of his/her birthday.

Students may bring a birthday treat for their classmates and teacher. Parents are encouraged to contact the teacher for suggestions prior to sending treats to school. Those who have summer birthdays may make special arrangements to set aside a day to share birthday treats. We ask that parents not have items such as flowers and balloons delivered to the student during the school day because it can become disruptive to the educational process.

BIRTHDAY TREATS FOR TEACHERS

Celebrations of a teacher or teacher assistant's birthday are the responsibility of the room mothers. Birthdays are announced on the monthly activity calendar for all staff members with summer birthdays celebrated approximately six months before the actual birthday. Treats may be provided by using the "Gift & Party Fee" funds collected for each grade level at registration.

The faculty has requested that teacher birthdays be treated the same as student birthdays. Thus, no gifts should be purchased for the teacher by the class or by the room mothers. A treat for everyone in the class would be appropriate.

BUS TRANSPORTATION

Our school uses Bourbonnais District buses.

Students are to observe the Bourbonnais bus rules posted in each school bus and give their complete cooperation to school bus drivers. School bus discipline reports received by the school will be treated in the following way:

- 1st Report - Student/principal conference, issuance of 2 demerits
 - Report signed by parent
- 2nd Report - Student/principal conference, issuance of 2 demerits
 - 1-5 school day bus suspension
 - Report signed by parent
- 3rd Report - Student/principal conference, issuance of 2 demerits
 - Quarter, semester, or year bus suspension
 - Suspension report signed by parent

Parents are required to write permission slips if students will be using the buses in any irregular pattern during the school week. Students who board or disembark from buses at places other than their regular stops must have a note from parents that has been signed by the principal.

Students must live in the Bourbonnais Elementary School District to ride the regular buses. Due to insurance regulations preschool children may not ride a school bus on regular trips.

CLASSROOM PARTIES

Since we are a Christian Day School, our classrooms will not celebrate Halloween. Although we may refer to Santa Claus and the Easter Bunny, we will attempt to de-emphasize the use of these fictional characters in decorations and celebrations. Parties for the school year differ at various grade levels, but can include celebrations for Thanksgiving, Christmas, Easter, Valentine's Day, and staff birthdays.

Room mothers are responsible for the organization of the parties in consultation with the teacher. The gift and party fee should be used for the teacher's Christmas present and for providing refreshments for all classroom parties. There should be no other collections of money for gifts. Students may choose to provide individual teacher gifts in addition to the class gift, but that should be a matter of individual choice.

The teacher will have the responsibility for designating the time to be taken for classroom parties. It is suggested that room mothers keep the treats simple because most students eat a hot lunch at the school and there is no need for lavish amounts of food at classroom parties.

CURRICULUM

St. Paul's curriculum meets the requirements as designated by the State of Illinois and our students are accepted in all other educational institutions. In addition to the regular academic curriculum, religion is a part of the regular course of instruction for all grade levels. Students are generally able to score above the national average on testing programs administered by the school.

DISCIPLINE PHILOSOPHY

The faculty and staff of St. Paul's Lutheran School have been given the responsibility of providing a Christian education in an orderly and safe environment. We consider our school to be a precious gift from God. We teach and learn in an environment where His Word is the source and norm for all of our policies and rules. Your support as parents is crucial to fulfilling the responsibility the staff has been given.

Lutheran schools endeavor regularly to lead all students to recognize themselves as sinners, to repent, and to accept and trust Jesus Christ as their Savior. Living in the assurance of God's love, mercy, and forgiveness, students are encouraged by the power and leading of the Holy Spirit to live Christian lives in accord with God's will for them. A Lutheran school is not perfect, but it is a laboratory of learning and growth in a Christian setting. All members of the school family are expected to care for and value the building, the learning atmosphere of the school, and relationships with people.

DISCIPLINE

Teachers and the principal are responsible for discipline. Every attempt will be made to live in harmony with each other as outlined in the discipline philosophy. When it becomes necessary to discipline students, the teachers and principal will use discretion and common sense with individuals and may employ several methods of discipline including noon hour detention for missed assignments, demerit hall, repeat discipline, contact with the home, and suspensions. The school also adheres to an Assertive Discipline Classroom Management system. Parents receive a copy of the classroom rules, positive reinforcement, and consequences at the beginning of each school year.

Students who are referred to the principal or assistant principal will be counseled regarding their misbehavior. They may expect to serve a noon hour detention and/or communicate their misbehavior to their parents through a signed note or phone call. Repeated offenses may result in making it necessary for the student to serve a specific number of before school detentions from 7:30 to 8:15 a.m., serve an in school suspension in the school office for a specific number of school days, or serve an out of school suspension for a specific number of days. The purpose of all of these forms of discipline will be to teach the student to accept personal responsibility to change his/her behavior. If repeated offenses reach an inappropriate number the principal and assistant principal may recommend to the Christian Day School Board that the student be permanently removed from the school through the process of expulsion. If this

process is used it will require a hearing for the student, with his parents present and representatives from the Christian Day School Board present for this process.

EXPECTATIONS OF STUDENTS

In keeping with the discipline philosophy of St. Paul's Lutheran School, all students are expected to:

- a) Be followers/imitators of Jesus Christ. Be self assured enough not to have to be the center of attention. Exhibit Christ-centered behavior, not self-centered behavior.
- b) Take pride in their God given abilities and talents.
- c) Support the learning environment in all circumstances and the worship environment in Chapel, devotions, and during prayers.
- d) Respect yourself. Show respect to yourself and to others by observing the "golden rule" of Scripture, "So in everything do to others what you would have them do to you." - Matthew 7:12. Disrespect, talking back, and open defiance for authority will not be tolerated.
- e) Use proper etiquette with adults and peers by using good manners in all areas of the building, but especially in the lunchroom area, the hallways, and while standing in line. Try to be considerate of others and keep your hands to yourself.
- f) Conserve and make wise choices in the use of materials, being respectful of school property and the property of others.
- g) Strive to solve problems intellectually not physically as taught in the creative conflict-solving portion of the school curriculum. No fighting will be acceptable.
- h) Be prepared to learn on a daily basis by having the necessary books and materials for learning in the classroom.
- i) It is expected that all assignments are completed and turned in on time.

DEMERIT SYSTEM OF DISCIPLINE

This system is designed to be used with students in grades K-8 including before and after school care. Each time a student receives a demerit, he/she has 2 school days to serve that demerit. The demerit slip needs to be signed by the parent; returned the day the demerit is served or it doesn't count as being served.

Demerit Hall starts at 7:30 a.m. and will last 45 minutes. Students are to be on time and must have work to do quietly and independently. Anyone not working, late, or found to be disturbing others will be removed from Demerit Hall and will not receive credit for having served.

A. 1 Demerit (every demerit)

- eating or drinking in hall or classroom during school hours
- being in hall without pass during class time or misuse of a pass
- running in the hall
- creating or participating in disturbances in Chapel, at assemblies, in library, computer room, cafeteria, detention hall, demerit hall, or in class
- walking out of class without permission
- violation of dress code
- chewing gum on school property
- spitting on school property
- skipping demerit hall or a detention time
- sent into the office from recess

B. 2 Demerits

- disciplinary bus report
- use of foul or offensive language
- insubordination or disrespect for authority or lying to one in authority
- writing on school property, including books and desks
- expulsion from class
- public display of affection

- bringing nuisance items to school
- harassment: *physical, sexual, or verbal*

C. 5 Demerits

- repeated expulsion from class for misconduct
- irresponsible or dangerous behavior on school property
- repeated disrespect
- cheating on homework or test
- threats of physical violence

D. 10 Demerits

- leaving or being off school grounds without permission
- fighting
- theft of student or school property
- vandalism

CONSEQUENCES

A. 1 Demerit	Demerit Hall from 7:30 - 8:15 a.m.
B. 5 Demerits	Disciplinary warning sent to parent - Parent must contact principal or assistant principal
C. 10 Demerits	Conference with parent and principal or assistant principal before student is re-admitted to classes: one week Demerit Hall.
D. 15 Demerits	One day in-school *suspension; conference with parents and administration; two weeks of Demerit Hall.
E. 20 Demerits	Two day suspension* (at home or in school); conference with parents and administration; student on "disciplinary contract."

Violation of a contract may result in a recommendation of expulsion.

*Any work missed due to the assignment of a suspension must be turned in - completed before the beginning of classes on the next school day of attendance.

SUSPENSION IN SCHOOL

A student assigned to in-school suspension will be required to be in attendance at school, but will report to the suspension room - not his/her regular classes. The student will be given all the assignments and work for the day from his/her classes. Work will be graded and will count.

The student will be expected to do school work in the suspension room. The student will not be permitted a lunch break at the same time as other students. There is to be no contact with other students during the school day. The student is not eligible to participate in or attend extracurricular activities until the day after the suspension ends.

SUSPENSION OUT OF SCHOOL

A student assigned to out-of-school suspension will not be permitted to attend classes. The student is not eligible to participate in or attend extracurricular activities until the day after the suspension ends.

EXPULSIONS

When all other approaches to improving a serious attitude and performance deficiency are unsuccessful, it may be necessary to ask the student to withdraw from school. The final decision on expulsion rests with the Christian Day School Board. St. Paul's offers an appeal process for parents and students at any level of discipline.

St. Paul's Lutheran Church and School and its governing boards will have zero tolerance for any threats or acts of physical violence which would endanger the safety of the school population

consisting of students, staff, volunteers, and parents. Any such actions will result in immediate suspension and/or could lead to a criminal complaint if the offense warrants such action.

BULLYING

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. Bullying can be physical, verbal, emotional, sexual, or racial:

- **Physical:** Physical bullying involves harmful actions against another person's body. Examples include: biting, kicking, pushing, pinching, hitting, tripping, pulling hair; any form of violence or intimidation. This also includes any interference with another person's property. Examples include damage or theft.
- **Verbal bullying** involves speaking to a person or about a person in an unkind or hurtful way. Examples include: sarcasm, teasing, put-downs, name-calling, phone calls, spreading rumors or hurtful gossip.
- **Emotional:** Emotional bullying involves behaviors that upset, exclude, or embarrass a person. Examples include: nasty notes, saying mean things using technology (e.g., cyberbullying using emails, instant messaging, chat rooms, text messaging, blogs), intentional exclusion from games or activities, tormenting, threatening, humiliation or social embarrassment.
- **Sexual:** Sexual bullying is singling out a person because of gender and demonstrating unwarranted or unwelcome sexual behavior. Examples include: sexual comments, abusive comments, unwanted physical contact.
- **Racial:** Racial bullying involves rejection or isolation of a person because of ethnicity. Examples include: gestures, racial slurs or taunts, name-calling, making fun of customs/skin color/accent/food choices.

The presence of bullying has a broad range of effects on the learning environment and on relationships. We acknowledge the effects of bullying and are committed to being aware of the results of bullying behavior(s).

- Stress of bullying interferes with a student's ability to engage in classroom activities and interferes with learning
- Stress of bullying can cause depression, loneliness, low self-esteem, health issues and concerns, and in extreme cases, thoughts of suicide
- Stress of bullying can cause fear of going to school, fear of being in locations such as the bathroom or at recess, fear of riding the school bus or in a car pool situation
- Those who bully can develop serious antisocial and violent behavior patterns, including frequent fights, involvement in vandalism, smoking and drinking, truancy, and use of weapons.
- Bullying affects those who are witnesses by creating a climate of fear and intimidation and ultimately affects the learning environment.
- Bullying is not compatible with the Christian lifestyle, damaging the unity of the Body of Christ.

I. St. Paul's Lutheran Church and School will practice a zero bullying tolerance as the standard of behavior. Teachers will actively and consistently teach and model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).

II. Students demonstrating bullying behaviors will be subject to the discipline as briefly summarized below.

- A. Address the situation with appropriate apologies given
- B. Loss of privileges (recess, free time, etc.), time out, or 2 demerits depending upon the age of the children involved and the severity of the incident.
- C. Visit to the principal's office for a student visit

- D. Inform parents
- E. Parent/ Teacher/ Principal/ Student conference
- F. Referral: counseling as recommended by the principal and teacher
- G. Suspension-because of refusal of counseling
- H. Dismissal- to an alternative education program that is best suited to meet the student's individual needs.
- I. Proper Authorities will be notified when criminal intent is obvious or when the situation warrants such action.

WAYS PARENTS CAN ENHANCE THEIR CHILDREN'S ATTENDANCE

- a) Know, understand, and live the Ten Commandments to the best of their ability and expect the same of their children.
- b) Be a positive role model by participating in worship services, Bible classes, Sunday school and school activities. Be a visible presence in your child's educational experience when possible. Make an effort to conduct family devotions, pray with your children, and pray for the school. **St. Paul's members must attend 60% of weekend church services to be eligible for the member tuition rates and/or financial assistance.**
- c) Speak positively about pastors, teachers, church, school, and the Christian community of St. Paul's. Contact teachers immediately if questions or problems arise.
- d) Have children arrive at school on time and pick up children from school and practices on time, using extended day care services when necessary.
- e) Encourage children to bring home weekly communications. Return required materials (report cards, mid-term reports, library books, permission slips) promptly according to the established deadlines.
- f) Make sure your child has all the necessary materials for educational use. Be a willing partner in your child's education - working on basic skills, memory, flash cards, etc. when necessary. Inquire about and check homework for completion.
- g) Provide a loving and caring home environment conducive to the learning process. Monitor your child's viewing habits and make sure your child has proper rest and nutrition to function to the best of his/her ability.
- h) Dress your child according to the weather and within the parameters of the appearance standards.
- i) Support the school's discipline philosophy and policy and help your child be aware of and obey the school rules.

EXPECTATIONS OF PARENTS

The conduct of our school parents makes an import impact on our school environment. They are significant and powerful role models to all of our students. Accordingly, we ask parents to follow these guidelines in interacting with teachers, students, and other parents.

- Act in a manner that reflects the Christian values of St. Paul's Lutheran Church and School.
- Treat all staff and students with respect, even as you desire to be respected.
- In expressing questions, concerns, and suggestions, speak calmly and listen with an open mind to responses. Stay focused on our shared desire to meet the Christian educational needs of all students.
- If you wish a teacher's full attention and a well-thought, comprehensive response, make an appointment to meet. Do not expect to receive the teacher's best focus or response if you approach the teacher before school, in the midst of a crowd of students or people, or during other school or church activities. Please avoid phone calls to the teacher's home. Each teacher has a specific voice mail box at the school.
- Our teachers are highly committed, and put in incredible hours, but there is only so much they can do at a time. Your understanding is appreciated when, for example, it takes longer than you'd prefer to receive a return phone call or when they share that they are not able to make a requested adjustment due to other factors they have to account for.

- Remember that everyone makes mistakes. Kind understanding of staff errors will always be appreciated, and you can expect the same treatment in return.
- Never directly confront or challenge a child (other than your own) while the child is under school supervision, unless as a volunteer you have been so empowered (such as chaperoning a field trip or supervising recess). If you observe or hear about behavior that you believe should be addressed, inform the proper school authority (such as the child's classroom teacher), and then trust the staff member to take action, as he or she believes appropriate to the situation.
- Please keep to the same standards of decent language to which the students are held. Please avoid foul and/or obscene language.
- The school is a drug free zone. No smoking or drinking is permitted on campus. This carries over to all school student activities as well, such as while driving for a field trip or attending an athletic event.
- Remember that school athletics are learning experiences for students and that mistakes will be made. Praise students in their attempt to improve themselves as students, athletes, and as people.
- Show respect for the opposing players, coaches, spectators and support groups.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team. Use only those cheers that support and uplift the teams involved.

Your cooperation and support will help us maintain the Christian environment we all so value here at SPLS.

APPEARANCE STANDARDS (DRESS CODE) FOR STUDENTS IN GRADES K-8

While dress and grooming are primarily the responsibility of the parent, personal appearance is also a concern for the school. We believe that neatness, cleanliness, and good taste in dress and grooming are desirable attributes and reflect favorably on student, faculty, church, home, school, and our Lord and Savior. We expect the dress and grooming of our students while at school and when attending school functions to reflect our Christian philosophy. The following dress code has been adopted by the Christian Day School Board of St. Paul's Lutheran Church. The following list is not meant to be definitive, but examples based on current fashions:

GIRLS

Jumper dress, skirts, skorts or pants in solid navy, black or khaki (**no emblems**)

- ☞ Pant styles include flat front, pleated, cuffed, flares, cargo or carpenters. WIDE LEGS, BIB OVERALLS, DENIM, PARACHUTE, AND LEATHER LIKE MATERIAL MAY NOT BE WORN. Clothing **may not have rivets** on them. Dress, skirt, or skorts must be fingertip length or longer.
- ☞ Shorts in solid navy, black, or khaki may be worn in August/September and May/June weather permitting. Style must include classic flat front or pleated walking short. **Shorts must be fingertip or longer with arms extended downward, not to extend below the knee.**
- ☞ Collared shirts must be worn at all times - must include button-down blouses, polo style or turtlenecks in solid colors. No alternate colors or stripes on collars. *Shirts must have sleeves and be tucked in with belt.* PATTERNS, PRINTS OR EMBLEMS AND DENIM MATERIAL MAY NOT BE WORN. NO STRIPES OR EMBLEMS ON THE SHIRT ARE ALLOWED.
- ☞ Sweaters, sweatshirts or vests may be worn with dress code approved shirt in solid colors. PATTERNS, PRINTS OR EMBLEMS AND DENIM MATERIAL MAY NOT BE WORN with the exception of St. Paul's emblem sweatshirts.

- ↵ Solid colored socks or tights must be worn at all times.
- ↵ Shoes include dress style, sandals, or tennis shoes. Backless styles may not be worn. "Heelies" may not be worn.
- ↵ Belts in solid black, brown, or navy must be worn and visible at all times with pants and shorts with the exception of kindergarten and first grade students only.

BOYS

- ↵ Pants in solid navy, black, or khaki (no emblems). Styles include flat front, pleated, cuffed, cargo or carpenters. WIDE LEGS, BIB OVERALLS, DENIM, PARACHUTE, AND LEATHER LIKE MATERIAL MAY NOT BE WORN. ***Clothing must not have rivets on them.***
- ↵ Shorts in solid navy, black, or khaki may be worn in August/September and May/June weather permitting. Style must include classic flat front or pleated walking short. ***Shorts must be fingertip or longer with arms extended downward, not to extend below the knee.***
- ↵ Collared shirts must be worn at all times - must include button-down shirts, polo style or turtlenecks in solid colors. No alternate colors or stripes on collars. *Shirts must have sleeves and be tucked in with belt.* PATTERNS, PRINTS, EMBLEMS AND DENIM MATERIAL MAY NOT BE WORN. NO STRIPES OR EMBLEMS ON THE SHIRT ARE ALLOWED.
- ↵ Sweaters, sweatshirts or vests may be worn with dress code approved shirt in solid colors. PATTERNS, PRINTS, EMBLEMS AND DENIM MATERIAL MAY NOT BE WORN.
- ↵ Solid colored socks must be worn at all times.
- ↵ Shoes include dress style, sandals, or tennis shoes. Backless styles may not be worn. "Heelies" may not be worn.
- ↵ Belts in solid black, brown, or navy must be worn and visible at all times with pants and shorts with the exception of kindergarten and first grade students only.

In addition to the appearance standards listed above, the following guidelines for students in grades K-8 will be enforced:

- 1) Students may not use grooming that is unusual, trendy, or that draws attention to the individual.
- 2) Students must appear neat and clean at all times.
- 3) Hair must be neatly combed and clean at all times. Boys' hair should be off the collar and above the ear.
- 4) Coats, flannels, jackets, and hooded clothing appropriate for outdoors are not to be worn in the school building during class time.
- 5) No hats or scarves are to be worn in the building during school hours and extra curricular activities.
- 6) No earrings are permitted for boys.
- 7) Students in grades 5-8 will be expected to change into P.E. clothes, different from normal classroom attire. These clothes should be an appropriate pair of shorts and T-shirt.

Extracurricular activities

Blue jeans or denim material is permitted at events outside of the regular school day when children must return to school unless identified in a note from the school office. Shirts must cover the shoulders and the midsection. At these events clothing that advertises alcoholic beverages, tobacco products, non Christian music groups, offensive messages, negative role models such as: South Park, the Simpsons, Pro Wrestlers, obscene or implied statements of obscenity are not permitted.

Enforcement of the appearance standards (dress code)

The dress code is in effect from the moment the child enters the school building until they leave with their parents of guardians. If a child comes to school disregarding these standards, **he/she will be expected to change into dress code appropriate clothes. If there is no change of clothes available** the student will be asked to leave class and call home. Time out of class will be treated as a tardy and the student will be responsible for making up any missed material or assignments. A demerit will be issued for 3 tardies. ***If the parent is unable to bring a change of clothes the child will receive an immediate demerit from the office.*** (See pages 10 & 11)

If a student or parent has a doubt as to whether clothes are appropriate for school, it should not be worn. While the classroom teacher is responsible for enforcing the appearance standards, the principal should make the final determination if there is a question about appropriate clothes for the school setting. Preschool students are not included in the appearance standards.

ELIGIBILITY POLICY

Eligibility is determined weekly. Students must maintain a C- average and cannot average two D's or one F in major subject areas. In addition any student who fails to successfully complete three or more assignments in one week will be declared ineligible for the following week's practices and games.

Ineligibility for extra-curricular activities pertains to athletics, musicals, and interscholastic events, but does not include choir, band, academics fair, talent festival, or similar activities. Students must also cooperate with teachers in their behavior and appearance standards to remain eligible to represent our Christian Day School at activities during non- school hours. A student who receives a demerit on the day of a game will not be allowed to participate in that contest on that day.

While a student is declared ineligible he/she may not attend practices. The student may attend extracurricular events, but may not accompany the team or group to away games or events under the auspices of the school's responsibility for supervision and participation. It is the intent of the eligibility policy to teach students the responsibility for putting academics in its proper perspective in relationship to all other school activities and events.

EMERGENCY CLOSINGS

Our school will normally follow the pattern of the local school district, Bourbonnais Elementary School, for emergency closings. Parents are encouraged to listen for announcements concerning early or full day closings on radio stations WKAN (AM 1320), WVLI (95.1 FM), and WIVR (101.7 FM). Closings will also be posted at www.EmergencyClosings.com and through the Sheriff's Alert text messaging system. If school closes early, extended day care will remain open until parents can reach the school or make other arrangements for supervision for their children.

EXTENDED DAY CARE SERVICES

Parents are welcome to use the services of our extended day care department on any school day. Children may be placed under our supervision between the hours of 6:30 a.m. and 6:00 p.m. each school day. A separate extended day care handbook, explaining policies and procedures, is available in the school office.

FIELD TRIP ELIGIBILITY

Eligibility for class trips is determined by academic standing and behavior. Students who have

become ineligible due to class work or behavior will not be allowed to go on class trips. Ten demerits will render a student ineligible for attendance. The teachers and administration may, at their discretion, and under warranted circumstances, make exceptions for class trips on an individual basis. Students who are not allowed to go on their class trips will be dismissed on that day in the supervision of their parents and will not attend school.

GUM AND CANDY

No gum and candy are allowed during the school day, which includes bus transportation to and from school and waiting for rides at the end of the school day. Candy may be eaten only during the lunch hour at the lunchroom tables as part of the meal or in the classroom if given as a treat by the teacher. Students may not sell candy or other fund raising items on school property from sources or clubs other than those sponsored by the school. Gum may not be brought to school or used in school or at extra curricular activities.

HOT LUNCH

We encourage families to pay for hot lunches on a monthly basis, but require payment on a weekly basis. Parents should put money on account and will be notified when their hot lunch funds are low. Students will have daily choice of hot lunch or cold lunch. Hot lunch money is due on the first attendance day of the week (usually Mondays). Students may bring sack lunches and have the option of purchasing milk. Milk is included in the cost for hot lunches. Free and reduced price lunches are available for families who meet the requirements of income standards set by the federal government.

Students in grades 5-8 may purchase juice from the school's machine during the hot lunch period. Pop may not be purchased before, after, or during the school day. Pop from fast food establishments or home is also not allowed during lunch time. Students are reminded that the lunchroom is to remain neat and orderly, and good manners are encouraged in our student's expectations and guidelines.

There is a 3-day grace period for payment of lunch money once a student's account is depleted and notification is sent home. After the 3-days, The Day School Board will take appropriate action. Ala carte purchases can be made only by students whose lunch accounts are up to date.

IDENTIFICATION OF PERSONAL PROPERTY

Jackets, boots, tennis shoes, and other items of personal property brought from home should be identified with the child's first and last name to avoid confusion over ownership of misplaced articles. The school will make every effort to help the student protect his/her personal property, but it is not responsible for the student's neglect in taking care of his/her personal property.

INFECTIOUS/CONTAGIOUS DISEASE POLICY

The administrative procedures to be followed if the possibility of an infectious disease is brought to the attention of St. Paul's staff would be as follows if deemed necessary by the principal:

- 1) An evaluation team consisting of the principal or his designee, the individual's physician, a school nurse or county health official, and when a student is being evaluated, his/her parent or guardian, will review the information pertinent to the case. Any recommendations of the Center for Disease Control will be considered.
- 2) The evaluation team shall make a decision regarding the individual, based upon the risks and benefits to both the infected individual as well as others in the setting.
- 3) A record of each team evaluation held shall be filed with the principal or his designee, and shall include, at a minimum the following:
 - a) date, time, and place of evaluation

- b) team members present
- c) other persons, if any, present
- d) a statement from the individual's physician including diagnosis and any circumstances that may affect such person's ability to work or attend classes
- e) recommendation concerning admittance of individual,
- f) and summary of basis for recommendation.

4) St. Paul's shall respect the individual's right to privacy to the fullest extent possible. Personnel who are informed of the individual's condition shall include those needed to assure proper care of the individual.

LEAVING SCHOOL GROUNDS

Students may not leave school grounds during the school day or during extra curricular activities unless they have received permission from their teacher or the adult supervisor of the activity. Students will be subject to suspension for violation of this rule.

LOCKERS

All students are provided with lockers for storing articles of clothing and lunches during the school day. At some grade levels it will be necessary to share lockers. A periodic locker check will be made by the administration to avoid an accumulation of materials brought from home. Locks will not be used on student lockers. Valuable items may be stored temporarily with the home room teacher in a locker designated and locked for each classroom. There is no expressed or implied expectation of privacy for items in the lockers.

LOST & FOUND

A lost and found area will be maintained in the school. Students and parents should check this area periodically to claim misplaced articles of clothing. More valuable lost and found items, such as jewelry and glasses, will be kept in the school office. After one semester most lost and found items that have not been claimed will be donated to a charitable organization.

MEDICINE FOR STUDENTS

Students who are taking medication must give the medicine to school office personnel for safekeeping during the school day. Parents should notify classroom teachers and school office personnel when students are taking medication of any kind so they can become aware of the student's needs during the school day. The school will not administer medicines of any kind unless parents have requested it in writing. Requests need to include a written note from the physician.

MONEY SENT TO SCHOOL

It is recommended that money always be placed in a marked envelope when being sent to school with your child. Students are encouraged to turn in money at the beginning of the school day to prevent losing or misplacing it. Receipts will be sent home with students for payment of tuition, fees, and extended day care services. No receipts will be issued for hot lunch money collected by the school. All checks should be made payable to St. Paul's Lutheran School.

NUISANCE ITEMS

MP3 players, PDA's, toys, radios, recorders, headphones, squirt guns, computer programs, electronic games, lip gloss, cologne, make-up, playing cards.....and the list could go on and on.....and other types of "nuisance" articles should not be brought to school unless materials are specifically requested by the classroom teacher for some educational purpose. Show & Tell items requested by classroom teachers would fit this category of exceptions on designated school days. Nuisance items will be collected by the teacher and/or the principal. Offenders will

be asked to have these items claimed by their parents before they can be returned. The basic rule is that an item is classified as a nuisance item if it is not normally used in school or after school hours for some positive educational purpose. The school is not responsible for loss or damage to any electronic device or other article deemed to be a "nuisance."

SNOW

Students may not pick up snow or throw snow under any circumstances while they are on school property or waiting for bus transportation.

TEACHER AREAS

Students may not enter areas designated for teacher use unless they have specific permission and are accompanied by a teacher with some assigned task. A teacher's desk, faculty workrooms, supply rooms, gym closet, athletic rooms etc. are included in this regulation.

TELEPHONE USAGE AND CELL PHONES

The school telephone is a business telephone that can only be used by students in cases of an emergency. Permission must be granted by an adult for the use of the telephone. Students should not use the telephone to make arrangements for a friend to stay at their house, request that their parents bring something to school for them, or announce when they have athletic practice because they failed to communicate their schedule at home. It is the student's responsibility to remember needed articles for school and practices and to make prior arrangements for transportation, unless the school makes a last minute change in scheduled activities. The school reserves the right to charge 50 cents per call for non-emergency use of the telephone.

Students are not allowed to use cell phones during school hours. Cell phones are to be kept in book bags and lockers and turned off. Cell phones will be confiscated if students take them out during the school day without a teacher's permission. Parents will have to reclaim the cell phones personally. The school assumes no responsibility for lost, stolen and damaged cell phones.

WEEKLY NEWSLETTER

Communications with the home is an important part of the regular school week. Announcements of activities and programs will be issued through a publication distributed every Tuesday of the school year except for the first or last day of school. Preferred deliver is via e-mail. Families without e-mail may request a paper copy to be sent home with their youngest enrolled child. The newsletter will also be posted on the website each Tuesday at www.stpaulstigers.net.

REPORTS TO PARENTS

It is expected that parents would observe the deadlines for the return of classroom permission notes for students, midterm progress reports in grades K-8 at each mid-quarter, and report cards at the end of each quarter of the school year. These reports are designed to keep our parents informed of student progress, school life in general, and problems if they become disruptive to the process of education. As stated in the section on parent's expectations, parental support for the programs of the school is important to everyone's welfare and success.

TUITION AND FEES PAYMENTS

All fees are due on Fees Day.

Tuition for preschool and K-8 may be paid in 10 monthly payments or in one annual payment on Fees Day.

Tuition is collected through a company called **Tuition Management System**. They will keep record of tuition payments. Your account will be accessible via Internet and telephone as per their instructions. Payments after Fees Day cannot be sent to the school office. Families will be billed monthly and will have several options for payment: check, credit card, electronic, automatic withdrawal, etc.

TMS will keep the school informed of payments. If payment is not made by the second successive month, students may be removed from their regular classroom instruction or day care services until payment has been received in full.

Day Care fees are handled separately by the school office. Families are asked to prepay for anticipated usage of the day care.

ASBESTOS MANAGEMENT PLAN

This is to inform you of the status of St. Paul's Lutheran School asbestos management plans. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our building was initially inspected for asbestos. Our inspection was conducted on June of 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the management plan as required.

The inspection/management plan is available for public review in the school office. Should you wish to review the plans, please call 932-3241 to make an appointment between 8:30 a.m. and 3:30 p.m. Any concerns relative to asbestos-containing materials should be directed to St. Paul's Lutheran School at 1580 Butterfield Trail, Kankakee, IL 60901. (932-3241)

U,V,W,X,Y,& Z

In a handbook of this type it is impossible to cover absolutely everything from A to Z. Other programs, rules, and regulations will be shared with parents and students through various school announcements during the school year. You are invited to ask about specific rules and regulations by calling the school or writing a note. Understanding and communication are the keys to the successful operation of a Christian Day School and a Christian home.

KEY TO COMMUNICATIONS & CONFLICTS

Our school will not be conflict free. As we live in the Christian community parents, students, teachers, and staff should remember that if there are problems that develop we should attempt to:

- 1) resolve the conflict with the parties involved, (teacher, coach, etc.)
- 2) if there is still a problem, speak to the principal,
- 3) if there is still a problem, speak to the director of the Christian Day School Board.

Most problems will be solved at the first level when parents and teachers or students and teachers are able to explain what has occurred. **The "chain of command" should be used at all times and problems should be confronted between individuals. It is unacceptable to "get on the phone" and talk about unexplained events, building a case against a teacher, staff member, student, or parent before speaking to them personally to seek a Christian**

solution to the conflict. Parents may request a hearing with the Christian Day School Board if they feel that there is a problem that hasn't been solved and they have followed the process outlined above. We exist as a caring community and every attempt will be made to resolve conflicts in a God-pleasing way. Your daily prayers are requested as we offer a Christian education to our school community.