

St. Paul Lutheran School



PARENT AND STUDENT HANDBOOK

2025-2026

**402 S. Ballenger Hwy.
Flint, MI 48532
School: (810) 239-6733
Fax: (810) 239-5466**

www.stpaulflint.com

St. Paul Lutheran School

2024-2025 School Year

Dear Families of St. Paul School:

*"Therefore, since we are surrounded by so great a cloud of witnesses, let us also lay aside every weight, and sin which clings so closely, and let us run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith."
Hebrews 12:1-2*

As principal, I am looking forward to an exciting year of learning at St. Paul. We are celebrating 100 years of school ministry and are focusing on the theme, *"Enduring Faith—Run the Race."* Throughout the year, we will be keeping our eyes on Jesus while we "run the race" God has set before us. God can do "immeasurably more than all we ask or imagine" (Eph. 3:20) and He promises to sustain us through all circumstances as we abide in Him. We are blessed to work with your family and look forward to an exciting year of learning and growing in Jesus.

St. Paul School has made a meaningful difference in the lives of thousands of children over the years. I am especially grateful for the many teachers, parents and volunteers who willingly share Christ's love in every aspect of our school day. Our community is truly one of St. Paul's greatest blessings. We are a family, and it is my prayer that you too will experience this sense of belonging as we encourage and support one another as brothers and sisters in Christ.

Throughout the years, St. Paul has remained a safe, Christ-centered community for your children. St. Paul is a nationally accredited school with a challenging curriculum and exciting enrichment opportunities in athletics, music, service and leadership. As a school body, we strive for excellence and celebrate God's truth in all things.

We thank God for each person listed in this directory. We thank God that He has led you to St. Paul Lutheran School and pray that He will bless your family and children. Please take the time to pray for each other, encourage one another and celebrate the "spirit of unity" we share as believers in Jesus Christ.

Have a blessed year and "May the word of Christ dwell in you richly." (Col. 3:16)

In His Service,

Mary Lynn Buck, Principal



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A ministry of St. Paul Evangelical Lutheran Church
(810)239-6200

Mission Statement

St. Paul Lutheran School exists by God's grace to "make disciples" of our Lord Jesus Christ by educating, strengthening, and equipping children and families for life and service in the church and world.

WELCOME TO ST. PAUL LUTHERAN SCHOOL! Preschool – Grade 8

St. Paul Lutheran School's mission is to "...make disciples of all nations...teaching them to obey everything that (Jesus has commanded.)" Matthew 28:19. It is our goal to equip students with God's Word...

- to grow in their faith,
- to know Jesus Christ as their personal Lord and Savior,
- to celebrate the forgiveness we have been given in God's grace through the death and resurrection of Jesus Christ, and
- to answer God's call to share the good news of Jesus Christ with the world.

The means by which we are able to fulfill our ministry and equip God's children is by providing the best possible environment for the sharing of Christ's love while striving for excellence in academic Christian education.

St. Paul Lutheran School exists to proclaim the Gospel and the oneness Christ creates through His Spirit. St. Paul Lutheran School is an integral part of the whole ministry of St. Paul Lutheran Church serving the diverse population of the City of Flint and the surrounding areas.

St. Paul Lutheran School's ministry is to help people develop in all aspects of a Christ-centered life. Caring Christian teachers and staff work closely in partnership with parents and children to affect the child's spiritual, intellectual, social, physical, and emotional development. God endows all people with unique gifts and talents. He has entrusted these gifts and talents to us as stewards who are to develop them and grow in their use. Inherent in these beliefs is the assumption that all people are created with the capacity to learn. Every effort is made to apply the most appropriate resources and teaching methods available to St. Paul Lutheran School to make and train disciples of Christ through the workings of the Holy Spirit.

This Parent Handbook is published in an effort to inform our students and families of our policies, procedures and program. It is the purpose of this handbook to assist our students in being successful in the completion of grades Preschool through Eighth Grade.

St. Paul Lutheran Church and School, affirming the teaching of the Lutheran Church Missouri Synod, believes that God wonderfully and immutably creates each person as male or female. This identity is determined by our biological sex, and these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27), so that God's design for marriage is between one man and one woman.

We will love and care for all children entrusted to our care, addressing them by their legal names and appropriate pronouns. Our teaching will follow God's Word and the teaching of Jesus, that the gift of sexual intimacy is reserved for a husband and wife.

PLEASE KEEP THIS HANDBOOK IN A CONVENIENT LOCATION

and use it as a guide throughout the school year. Any policy changes will be printed in the school newsletter called the ***Spirit***. If you have any questions, please do not hesitate to ask your child's teacher or speak with the school office.

WHAT DOES SCRIPTURE TELL US ABOUT CHRISTIAN EDUCATION? Lutheran Christians believe that Scripture is the inspired Word of God. Here are a few verses that help us clarify the mission and ministry of our Lutheran school.

"Love the Lord your God with all your heart and with all your soul and with all your strength. 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. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates."
Deuteronomy 6:5-9

"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20

"Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord." Ephesians 6:4

"When Jesus saw this...He said to them, 'Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the Kingdom of God like a little child will never enter it.'" Mark 10:14-15

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ENROLLMENT

St. Paul assumes that parents enrolling a child in the Christian Day School are actively seeking a Christ-centered environment where God's Word is shared on a daily basis.

It is expected that families will **regularly** attend worship services at St. Paul or another Christian church. We ask that parents support the mission of the school and church with their involvement, prayers, cooperation, and financial support. We encourage at least one parent of each new family to attend a Christian Information Class to before the second enrollment year.

Parents who desire to enroll a child at St. Paul are asked to apply through the school office. Student admission is based upon academic achievement, an admissions test, an interview with the administrator, and openings in the particular grade levels. **Admission or placement into the school may be denied based upon this testing or on previous behavioral records.** Additional test information, report cards, behavioral records and teacher assessments may also be requested and considered. Enrollment is reviewed on an annual basis. Students enrolling in the early childhood classes must be three, four, or five years old by September 1st.

Please contact the school office for clarification of admission policy information, should you have additional questions.

ENROLLMENT POLICIES AND LIMITATIONS

1. Students must have a genuine desire to support the mission of St. Paul Lutheran School.
2. The application form and all required paperwork must be submitted to the school office prior to enrollment.
3. An interview between the administrator, the student, and at least one parent will be scheduled before admission.
4. New students will be required to take an entrance test before grade placement is finalized and acceptance determined.
5. Evaluations of a new student's academic performance and behavior may include test information, behavioral records, report cards and teacher assessments. Behavioral reports will be requested from the previous school principal and must be received before admission decisions are finalized.
6. Admission in grades 1-8 may be contingent on the successful completion of a 90 day probationary period to ensure students compliance with the spiritual, academic and behavioral standards at St. Paul Lutheran School.
7. Students who have been dismissed from another educational institution will not be considered for enrollment until one calendar year has passed.
8. Enrollment of all children is reviewed on an annual basis.
9. Final enrollment recommendations will detail special education services deemed necessary to provide for the best interest of the student and the classroom as a whole. Due to limited services, the school may recommend a more appropriate educational setting which will better accommodate the special needs of the child.
10. St. Paul Lutheran Church and School is not equipped to provide a full range of special education services. Any paraprofessional time provided for the classroom is assumed to be proportionately available to all students and cannot focus solely on the needs of any one child. St. Paul School will attempt to help identify resources for assistance. All paraprofessionals work under the direction of the teacher and the principal.
11. Additional assistance with evaluation and testing for learning disabilities may be requested from Lutheran Special Education Ministries (LSEM) or the local school district (Flint Community Schools.)
12. Complete school records will be requested from the previous educational institution.

SCHOOL RECORD POLICY

Your child's records are carefully checked and maintained in the school file as long as your child attends St. Paul. Should your child transfer to another school, the transfer of his/her permanent record, by your consent, will be forwarded to the new school system through the Flint Board of Education. St. Paul reserves the right to hold records for non-payment of fees and tuition.

In compliance with the law, basic information will be kept in the school office files. Temporary record information will be kept through grade eight.

No individual or agency outside our school will be permitted to inspect your child's school records without your written permission. Should you wish to examine your child's records, you may arrange to do so by making an appointment with the principal. Any challenge of accuracy, relevance, or propriety of an entry in the school pupil record may be made through the principal. Parents also have the right to insert a reasonable statement indicating their position on any disputed information in the file.

NONDISCRIMINATION POLICY

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

HOME AND SCHOOL SUPPORT

FAMILY VISITS: Education is a process that requires cooperation between the home and school if it is to be positive and effective. In order to initiate the development of positive home and school relationships, family visits are made in the home or at the school each August.

COOPERATION OF PARENTS/GUARDIANS: Active cooperation of parents/guardians, principal, and teacher is necessary for the proper development of the student. The staff of St. Paul attempts to keep parents informed of their child's progress, achievements, and any concerns that may arise. Parents/guardians are welcome to visit the school for conferences on matters concerning their child's welfare. Meetings may be requested by the principal or the teacher to discuss a student's behavior, progress, or other matters. Parental cooperation is expected and necessary.

Parents/guardians having questions regarding their child's progress should consult the teacher in that subject area. Contact with the teacher should be made after dismissal (3:30-4:00 p.m.) or through e-mail for discussion of the child's progress and/or to set up an appointment with the teacher. Please contact the school office if assistance is needed in setting up an appointment. Please respectfully limit interruptions during arrival, dismissal and teaching times.

For your convenience, a list of teachers and their email addresses are printed in the school directory. Teachers will create office hours to respond to questions and concerns.

Parents/guardians are asked to notify the school office **immediately** when a change of address and/or phone number occurs so that we can keep our emergency roster and mailing list up-to-date.

CONCERNS, COMPLAINTS, OR GRIEVANCES: We are God's people, however, as human beings there will be times of misunderstanding or conflict. We try to use the Biblical approach in solving a tension or dispute, as outlined in Matthew 18:15-17. Please attempt to resolve any concern by speaking directly to the person with whom you are in conflict.

Depending on the parties involved, the due process steps include:

- Parent to teacher
- Parent to teacher and principal
- Parent to teacher, principal, and Board of Christian Education Director
- Parent to Board of Christian Education

PARENT-SCHOOL COMMUNICATION/RESPECT: Each parent has a significant role in the educational development of his/her child. St. Paul Lutheran School welcomes and encourages family involvement in the school program throughout the year. Teachers will regularly be communicating with parents through classroom notes, email, phone calls and *Remind* regarding academic progress, classroom behavior, late homework and spiritual growth. **In order to build a positive relationship between parents and teachers**, parents are required to attend the classroom orientation meetings at the beginning of the year and are strongly encouraged to attend all parent-teacher conferences.

The mission of St. Paul Lutheran School is to assist families in raising Christian students who are educated, strengthened and equipped for life and service. As a school community, we are striving to raise children who are not only successful in meeting the challenges of this world, but who demonstrate a faithful commitment to Jesus Christ for eternity.

As we work with your children, we acknowledge that there may be times when we have different opinions and ideas. Please remember to model Christian behavior as we communicate and work to resolve conflicts. As a Christian Lutheran School, we must expect and demand the highest Christian respect for one another. The apostle Paul writes in Titus 2:7, *"In everything set them an example by doing what is good."* St. Paul School encourages a positive dialogue between parents, teachers and the administration to resolve difference of opinions and create a successful learning environment for each child. **Please note that the following behaviors are unacceptable and that such behavior may result in the dismissal of the family from the school.**

- Belligerent language that is degrading to a teacher, staff member, coach, or other parent
- Swearing, bad language, physical threats or any act of violence
- Refusal to accept the conclusion of the school administrator regarding a particular issue
- Public accusations or spreading of malicious rumors about a child, family member, or staff member in our school community

ATTENDANCE POLICIES

ATTENDANCE: Regular attendance and punctuality is **important for success** in school and in later life. It is also a requirement of the State of Michigan. The school is responsible for students from the time of arrival until the end of the school day. Students are not to leave the grounds without written permission from the office. **Parents must sign students out of school in the office before they may leave.** When students cooperate with attendance regulations, the school is best able to fulfill its obligation to the family. Excessive absences or tardies will result in follow-up by the teacher and principal. A record of absences or tardies will become part of the student file.

For the safety of the student, when a pupil is ill or for some other valid reason cannot attend school, **parents/guardians are asked to phone the school office (239-6733) by 9:30 a.m. on the morning of the day the student is absent.** Failure to receive a phone or written excuse will result in an unexcused absence.

EXCUSED ABSENCES: All absences must be excused by phone or in writing by a parent/guardian. An excuse must be presented before a student can be readmitted to class as an “excused” absence. All other absences without notification are considered “unexcused.”

STUDENT ABSENCES ARE EXCUSED FOR:

- Personal illness
- Family emergencies
- Death in immediate family
- Prior planned absence through the principal

UNEXCUSED ABSENCES: All absences which do not meet the above criteria are considered unexcused.

On the day the student returns he/she is required to submit all assignments due previous to the absence. The student is given the number of days (including Saturday and Sunday) equal to the school days he/she was absent to complete any assignments given during the absence. Any work not turned in will be considered incomplete and a “0” given. (Individual teachers may extend the time period for work to be completed, but are not required to do so.) **Credit for homework or tests missed during an UNEXCUSED ABSENCE will be reduced by 30%. In-class work cannot be made up.** Missed homework will be provided by the classroom teacher the day of return.

FREQUENT ABSENCES: When the total amount of absences **exceeds an average of ten excused/unexcused days per semester, a parent meeting will be called with the principal.** Frequent absences of tardiness in a class, excused or un-excused in nature, may seriously affect the student’s progress and credit for that class. Attendance patterns of a student are the responsibility of the parent and the student. **Students who accumulate a total of 30 absences in a school year (excused or unexcused) will be retained.** A truancy petition may be filed once a student has been absent 10 days. Extenuating circumstances such as an extended illnesses or family emergencies should be discussed with the principal.

ATTENDANCE REQUIREMENTS FOR AFTER SCHOOL ACTIVITIES: In order for a student to participate in any after school activity (athletic, musical, dramatic, etc.), that student must report to school no later than 10 a.m. on the day of the activity.

VACATIONS DURING THE SCHOOL YEAR: St. Paul discourages vacations during the school year which result in absence from school because many valuable in-class discussions, group activities, and evaluations are impossible to reproduce. When these absences cannot be avoided, the principal must be notified in writing of the anticipated absence **at least three school days in advance** of the planned absence. Parents must fill out a Vacation Request form in the school office. The form is then reviewed by the appropriate teacher(s) and the principal regarding the student's work. It is understood that the student assumes full responsibility for work missed and for informing his teachers of the absence well in advance. **Advance homework assignments will NOT be given out before these vacations.**

Upon returning, students are responsible for checking with the teachers for work to be made up. Please allow the school **one full day** to gather assignments. Please note that students will be given only one day for each day that was missed to make up work.

ARRIVAL (7:55 a.m.) AND DEPARTURE (3:15 p.m.): Students are expected to be in the classrooms and seated when the morning bell rings at 8:15 a.m. Students arriving prior to 7:55 a.m. must report to the childcare/latchkey room. This makes it possible to arrange proper supervision.

Students remaining after 3:25 p.m. will be placed in the childcare/latchkey room to ensure proper supervision. Parents will be billed for this service at the rate of \$5.50/hour. Students using the after school study room will be billed at the latchkey rate.

ARRIVAL AND DEPARTURE PROCEDURE: Students in Preschool 4 - Grade 3 and GSRP may be dropped off at the front circle door between 7:55-8:15 a.m. Middle School Students should enter through Door #2 in the rear of the building between 7:55-8:15 a.m. (Students ONLY). Parents choosing to walk students into the building are asked to park in the back parking lot and escort your child to the building through Door #1. All Childcare parents must sign in at the front desk.

On half days, K – 8 dismisses at 11:30 a.m. and on full days at 3:15 p.m. Parents with students in grades K-3 should pick students up from the front circle doors. Students in grades 4-8 will be dismissed out the back through Door #2. If you need to enter the building and pick up your child, please park in the back parking lot, enter through Door #1, and sign in at the School Office.

Early morning latchkey students must report immediately to their teacher at 8:00. Students may not wander the building unattended.

LEAVING DURING SCHOOL SESSIONS: No pupil is permitted to leave school before the regular dismissal time except in case of illness or emergencies. Parents are asked to please schedule any doctor or dental appointments after school hours if at all possible. Parents/guardians desiring an early dismissal for their child are required to contact the school office and must sign students out on the Attendance Log in the school office.

TARDINESS: Arriving to school promptly is important for your child's success as a student and will help create a positive start to the day. **Students arriving after 8:15 a.m. must obtain an admittance slip from the office before entering the classroom.** A record of absences or tardies will become part of the student file. Middle school students are required to be in their seats by the start of each period indicated by the bell. Tardies will be issued for each individual period.

- Morning tardies require an admitting slip from the office.
- A reminder will be given to students after the second and third unexcused tardy in a quarter.
- A tardy notice will be sent to parents after the fourth and fifth unexcused tardy in a quarter. Tardy notices should be signed by a parent/guardian and returned the following day.
- In grades 1-8, a study hall detention will be assigned for the fifth unexcused tardy in a quarter and for each additional tardy. The detention will be served during the lunch/recess hour or in the Study Room from 3:30-4:30 p.m at a cost of \$5.50/hour to cover required staffing.
- Frequent abuse of the tardy policy will be referred to the school administrator.

RECESS EXCUSES: Children will be expected to participate in outdoor recess throughout the school day. It is important that parents see that the child is PROPERLY DRESSED for the weather conditions before leaving home. (Head, neck, hands, legs, and feet should be protected.) It is school procedure that we will plan to go outside unless the wind chill temperature is below 10 degrees Fahrenheit. Please secure a note from your doctor if there are **extenuating circumstances** or if your child has certain chronic conditions that would prohibit outdoor exposure.

FIELD TRIPS: Field trips will be planned throughout the year to enhance the curriculum. Parents/guardians will be notified before the field trip and must sign a permission slip. Parents/guardians may also be asked to chaperone. Field trips are to be regarded as an extension of the classroom learning experience. All rules and regulations applicable to school also apply to field trip settings. Parents must complete the Private Vehicle Usage Approval Form and may transport students only with administrator/school office authorization. Children should not be removed from their classroom to attend a field trip of another grade level. Because of liability, safety, supervision concerns, and appropriateness of the subject matter, younger siblings (children) may be denied participation.

VISITORS: A student who wishes to bring a visitor to school must receive permission from the office (principal) **at least one full school day** in advance. Visitors are expected to conduct themselves according to the regulations of our school and are to comply with the dress code. **All school visitors and parents are to check in at the school office upon entering the building.**

PHYSICAL EDUCATION CLASS EXCUSES: All physical education classes will be co-educational. All students are required to attend physical education classes. Students must dress in the gym uniform and participate in the class. Excused absences from class will be granted in the following cases:

- Parent note for one or two consecutive classes
- Doctor note for three or more consecutive classes
- Daily notes for limited participation are accepted at the discretion of the physical education teacher (students are expected to dress for all gym classes)

All students in grades 4-8 must wear a physical education uniform consisting of maroon gym shorts and a gold T-shirt (purchased at the school), white socks and a pair of all-purpose gym shoes. Black and hard-soled shoes are not to be worn. All physical education clothing should have names written on inside tag or sewn into the hem.

ACADEMIC POLICIES

ACADEMIC GUIDELINES

HOMEWORK: Homework is an extension of the learning process begun at school. Homework is assigned to aid the student in independent learning, self-initiative, and development of good independent study habits. It is used by the instructors to reinforce and review the day's classroom activity and prepare for the following day's instruction. It is a regular part of curricular instruction.

Homework is also used to carry out research projects and other activities requiring resources unique to the home or community outside of the school. *The amount of homework will vary with grade level and your child's study habits. This may amount to 30 to 60 minutes per evening in the elementary grade and 60 to 90 minutes per evening in the upper grades. **Should homework become excessive, please contact your child's teacher.***

HOMEWORK GUIDELINES FOR PARENT/GUARDIANS: Homework provides a direct link to your student's education. Your share in their education is to:

- Arrange a quiet, comfortable place for your child to work at home.
- Review the assignment notebook with your child nightly.
- Assist your child in articulating the purpose of the assignment. Questions to ask:
 - What assignments were you given today?
 - What assignments are due tomorrow?
 - Which assignments are due at a later date?
 - Which assignments will you do tonight?
- Reinforce the importance of learning and completing assignments to the best of their ability. Periodic assistance to the working child to check on his/her progress and offering encouragement can go a long way in fostering a positive attitude toward work in general and school work in particular.
- Review completed homework and see that it is returned to the teacher by the due date. Use the school writing guidelines to assist in this process.
- Assist in the completion of long term projects. The development of good time management and organizational skills are as much a part of the objectives of the assignment as the exposure to the subject matter. Guidelines for long term projects:
 - Determine and define the project
 - Outline or list steps to be taken to accomplish the project
 - Set deadlines for each step
 - Evaluate each step once accomplished
 - Pull together all steps into final project
 - Evaluate final project
- Parents are asked to encourage independent learning.

POWERSCHOOL: Parents are encouraged to actively monitor student grades, attendance and homework assignments through the new *PowerSchool* portal. Parents will receive a private activation code which will allow you to access your student's school and class information. Once accounts have been activated, parents may use a variety of tools to access student information. *PowerSchool*, *Google Classroom* or the school website at www.stpaulflint.com may be used to :

- Check student grades
- Access teacher or class notes
- View calendar and assignment information
- Find athletic information and sports schedules
- Access helpful links for student assignments

WRITING GUIDELINES: St. Paul School places an emphasis on the importance of written communication - organized properly and written neatly. To help facilitate this process, the following guidelines are to be followed by the students as they complete written work:

- This heading is to be used on all papers. All information is to be written in the upper right hand corner of the paper:
 - Name
 - Date
 - Subject
 - Page No./Topic
- Elementary grades through fourth grade use pencils only. Grades 4-8 are generally required to use blue or black pen only. Exception: pencil is required for math.
- Grades 4-8 always use cursive (script) handwriting, unless otherwise instructed. Although individual styles of handwriting are different, letters and numbers must be formed correctly and legibly. Typed or computer generated papers are to follow these rules:
 - One inch margins on all four sides
 - Double spaced or space and a half
 - Use of lower and upper case letters
 - General conformance of common typing rules (Max. of 12 pt. type)
- Use the red margin on the left side of each sheet. On the right hand side of the sheet write only to the margin line. Homework assignments may not be submitted on spiral note-book paper.
- Class work/homework pages should only contain the proper heading and the assigned work.
- If an error needs to be marked out, use a single line through the error. Please do not use white-out or erasable pens.
- Capitalization, spelling, and punctuation will be considered in the evaluation of your paper, unless indicated by the teacher.
- Use complete sentences when answering questions, unless otherwise instructed by your teacher.
- The "neatness" of a paper may be grounds for a teacher requiring that paper to be rewritten.

HONOR ROLL AND HONORABLE MENTION: St. Paul School celebrates the academic achievement of our students. To qualify for Honor Roll, the student must have a 3.5-4.0 grade point average (GPA) on a 4.0 scale. To qualify for Honorable Mention, the student must have a 3.00-3.49 GPA. If a student or parent/guardian wishes to see the process of determining the GPA, contact the homeroom teacher. All graded subjects are used to calculate the grade point average.

LATE WORK: Except for excused absence, all homework is due at the beginning of the appropriate class period. Middle School teachers require all daily work to be turned in at 8:15. Please see “Incomplete School Work” within the Discipline Policy. HOMEWORK NOT SATISFACTORILY COMPLETED OR SUBMITTED may be issued an “Incomplete Schoolwork Notice.” *Notes sent home for late/incomplete work are to be signed and returned with the completed assignment.*

INCOMPLETE SCHOOLWORK: Students must complete all assigned work in order to be promoted to the next grade or level. Students are expected to complete all assigned work on time and to the best of their ability. In the event that a student does not complete his or her work on time, an “Incomplete Schoolwork Notice” may be issued and sent home. It is then the student’s responsibility to complete the work and turn it in along with the Incomplete Schoolwork Notice signed by a parent/guardian. Failure to do so will result in an after school detention.

Incomplete schoolwork will receive reduced credit and will have a negative impact on a student’s final grade. Incomplete work will also affect eligibility for athletics and other extra-curricular activities.

Middle school students (Grades 7 and 8) will receive a maximum of 65% for late assignments. Assignments submitted more than one week late will receive zero credit. All assignments must be completed or an Incomplete (I) will be posted as a final grade for the reporting period.

HABITUAL INCOMPLETE WORK will not be tolerated. St. Paul expects that students complete all schoolwork on time and to the best of their ability. Continued incidents of incomplete schoolwork may result in disciplinary action ranging from a recess detention to in-school suspension.

CHEATING & PLAGIARISM: Any written work substantially copied or taken from a print source or web source must be properly acknowledged by quotations or footnotes. Students are taught to use their own God-given gifts as they research, edit, and develop their written papers. Consequences for plagiarism or submitting AI generated work may include re-writing the paper, and other Level II discipline. In case of substantiated cheating, students will receive a zero for their work. Parents will be contacted.

ACADEMIC PROBATION: Should a student receive an F in any core academic subject, or have a grade point average (grades 3-8) that falls below an overall 1.8 GPA at the end of a quarter, the student will be placed on academic probation for the next quarter. The following steps will be taken for improvement:

- An “academic deficiency” slip will be sent home to notify parent/guardian of academic probation.
- Suggestions for improvement will be offered by the teacher on the report slip.
- A parent/guardian-teacher-student consultation will be held.
- An assessment of student potential utilizing standardized testing will be used. Other assessments may be necessary in some instances.
- An academic probationary contract may be drafted specifying the deficiency areas and will indicate necessary progress through student effort, required tutoring, and/or other needed remedial measures. This contract may place limitations on extra-curricular activities during the academic probationary time span.
- Tutoring or Summer School—Recommendations will be made regarding optional or mandatory summer school attendance or other summer assistance required before re-registration for the next school year.

- If the grade averages are not raised above 1.8 (C-) by the end of the year, the student will need to be evaluated for re-enrollment or retention for the following year.
- Promotion/retention: If a student's classroom performance falls below the grade level expectations, the parents will be notified through parent/teacher quarterly conferences, the report card, and a specific conference held before the fourth quarter of the school year. Recommendations for improvement will be offered by the classroom teachers. Educational assessment of the student may be necessary. A student may be retained based upon student performance, standardized test information, portfolio or report card information, and teacher assessment.
- An eighth grade student with a yearly average of an "F" in any basic subject (i.e. math, reading, science, social studies, language arts) will need to successfully complete a summer session or tutorial course in that subject area as approved by the school before a diploma will be issued.

EXTRACURRICULAR ELIGIBILITY: (See guidelines in Athletic Section or Book Bowl Section of the Handbook.)

REPORTING

GRADE REPORTS: The report card provides for reporting of academic achievement, social and behavioral skills, and church and Sunday school attendance. These will be issued to the parents four times a year. Mid-quarter reports will be issued to students grades 1 – 8 as stated on the yearly calendar. (The newsletter and the school calendar list these dates for parents.) End of the quarter report cards will be given to the student to be taken home or given to the parents/guardians during Parent-Teacher conferences. Parents may access student grades through PowerSchool. Each student account is password protected and grades are updated at least every two weeks.

STUDENT GRADES—(Grade 1 and 2): Students will receive quarterly reports which detail student achievement in core academic areas as well as social/emotional behaviors. The assessment is based on the following scale and grade averages:

4	Outstanding Achievement	90-100%
3	Satisfactory Achievement	75 - 89%
2	Needs Improvement	60 - 74%
1	Unsatisfactory Achievement	59% and below

STUDENT GRADES—(GRADES 3-8): Letter grades are based on the following scale:

Excellent	93-100	A	4.00
Excellent	90-92	A-	3.67
Very Good	87-89	B+	3.33
Good	83-86	B	3.00
Good	80-82	B-	2.67
Above Average	77-79	C+	2.33
Average	73-76	C	2.00
Below Average	70-72	C-	1.67
Poor	67-69	D+	1.33
Poor	63-66	D	1.00
Very Poor	60-62	D-	.67
Failing	59-0	F	0.00
Incomplete		I	(See Incomplete Grade Policy on p. 11)

INCOMPLETE QUARTER GRADES: When the teacher observes that a student's lack of satisfactory progress for the grading period is due to an excessive number of missing assignments, tests or projects, an incomplete (I) may be recorded on the quarterly report card. Students will have two weeks to successfully complete the missing work for partial credit. If the incomplete is not reconciled within the two week period, the quarter grade will automatically be changed to a failing grade (F).

STUDENT GUIDELINES

STUDENT CONDUCT EXPECTATIONS

What does Scripture tell us about Christian conduct?

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control. Against such things there is no law." Galatians 6:5

**"Be imitators of God, therefore, as dearly loved children and live a life of love just as Christ loved us and gave Himself up for us as a fragrant offering and sacrifice to God."
Ephesians. 5:1-2**

**"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another."
John 13:34**

- Students are expected to make every effort to conform their lives to God's Word.
- Students who have problems are encouraged to discuss them with their parents, teachers, pastors or principal. We are all willing to help students in any way we possibly can.
- Students are expected to be honest and truthful in any association with teachers, staff, parents and fellow students.
- Students are to obey all adults in supervision, according to God's commandments to obey authority. In like manner, students are expected to address and treat each other with proper respect.
- Students must vacate the school grounds immediately after dismissal. Only students with scheduled and supervised after-school activities or those in the latchkey/child care program may remain on the premises. During this time, all school guidelines apply and students must maintain orderly conduct. Failure to comply may result in removal from after-school activities or the privilege of participating in our latchkey/child care program.
- Students must respect each other's right to learn and thus act accordingly. Students are expected to listen to teachers, refrain from disruptions, and follow classroom rules.
- Students are not allowed to chew gum or drink red beverages in school due to the potential cleanup issues that result.
- Food and beverage items are to be consumed only in the cafeteria and designated areas to avoid spills and damage to carpets. Teachers may occasionally supervise special celebrations with food/drink in the classrooms. Food and drink is not permitted in hallways.
- Students are prohibited from opening, inspecting or removing anything from a teacher's desk or classroom; another student's desk, locker or book bag; or anything that does not specifically belong to the student without the specific permission of the teacher.
- Students may never leave campus during the school day without a parent or parent-approved adult. Parents must sign the attendance log in the School Office.

LUNCHROOM BEHAVIOR EXPECTATIONS

- All students will eat in the lunchroom or designated areas. **No soft drinks or red/orange drinks** are allowed in the cafeteria.
- Good table manners are expected of all students.
- All students should remain seated until dismissed by their teacher.
- Students are expected to speak in a calm tone of voice and maintain a respectful volume in the cafeteria to provide a pleasant lunchroom experience for all students.
- **Fast food type lunches are strongly discouraged** due to National School Lunch Program policies. For special occasions, parents may sign a student out for lunch.
- Due to school safety concerns, third party **delivery services such as DoorDash, Grubhub and Uber Eats are not permitted for student lunches.**
- Parents may order an additional hot lunch by 9:00 a.m. through the school office and join their child in the cafeteria.
- It is expected that all students will participate in lunch area cleanup as assigned by the teachers.
- **Food and beverages are not allowed in the hallways** to maintain a clean campus.

GENERAL SCHOOL AND PLAYGROUND EXPECTATIONS:

- Students are not allowed to leave the school premises during recess time.
- Christian conduct is expected on the playground at all times—(Fair play, obedience to teacher direction, and safe behavior).
- Students must remain in the designated play areas as defined by the school for safety reasons.
- Throwing of sticks, stones, snow, paper, waste, etc. is always forbidden.
- **Fighting will result in a suspension** or other LEVEL TWO disciplinary actions
- Only teacher-approved equipment is to be used.
- Games which involve balls are to be played at a safe distance from school windows and cars.
- Playground balls are to be used only outside on the playground area. **No ball throwing near or in the building.**
- Skateboards are not allowed on school grounds.
- After recess, students will line up and enter the building upon direction of the supervising teacher and proceed to the next class.
- Students are to speak quietly at all times. **Students walking through the hallways are not to disturb those in the classrooms.**
- Students may not go outside for any reason without permission and supervision.

TELEPHONES: The use of the school telephones by students is highly discouraged and is only allowed for emergencies with both teacher and office permission.

TREATMENT OF SCHOOL PROPERTY: St. Paul Lutheran expects that the textbooks, Chromebooks, desks, lockers, and other school equipment used by pupils will receive normal wear. Any pupil who shall willfully and/or carelessly destroy, damage, or deface school property will be required to pay the cost of repair. Such repairs will include: the cost of the needed parts, shipping and handling if applicable, and the cost of labor. In addition to payment for damages, the student may be given an assigned appropriate school cleanup/repair activity or a detention. Failure to comply with these procedures will result in suspension from school.

On occasion, students may be asked to assist with appropriate physical facility setup or may be asked to assist with cleanup of the school grounds. This is done so that all may gain an understanding of overall responsibility for the care and maintenance of the facility.

MIDDLE SCHOOL LOCKERS: Each middle school student will be issued a locker in the hallway for the storage of books, coats, and other personal property. Combination padlocks will be issued by the school to be used on these lockers. Only school issued locks may be used on these lockers. Any damage to lockers or loss of lock will be assessed a damage fee in accordance with school property policy. While we will respect the privacy of the individual student; lockers, interior and exterior, remain the property of St. Paul Lutheran School and are subject to inspection, when conditions warrant, without the permission of the student. The interior of the locker may be decorated, within the guidelines of Christian propriety so that upon removal of such items, no damage is done to the locker interior.

BOOKS: Books need special attention and care. Students **MUST** use book covers on their textbooks. Cloth book covers are available in the school store. If a text is lost, the student must pay the current cost of replacing it. Since textbooks are very expensive, students should treat them with care and avoid dropping or damaging them. Fines will be charged as follow for books that are torn or damaged:

Damaged Spines:	Full Cost of Book
Damaged Covers:	\$20.00
Torn Pages (intact):	\$20.00
Missing Pages:	Full Cost of Book
Writing (usable):	\$20.00
Writing (not usable):	Full Cost of Book
Water Damage:	Full Cost of Book
Soiled (usable):	\$20.00
Soiled (not usable):	Full Cost of Book
Normal Wear:	No Charge if Reasonable

LOST AND FOUND: The lost and found area is located across from the office. Students should check several times if they have lost an item. Books may be claimed in the lobby; personal items will be kept for a limited time. The school cannot assume responsibility for lost items.

DISCIPLINE POLICY

What does scripture tell us about children and discipline?

“Honor your father and your mother, so that you may live long in the land the Lord your God is giving you.” Exodus 20:12 *(See also Deuteronomy 5:16)*

“My son, keep your father’s commands and do not forsake your mother’s teaching.” Proverbs 6:20

“Children, obey your parents in the Lord, for this is right. Honor your father and mother—which is the first commandment with a promise—that it may go well with you and that you may enjoy long life on the earth.” Ephesians 6:1-3

“Children, obey your parents in everything, for this pleases the Lord.” Colossians 3:20

The principal, teachers and all staff in supervision are to be regarded as God-appointed guardians while the students are in their care. Students are expected to obey and respect staff in accordance with God’s command on authority. When students comply and behaviors are within school guidelines, students are blessed with the utmost opportunity to learn and grow academically and spiritually.

All rules for Christian discipline at St. Paul are designed to provide:

- a safe, loving environment;
- optimum learning opportunities and situations;
- loving, healthy Christian relationships;
- mutual understanding and a working partnership between teachers, students and parents/guardians;
- positive opportunities to share and learn responsibility and to promote self-discipline in accordance to Godly principles; and
- a guide for living according to God’s Word.

Our Christian Day School strives to teach and model the fruits of the Spirit as found in Galatians 5:22-23:

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control. Against such things there is no law.”

- We believe that Christian character is produced by the workings of the Holy Spirit as we grow in faith. Godly living and behaviors are the fruits of faith.
- St. Paul expects that parents work in partnership with us as we strive to teach Christian discipline. As God has appointed parents/guardians as head of the family, St. Paul expects that teachers and other staff members in supervision of students will be treated with respect at school.

- Clear and prompt communication is important for an effective home-school partnership for the sake of student growth. When a student exhibits a discipline problem at school, parents/guardians will be informed.
- When students demonstrate positive behaviors, teachers strive to reinforce and affirm these behaviors through verbal praise. At times when these behaviors are extra-ordinary, students may be rewarded with a system of rewards as established by each classroom teacher and recognized at the end of the year at the Awards Assembly.

INAPPROPRIATE CONDUCT

LANGUAGE: Foul, vulgar, crude, obscene, unkind language and related actions or activities are NEVER condoned in our school setting or at any school related activity (athletics, PTLs events, after school activities, etc.). Students who choose to use such language will be disciplined according to our discipline policy. We ask parents/guardians to help us with this concern by modeling and expecting appropriate language both at home and at school.

“You shall not misuse the name of the Lord your God, for the Lord will not hold anyone guiltless who misuses His name.” Exodus 20:7

BULLYING: St. Paul Lutheran School has zero tolerance for any type of bullying. We believe it to be inconsistent with the Christian principles we have as our core values. We define bullying as follows:

Bullying is repeated, willful, intentional, and purposeful aggressive behavior by one or more children towards another child, with the intention to inflict pain, either physical, mental, or emotional. It involves an imbalance of power or strength which is often repeated over time. A bully has a feeling of contempt for another person that implies the victim is worthless, inferior, or undeserving of respect. Bullying can take more than one form—

- *Physical Bullying—assaulting in any way--hitting, kicking, shoving, or through attacks on the property of another.*
- *Verbal Bullying—teasing, humiliating, making fun of, or name-calling.*
- *Emotional or Relational Bullying—intimidation through gestures, spreading rumors/lies, or social exclusion.*
- *Cyber Bullying—sending insulting messages by text messaging or e-mail.*

Students who experience or witness any form of bullying are encouraged to immediately share the information with a teacher or the principal. Any act of this type that is substantiated and unresolved will be subject to suspension or expulsion proceedings through the Board of Education.

ELECTRONIC DEVICES: Due to the possible misuse of technology and the need to protect our learning environment, cell phones, video games and other electronic devices are NOT allowed at school. Unless specifically approved by the principal, headphones, **cell phones and all other electronic devices shall not be used in school**, latchkey/childcare, field trips or sporting events. These devices will be confiscated and returned only to the parent or guardian.

Students who need access to cell phones after school may register cell phones with the school office. **Students will be required to turn in cell phones to their homeroom teacher each morning at 8:15 a.m.** Phones will be secured and returned when the student leaves the school building. If cell phones are present during the school day, they will be confiscated and a five day suspension issued. All homework, tests and projects during these five days will receive zero credit.

The student is solely responsible for any loss or damage to unsecured electronic items at school.

ILLEGAL SUBSTANCES: The school is aware of the chronic drug/alcohol problem in today's society. We have an awareness/information program that is part of our health curriculum. The following rules pertain to student violation:

- Any student bringing or in possession of drugs, alcohol, or tobacco at school is subject to immediate suspension. The student will be placed in disciplinary level three of the DISCIPLINE POLICY. In addition to the discipline, counseling will normally be required before the student is allowed to return to school. If such possession is a breach of the law, the proper authorities will be notified.
- Any student bringing to school or in possession of drugs, alcohol, or tobacco at school with the intent of selling or distributing to students will be subject to expulsion proceedings according to the procedures and policies outlined by the Board of Christian Education.
- Any medications taken during the school day are dispensed in the school office. These must be clearly labeled. **A medication form MUST be completed in the office for any student taking medication at school.** Students are not permitted to have any medications in their own possession.

SEXUAL HARASSMENT: Students at St. Paul are expected to interact verbally and physically in harmony with God's Word and His will. All individuals are to be highly valued and respected. We believe that each person is "Precious in His Sight." Sexual harassment consists of any unwelcome sexual advances and/or any inappropriate verbal or physical conduct of a sexual nature. If the situation is not immediately resolved to the satisfaction of the offended party, it is to be immediately reported to the supervising teacher or directly to the principal. When a formal, written report is made and it is reasonably substantiated, the principal will notify the parents, make written notation of the incident and enact the discipline action plan in accordance to the level of substantiation and the nature of the situation. Additional follow up and actions may include parent conferences, in/out of school suspensions, and possible pastor/board involvement. Any repeated offenses will be followed up as listed in LEVEL THREE of the Discipline Action Plan in the handbook.

THREATS: The safety of all students is of utmost importance. Conduct befitting our Christian principles, including proper conflict management, is expected at all times. **Students are encouraged to immediately share any unresolved concerns with a teacher who will assist the student to resolve the problem.** Fighting is subject to immediate suspension. Words such as "kill" or "shoot", including similar inflammatory words or phrases implying bodily harm are examples of unacceptable language involving threats. Any reasonably substantiated physical or verbal threat will be treated as a disciplinary level three "severe offense" and will involve suspension for up to 15 school days, and/or expulsion. Various interventions will be applied including, but not limited to, required counseling and evaluation, pastoral involvement, and parent-student contracts. Any threat which is substantiated and gives evidence of potential great bodily harm will be dealt with as a "major offense" and will be subject to expulsion proceedings through the Board of Christian Education.

WEAPONS: Weapons of any kind are not permitted at any time at school. Any knives, guns, martial arts equipment, or any other objects which, in the estimation of the teacher or principal may cause injury to person(s) or property, will be confiscated. Such an action will be considered a disciplinary level three "severe offense" and will be dealt with by the principal according to the stated procedure and policy. Students who bring such weapons onto school property will be immediately subject to expulsion proceedings through the Board of Education.

DISCIPLINARY ACTION PLAN

While we all strive to live according to the precepts of the Lord, there are times that we, like the Apostle Paul, "...do those things which we do not want to do..." (*Romans 7:15*) Taking into account our sinfulness, the need for good order and a positive, productive atmosphere within the classroom, rules have been established by the school and each classroom teacher. To accompany these regulations, we have established an organized system of dealing with the consequences of disobedience and affirming positive behaviors for the purpose of teaching our students right from wrong in accordance to God's Word.

St. Paul reserves the right to implement this behavior management plan as it best corrects the inappropriate behavior, teaches the necessary lesson and most effectively regains good order and a positive, productive learning environment for the student and his or her classmates.

LEVEL ONE: MINOR OFFENSES

- The teacher or staff member will talk to the student about the behavior and give them a "Friendly Reminder."
- The student may be required to write an action plan, apology or essay related to the minor offense for the purpose of documenting an understanding of what was wrong and what behaviors are acceptable.
- The teacher may send a note or e-mail to the parent/guardians or talk directly with them.
- When continuous intentional disruptive behavior occurs, this constitutes a LEVEL TWO: Major Offense response.

LEVEL TWO: MAJOR OFFENSES

- The teacher will send a "Discipline Notice" home to the parents/guardians and a copy is forwarded to the principal. The notice must be signed by the parents/guardians and returned ***the following school day***. Failure to return the notice with a parent/guardian signature may result in a detention.
- The teacher may request a conference with the parents/guardians and student.
- The teacher may request a conference with the parents/guardians, student and principal.
- Disciplinary actions may include:

ACTION PLAN: The student may be given an "action plan" to complete and be returned the following day with a parent signature. The action plan will include a description of the behavior infraction, an explanation of what behaviors should have been demonstrated, a plan for what will happen in future situations and a thoughtful description regarding how their faith impacts this situation.

TIME OUT: The student may be given a "time-out" within the classroom or in another classroom to work independently and think about their inappropriate behaviors. The student will be responsible for all work assigned during their time-out and may be held responsible to make up time out of the classroom.

LUNCH DETENTION: When deemed necessary, a teacher/principal may remove a student from his/her peers during the lunch time. A supervised location will be determined by the teacher and the student will be given an opportunity to each lunch by him or herself. An assignment may be given for the student to work on once he or she is finished with lunch.

DETENTION: When deemed necessary, the teacher/principal may detain a student before or after school. The student may be detained after school or asked to report early before school for an assigned period of time from 15 minutes to up to one hour. When this is necessary, the parents/guardians will normally be given at least one day notice of the date of the detention and will be responsible for providing transportation to or from school to accommodate the assigned times.

- A second detention given within 30 calendar days of a previous detention will result in an automatic one day suspension.
- Repetitive misbehavior will be referred to the principal as a LEVEL III offense.

LEVEL THREE: REPETITIVE OR SEVERE OFFENSES

- The teacher will refer the student to the principal by completing a “Disciplinary Referral” form. A copy of this form will be sent home with the student. The referral must be signed by the parents/guardians and returned ***the following school day***. Failure to return the referral with a parent/guardian signature may result in a detention or suspension.
- The principal will request a conference with the parents/guardians and student.
- The principal may request a conference with the parents/guardians, student and teacher.
- Disciplinary actions taken may include:

DETENTION: When deemed necessary, the principal may detain a student before or after school. See the description under Major Offenses. Multiple detentions may be given depending upon the nature of the infraction.

SUSPENSION: When deemed necessary, the principal may suspend a student from one half day to five full school days. The student may be sent to a designated room for a predetermined amount of time (In-School Suspension) or placed in the care of his/her parents (Out-of-School Suspension) while suspended. Out-of-School Suspensions will be considered an absence. Assignments for the day plus additional work must be completed during the suspension and submitted the next day. Students will receive a 50% reduced grade on all assignments. In-school suspension students will be given breaks and lunch separate from his/her peers. Completion of all work must be accomplished and a meeting with the parents/guardians, student, teacher and principal must occur before a student is allowed to return to class following an out-of-school suspension.

PROBATION STATUS: A student may be placed on Probation Status with specific expectations for immediate and dramatic improvement. A letter explaining the Probation Status placement and the specific expectations to avoid expulsion will be given to the student and parents at a meeting called by the principal. This letter will be filed in the student’s official records. Failure to show immediate and dramatic improvement may constitute moving to a Level Four: Expulsion response. Improvement will be noted by a second letter noting the improvement and possible removal from Probation Status after 90 school days of continuous improvement.

OTHER ACTIONS: Other actions may be determined by the principal as they relate to the nature of the offense.

- A “Disciplinary Referral” within 30 calendar days of another referral will result in an automatic three day suspension.
- A third “Disciplinary Referral” will result in a five day suspension and the assignment of “Probation Status” with specific expectations for immediate improvement. Failure to show immediate and dramatic improvement may constitute a Level Four: Expulsion response.

LEVEL FOUR: FAILURE TO RESPOND TO DISCIPLINARY ACTIONS – POSSIBLE EXPULSION

- The principal, parents/guardians and a representative of the Board of Christian Education are involved.
- The principal may recommend an extended out-of-school suspension or other appropriate disciplinary actions. This may be implemented with the approval of the Board of Christian Education representative.
- The principal may recommend expulsion from school. This may be implemented with the approval of the Board of Christian Education. An emergency Board meeting may be called by the Director of the Board of Christian Education. A student may be suspended until a decision is reached.
- Due Process: A parent/guardian may request a hearing on the matter with the Board of Christian Education. The decision of the Board of Christian Education is considered final.

A balance of Law and Gospel are always the guide in all disciplinary situations. It is important that students understand the consequences of sin as well as the forgiveness of Christ as modeled through teachers, staff and principal.

HEALTH INFORMATION

Before a child can enroll at St. Paul, and when entering Kindergarten or Grade Six, he/she must present a record of required minimum immunizations. The immunizations must be current as per State of Michigan health department requirements or the student will be withheld from classes.

Current health appraisal examinations by a family doctor or a recognized health agency are required of all new students, Kindergarten and 7th grade students. Health appraisals must be completed within 30 days of the start of the current school year.

IMMUNIZATION REQUIREMENTS: IMMUNIZATION RECORDS OR A WAIVER FORM OBTAINED FROM THE GENESEE COUNTY HEALTH DEPARTMENT ARE REQUIRED BY THE FIRST DAY OF ATTENDANCE before a child can enroll in a school or day care program.

MEDICATION: Medication is dispensed only with written physician and parent authorization. This includes prescription as well as non-prescription medication. Anytime a child requires medication to be taken during school hours, it is to be brought to the school office by the **PARENT or legal guardian** and left with authorized school personnel. **Students are not allowed to bring in their own medication.** All medication must be clearly labeled with the date, student's name, name of medication and dose. **A physician/parent authorization form must be filled out and brought in with the medication.** To the extent possible, the student is responsible to remember medication times and to report to the school office to receive their medication. Children are normally sent home only when they display obvious signs of illness, or have a fever.

AN IMPORTANT NOTE: No treatment other than first aid will be given by school personnel. This is why it is important to keep the school informed about:

- Changes in your name, address, phone number, and family physician.
- Name of person to be contacted in case either parent cannot be reached.
- Your absence from home when out of town.

ACCIDENTS & EMERGENCIES: Every effort is put forth to prevent accidents. However, in case of an accident the procedure is as follows:

First aid is given by authorized school personnel. If it is considered serious or if the child is uncomfortable, a parent is called. In all cases of accident or illness at school, every effort is made to contact the parents, but if unsuccessful and the child needs more than simple first aid, the school will follow the directions as specified by you on the enrollment and emergency forms.

VISION-HEARING: The Michigan Department of Public Health will provide hearing and vision testing at various grade levels. During the testing period, any child, regardless of grade, may be tested by referral.

ABSENCE FROM SCHOOL: Please do not send the child back for 24 hours after fever (without taking fever-reducing medications), vomiting, diarrhea, or any other symptoms have disappeared. **REPORT ANY COMMUNICABLE DISEASE.**

ST. PAUL LUTHERAN SCHOOL UNIFORM DRESS CODE—2025-2026

The following is a descriptive list of the uniform dress code requirements for St. Paul Lutheran students. The St. Paul Dress Code is designed to encourage students to dress neatly and modestly, build a sense of community and remain cost-effective for parents. Student dress should always reflect our Christian character and show respect for each other and the learning environment. The school administration reserves the right to determine the suitability of clothing, hair and accessories. Logos, with the exception of St. Paul logos, are not permitted on any shirts, sweatshirts or sweaters.

Girls—(Kindergarten-8th Grade):

- Shirt choices: Short or long sleeve, **3 or 4-button cotton uniform polos, oxford shirts, or collared blouses in any solid color.** All shirts must remain buttoned so that “camis” and other undergarments are not visible. St. Paul logos may be ordered through Land’s End. Any other logos on shirts or sweaters is not acceptable.
- Uniform skirts, jumpers, and skorts: **Navy blue or khaki in a sturdy cotton/polyester blend.** (Skirts and shorts must be no shorter than 2” above the knee)
- Uniform polo dresses in a solid color. Polo dresses should extend to the knee.
- Uniform style pants: Pants must be traditional flat-front or pleated uniform slacks in **navy blue or khaki.** Pants must be “Docker-style” with no patch packets **in a cotton/polyester blend.** Pants must fit modestly. Cargo, hip hugger, skinny jean-style pants are not acceptable.
- Walking shorts and skorts: Uniform shorts in **navy blue or khaki.**
- Sweaters: Crew neck, V-neck, cardigan or vests in any **solid color** worn over a collared shirt. **(Sweaters may not have hoods or additional beading or sequins).**
- Crew neck St. Paul sweatshirts in any solid color may be worn **over a collared shirt.**
- Solid color tights. **Solid color leggings are acceptable under a uniform skirt or jumper.**

Boys—(Kindergarten-8th Grade):

- Shirts: Short or long sleeve, **2 or 3-button cotton polos or button-down collared Oxfords in any solid color.**
- Uniform style pants: flat front or pleated with no outside pockets. Pants must be **navy blue or khaki in a cotton/polyester blend.** Cargo styles, jeans and oversized pants are not acceptable.
- Walking shorts: Uniform style shorts in **navy blue or khaki. No cargo styles.**
- Belts: 3-8th grade. Solid colors in black, brown or navy blue
- Sweaters: Crew neck, V-neck, cardigan or vests **in any solid color. Sweater should be worn over a collared shirt.** (Sweaters and sweatshirts may not have hoods).
- Crew neck St. Paul sweatshirts in any solid color may be worn over a collared shirt.

Uniform Shopping Options:

- A variety of stores such as J.C. Penney’s, Sears, Old Navy, Walmart and Target carry school uniform clothing. You are not limited to any one particular store or company.
- Land’s End has a school uniform catalog available and carries a St. Paul Lutheran School logo that you can have embroidered on a polo shirt or sweatshirt for an additional fee of \$5.50. Land’s End will donate 3% of your net sales back to our school. Their web site is **landsend.com/school** and the phone number is 1-800-469-2222. Our Land’s End Preferred School Number is **900158411** and the **St. Paul Logo Number is 1321468.**

Should you have any questions pertaining to particular clothing items or styles please ask prior to purchasing. Your help in maintaining a dress code standard is greatly appreciated.

SCHOOL UNIFORMS—NEATNESS CODE

- Clothing should be appropriately sized for the individual.
- All pants and skirts must be modest, not tight fitting.
- Skirts, shorts, skorts or jumper lengths must be no shorter than 2" above the knee
- Clothing should be clean and in good condition, not torn or frayed.
- Shoes must be appropriate for the classroom and outdoor play. For safety reasons, all shoes must have a back, and heels may not exceed 1 ½". Shoes must be properly fitting, and laced shoes must be tied. Moccasins or other soft sole shoes are not appropriate. **All boots or "Crocs" are considered outerwear and may not be worn in the classroom.**
- Uniform shorts may be worn during the first and fourth quarters only.
- Hair is to be neat, clean, and combed. Extreme styles and colors will not be allowed. Boys' hair should not extend below the collar.
- **Students may ONLY wear clothing that is part of the Uniform Dress Code.** Students may not wear: T-shirts, denim jackets, hooded sweatshirts (except with St. Paul logo on Jean Days or Spirit Days), hats, head scarves, suspenders, flip-flops, sport sandals, jeans, leggings or athletic wear. Exposed midriff or underwear is NEVER acceptable. Excessive make-up, body piercings, body art, visible tattoos and distracting hair color and styles are not acceptable. Coats, jackets, boots, "Crocs," moccasins, slippers, hats and sunglasses may not be worn in the classroom.

Jean and Spirit Days: St. Paul will schedule occasional "Jean Days" on some Fridays throughout the school year. Appropriately fitting jeans or denim skirts may be worn with a dress code collared shirt. St. Paul T-shirts or St. Paul hooded sweatshirts may be worn. Students are asked to wear *Spirit Wear* and school colors on Spirit Days. Distressed jeans with torn edges and holes are not acceptable.

During the first and fourth quarters ONLY--students may wear **navy blue or khaki uniform shorts and St. Paul T-shirts**. Shorts must be modest and no shorter than 2" above the knee. All shorts are to worn at the waist. Sandals are allowed during the first and fourth quarters with a backstrap. No flip flops or Crocs are allowed.

Student Athletes: Our student athletes must follow team guidelines and dress appropriately for all home and away games. Athletes may not wear jeans and other casual dress on game days. Uniforms must be cared for properly. Athletes are expected to take special care of uniforms and change back into dress code attire immediately following the game.

Extra-Curricular Activities: St. Paul Students are expected to wear appropriate clothing that reflects our Christian beliefs to all school events, field trips, sports practices, athletic games, tournaments and track meets. Even in a relaxed dress situation, students must dress neatly and modestly.

Final judgments of dress code compliance will be made by the classroom teacher or the principal. Students who are in violation of the St. Paul Dress Code Standards will be subject to disciplinary action.

INFRACTIONS FOR VIOLATING DRESS CODE RULES

First Infraction: The student will be informed privately by the teacher. The parents will be notified by the teacher in writing and asked to enforce the restriction of the inappropriate clothing.

Second Infraction: The student will be informed by a teacher or the principal privately and sent to the school office. The parents will be notified by the teacher or principal with a phone call and acceptable clothing or apparel must be brought to school before the student will be allowed to return to the classroom.

Third Infraction: The student will be informed by a teacher or the principal privately and sent to the school office. The parents will be notified by the teacher or principal with a phone call and acceptable clothing or apparel must be brought to school. The student will serve an in-school suspension for half of the day. All school work done during that time will be counted for credit.

Fourth Infraction: The student will be informed by a teacher or the principal privately and sent to the school office. The principal will contact the parent/guardian to let them know of the student's fourth infraction and that the student will be dismissed from school for the day, thus serving an out-of-school suspension. The student will be required to do their school work they missed and turn it back in to the teacher(s) for no credit.

INFORMATION AND PROCEDURES FOR THE ATHLETIC PROGRAM

ATHLETIC ELIGIBILITY

The following guidelines for determining athletic eligibility are stated for the benefit of the total development of the student:

- Class work must be kept current. A pattern of unacceptable or missing homework assignments may cause the teacher to review the eligibility of the student. If ineligibility results, *it will be for the following week* (Monday through Friday). The student will be reinstated only if class work is successfully completed.
- Students are required to maintain a minimum of grade point average of 70% at all times. A two-week ineligibility will result if at any time a student's overall grade point drops below 70% or if a student's grade point drops below a 60% (D-) in any one subject.
- Eligibility at the beginning of a season will be determined using previous grade reports. Fall sports eligibility will be determined using grades from the previous spring.
- Behavioral factors may affect a student's eligibility. When behavior is a concern, the student and parent will be notified.

PROCEDURE FOR NOTIFICATION OF INELIGIBILITY:

- The teacher will contact the athletic director who will issue a **NOTICE OF INELIGIBILITY FOR ATHLETIC ACTIVITIES** form to be signed by the parent and returned to the athletic director. Length of the ineligibility and basic reasons for it are shown on the form.
- The student must complete the **ATHLETIC RE-ENTRY FORM**, located on the back of the ineligibility form, before being allowed to return.
- A second two-week ineligibility period during a season results in removal from a team.
- **During any ineligible period, the student is expected to attend all practice sessions and games but cannot participate in games.**
- It is expected that full attention will be given to correcting the immediate causes of the ineligibility status. Parents are asked to assist in providing home guidelines for study which will be conducive to improvement for the student.

PARENTAL ASSISTANCE AT ATHLETIC EVENTS:

- Parents are **required to work during at least three of our home games**. Jobs include ticket takers, concession stand workers, door monitors, cleanup crew, etc. (Approximately 2 hours.) Families are required to complete 15 Service Hours/Credits for the school year.
- Cleanup after the game: PLEASE stay for a few minutes after the game and help put chairs away and clean the gym. Many hands make the work easier and much faster.
- Each participant must be picked up no later than 15 minutes after the end of each practice. Coaches will wait 15 minutes only after the practice. At that time, children will be placed under supervised care in Latchkey and charged the standard \$5.50 hourly rate.
- Parent volunteers are needed to drive athletes to games.

TRI-COUNTY LUTHERAN LEAGUE: We are members of the Tri-County Lutheran League. It is their policy to charge admission to all girls and boys basketball games and volleyball games to help offset the cost of officials. Admission charges and family pass fees are established annually. As members of the Tri-County Lutheran League, we follow Michigan High School Athletic Association and Tri-County Lutheran League rules.

GENERAL RULES:

- Be neat, clean and show self-respect
- Work to attain the best grades possible for eligibility
- Show respect to adults in classrooms, at games and practice
- Conduct yourself like a Christian athlete at all times.
- Learn to respect and be able to work alongside your teammates
- Student and Parent Athletic Consent Form must be on file in the Athletic office before practicing with any team
- Concussion Awareness Forms must be signed by parents and submitted to the Athletic Director before participating in any athletic practice or game.

DRESS CODE:

- Practice: wear appropriate attire, including practice shirt and proper shoes.
- Games: Please be sure your child dresses properly for all games. Players are expected to dress within school dress guidelines for home and away games. Violations may result in a player not dressing for the game.

SUBSTITUTIONS:

- All "B" team players must play in every game, but equal playing time is not guaranteed.
- The "A" team is typically made up of eighth graders with some seventh graders as needed. This is a competitive level and is designed to prepare students for high school athletics. Playing time will be based on ability, attitude, work ethic and Christian sportsmanship. Playing time can not be guaranteed at this level.
- All substitutions are made at the coach's discretion.

ATTENDANCE POLICY:

- In order for a student to participate in athletic events, that student must report to school no later than **10:00 a.m. on the day of the event.**
- Students must attend school required commitments (band and choir performances, science fair, dramas, etc.) to participate in athletic events (games, tournaments, meets, etc.).
- Players must be at **ALL** practices and games and be on time. Loss of playing time will result for leaving early and missing practices.

MUSIC PROGRAM AND POLICIES

BAND – STRING ENSEMBLE: Instrumental music is available to all students beginning in fourth grade. Classes meet before school for 40 minutes twice each week. Students are to attend all classes and to have their instrument and music with them in class. The basics of music theory will also be introduced. Students are expected to practice at home on a regular basis. Grades are based on: attendance, punctuality, participation, and home practice.

The advanced groups may perform two to three times during the school year. **All students are expected to participate in the Fine Arts Festivals which is held the later part of May.**

CHOIRS: Every child at St. Paul Lutheran School participates in a choir where they will learn vocal music. The primary focus will be using our voices to give glory and praise to God, as we are commanded to do in the scriptures. Student will learn about musical elements such as rhythm, pitch, tempo and dynamics. Choirs typically perform at St. Paul during Sunday and mid-week worship services several times each school-year.

HANDBELLS: Children in grades 4-8 have the option of participating in a handbell ensemble. These groups focus on learning and refining their understanding of musical elements. They perform during school chapel services and at the Fine Arts Festival Concert at the end of the school year.

RECORDERS: Students in grades 3 and 4 are instructed in the playing of recorders as an introduction to instruments and as an extension of our music education program. At times, our Recorder Choir may be asked to play for chapel and usually participates in the Fine Arts Festival.

VOICES FOR CHRIST: *Voices for Christ* is a vocal ensemble that is open to children in grades 4-8 by audition only. Group members are able to consistently sing on pitch and with rhythmic accuracy. Group members also must have a heart and passion for expressing their faith through song. Due to the additional expectations of this ensemble, a firm commitment is needed from both parents and students. Their consistent participation is essential to the success of this group. *Voices for Christ* performs during chapel services, for Sunday worship services, and for events in the community.

MUSIC PROGRAM PARTICIPATION POLICY:

Participation in any of the choirs is a lesson in responsibility. Every member is important in a performance and any absence can negatively affect the whole. It is essential for families to communicate with the director. In the event of an unexcused absence at a choir performance, student music grades will be dropped one letter grade. Students are encouraged to speak with the director to discuss extra-credit opportunities. Each situation will be assessed and resolved on a case-by-case basis. **Middle School Choir is required to sing at the evening Graduation Worship Service on the last day of school.**

These performances may take place:

- during the school day (i.e. during chapel devotions, during special assemblies)
- on weekday or weekend evenings (i.e. special concerts, musical/drama performances, graduation services, advent/lent services)
- Sunday mornings (i.e. worship services).
- Community Events

CHRISTIAN SERVICE EXPECTATIONS

FAMILY CHRISTIAN SERVICE HOURS: Every family is encouraged to support St. Paul school by volunteering for Christian service. Committee work, volunteering within the classroom or athletics, chaperoning field trips, baking for the classroom, serving on PTO, helping with a school event, assisting with the annual auction, assisting with fundraisers, participating in Parents in Prayer, helping with VBS, and grounds clean up, are some of the options available for family service credits. Volunteering offers all families the opportunity to become involved in the St. Paul community and build the partnerships necessary to operate our school. **Parents are required to complete 10 service credits each year. Parents will be assessed an annual fee of \$20/credit for uncompleted service hours.**

VOLUNTEER FORMS: Volunteers at St. Paul Lutheran School must complete a Volunteer Form and be approved by the school office before serving. Forms are available in the school office.

PARENT DRIVER FORMS: St. Paul parents are asked to drive to special events and on field trips. Only approved parent drivers may drive. Please complete the parent driver form available in the school office.

SCHOOL PROGRAMS

(School Programs may be limited during the 2025-2026 School Year)

Achievement Testing (National): St. Paul Lutheran School tests students Kindergarten through 8th grade annually using the NWEA. Results are used to gain insights into student learning and to focus our curriculum and teaching practices to best meet the learning needs of students. The NWEA MAP Growth assessment is administered during the fall and spring each year.

Accreditation (National Lutheran School Accreditation – NLSA): St. Paul Lutheran School is accredited by the National Lutheran School Accreditation program and the National Association of Non-Public Schools which mandates a continuous program of school improvement.

Art Program: St. Paul believes in educating the whole child and provides a wide range of creative learning experiences. Art education is an important part of St. Paul's academic program.

Athletic Boosters: All parents with students participating in St. Paul athletics are automatic members of our Athletic Boosters Club. Please actively support our students by participating in all fundraising and serving opportunities.

Awards Assembly (May/June): At the end of each school year, students are recognized for their achievements at an awards assembly. This is an important event and parents are welcome.

Chapel (Wednesday Mornings): St. Paul believes that worship is an important aspect in a student's faith life. We offer an excellent chapel service each Wednesday morning at the beginning of the school day. Our Middle School students in grades 5-8 also lead Advent and Lenten Services on Wednesdays. Parents are encouraged to attend all of our school chapel services.

Chapel Buddies: In an effort to encourage positive relationships between older and younger students, we partner up our students for chapel worship and other service activities.

Chapel Mission Projects: In an effort to teach Christian stewardship and to give students an opportunity to share Christ with people across the globe, we participate in monthly Chapel Mission Projects. Student chapel offering envelopes are provided to each student to encourage their stewardship. We ask that parents encourage their children to share a portion of what God has given them with others through each monthly Chapel mission project.

Chess Club: Students in Grades 3-8 are invited to participate in our Chess Club. The leader will teach students different game strategies and sportsmanship.

Christmas Program (December): As an application of what we teach at St. Paul, students Preschool through Grade 4 are asked to participate in a Christmas program sharing the Good News of Jesus Christ with their parents, grandparents and guests.

Church Extension Fund Stamps Program: Church Extension Fund (CEF) Stamps are a savings program for students. Stamps may be purchased in the school office as part of a savings account program which also helps CEF loan monies to build churches and schools for ministry. Ask in the school office for more information.

Coding/Robotics Club: St. Paul offers a weekly computer coding class for students in Grades 3-5. This STEM group meets as an elective class and introduces students to the skill of coding.

Curriculum: St. Paul has a written Christ-centered, academic curriculum that is periodically reviewed and a part of our on-going school improvement efforts.

Field Day (May): Grades 4 – 8 participate in a Lutheran School field day at St. Paul Lutheran School in Lapeer, Michigan, in May. It is a fun and healthy day of field events. Volunteers are needed. Contact our Athletic Director if you would like to participate. All parents are invited.

Field Trips: St. Paul encourages the use of field trips to further the quality of our instruction.

3rd/4th Grade Trip to Lansing, Michigan: 3rd graders spend a day in Lansing to enhance their Michigan History studies and to further their understanding of State government.

Outdoor Education Grades 6 and 7: Science education is an important part of St. Paul's curriculum. Students in grades 6 and 7 all participate in differing outdoor education experiences to further learn about God's creation and appreciate the blessings of the outdoors.

8th Grade Trip Washington, D.C.: 8th graders spend four days in Washington, D.C., as a learning experience enhancing their American history and government studies. Students raise funds to cover the cost of this exciting and enriching learning experience.

Fine Arts Festival (Spring): St. Paul stresses the fine arts and each spring celebrates the accomplishments of students through a Fine Arts Festival. This is an important part of our fine arts curriculum.

Flag Duty: Students serve by participating in our flag duty responsibilities throughout the school year.

Girl Scouts: St. Paul offers a scouting program for girls in Preschool – Grade 6. These meetings are held after school and led by parent volunteers.

Grandparents Day: Grandparents or Grandfriends are invited to come spend the day with our students on a designated day.

Handbells: Students in grades 5-8 have the opportunity to praise God through music and participate in a handbell choir. Practices are held twice each week during the school day.

Harvest Celebration: Celebrating God's goodness and in celebration of Reformation Day, St. Paul holds special classroom parties and events.

Library: St. Paul offers an outstanding collection of books for student use. Students have the opportunity to visit the library weekly.

March is Reading Month: To encourage our students to experience the joy of reading, St. Paul participates in celebrating March is Reading Month. Students are challenged to develop a habit of reading by keeping track of their reading time.

Music: Students in grades K-8 will participate in our St. Paul Music Program. The school choirs and instrumental ensembles will perform at several events throughout the year including: Sunday Church Services, School Chapel, the Christmas Program and the Spring Fine Arts Festival.

National Lutheran Schools Week : We celebrate the blessing of Lutheran Schools in the lives of students and their families in January or March.

Open House (September): St. Paul has the tradition of starting each year with an Open House. Important information is shared both by the principal and teachers. Parents are asked to attend this important event.

Parent and Teacher Organization (PTO): This group sponsors family activities and fundraisers which benefit the school and students. Parents are encouraged to attend PTO meetings and become involved in this group.

Physical Education Program: St. Paul strives to offer a program that helps students be physically fit and healthy. Physical Education is an important part of our academic program.

Safety Patrol : Student and parent volunteers demonstrate Christian service by participating in our Safety Patrol program. Students are trained to assist other students in being safe coming to and departing from school.

Science Fair: St. Paul encourages exploration of God's creation through the study of scientific principles. Students generate a hypothesis, design an experiment, report the data and draw conclusions to reinforce the scientific method. Parents are invited to attend this spring event.

Spanish Program: St. Paul offers foreign language instruction for all students in grades K – 8. Students will learn basic vocabulary, grammar and cultural traditions

Spirit Dinner/Auction: A special dinner/auction is held annually to help raise funds for scholarships, classroom technology and other special projects within the school. This is a major fundraiser for the school and school families are strongly encouraged to attend and donate time and talents to this event.

Spirit Shop: In an effort to better meet the needs of students and our families, St. Paul offers a school store where students may purchase school assignment books or *Spirit Wear*. Our store is managed daily in the school office.

Student Support: Students who would benefit from one-on-one assistance with a teacher may receive additional instruction through private Title I tutoring and our after school study room.

Technology Program: St. Paul offers an excellent program which integrates technology into all aspects of the curriculum. Technology is offered both within the classroom and through our 1:1 Chromebook Initiative for students in grades 5-8. Students will also be working on math and reading skills through the IXL program.

TUITION AND FEES INFORMATION

New Enrollment Fee: A \$30 fee is assessed to all new enrollees to cover the cost of an entrance/placement exam.

Registration Fee: In February St. Paul begins an enrollment process for the following fall. A non-refundable registration fee is charged to hold a student's position. These funds help cover the cost of program expenses.

Educational Fees: An educational fee is charged at Final Registration in August to all students to cover the cost of classroom supplies, textbooks, technology and other program costs.

Athletic Fee: Students who participate in St. Paul athletics are charged an athletic fee of \$40/sport to help cover the cost of providing an athletic program. Students in three or more sports will receive a discounted rate of \$100 for the year.

Outdoor Education Fee: Fees are charged to assist in covering the expenses of offering an outdoor education program in grades 5, 6 and 7.

Hot Lunch Program: Hot lunch is served on a pre-pay basis through MealTime. Parents may pay with cash or a check to St. Paul Hot Lunch or pay online through MealTime.

TUITION PAYMENT POLICY

St. Paul School, a mission and ministry of St. Paul Lutheran Church, exists to serve our members and the community in Genesee County. Our purpose is to educate, strengthen, and equip children and families for life and service. We desire to be good stewards of the finances and resources the Lord has provided us. In order to remain financially healthy, the following tuition management policy has been instituted.

St. Paul Lutheran School's Board of Education accepts responsibility for reviewing tuition policies and making recommendations to the Church Council. Tuition rates will be reviewed annually. Any necessary increases will be published and shared with families prior to Family Registration Day in early March.

Tuition Payments

- I. Families with children enrolled in the full or part-time programs at the school, shall make **tuition** payments as determined annually by the Board of Education. Tuition rates are substantially less than the actual cost to educate a child at St. Paul Lutheran and are subsidized by the congregation of St. Paul Lutheran Church.
- II. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted **each year** at the time of student registration. Options for payment shall include:
 - A. **Annual Payment.** Under this plan the entire amount of tuition is paid on or before **August 15th**. A 3% tuition reduction would be applied to the total tuition cost for a family not receiving additional discounts. **This payment is made directly to the school office by cash or check.**
 - B. **Semi-Annual Payment.** Under this plan half of the tuition amount is paid on or before **August 15th** and half on **February 15th**. These payments are made directly to the school office by cash or check. A 3% tuition reduction would be applied to the total tuition cost for a family not receiving additional discounts. This payment is made directly to the school office by cash or check.
 - C. **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period beginning in August and continuing through May. This is done through the *FACTS* Tuition Management Plan which is an automatic payment plan made through a checking or statement savings account or credit or debit card. Those choosing this plan will complete a *FACTS* agreement form to authorize the automatic monthly payments on either the 5th or the 20th of each month. *FACTS* charges an annual processing fee of \$50.
 - D. **Education Fees.** St. Paul will collect education fees to offset costs for curriculum, technology and supplies. Education Fees are due on the day of Final Registration. Education Fees are delinquent after 30 days past due. Late fees of \$25 will be assessed monthly.

- E. **Registration Fees.** The required registration fee of \$75 per family is due on Family Registration Day in February. The fee is \$100 after April 1st. This fee insures that the student's class placement will be held.

Late Registrations and Withdrawals

- A. New families registering after the registration period shall be expected to fulfill their tuition obligation according to the tuition policy stated above.
- B. Students registering on or after the first day of school shall be charged as follows: Before the 15th of the month they will be charged the current month's tuition. Students entering on or after the 15th of the month will be charged a ½ month tuition payment for the current month.
- C. Should a family withdraw from the school during the year advance payments and up to one-half of the current month's tuition will be refunded if the withdrawal is before the 15th of the month. **EDUCATIONAL FEES ARE NOT REFUNDABLE.**

Late Payments

It shall be the responsibility of each school family to keep the school office informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. The following policy will apply when tuition payments are delinquent:

- I. **Annual Payment.** If the full annual payment is not received on or before August 15 the discounted rate of tuition will not apply. When full payment has not been made by August 15th the family will be contacted within five (5) days by the school office concerning the missed payment and an alternative tuition payment option will be offered. If funds are not received according to a new agreement, all tuition payments must be scheduled through the *FACTS* Tuition Management Plan before students are admitted for the new school year.
- II. **Semi-Annual Payment.** If payment is not received on or before August 15th and/or on or before February 15th the family will be contacted within five (5) days regarding the missed payment. If payment is not received by August 20th and/or February 20th, classes will be closed until the delinquent balance is paid and an alternative payment plan is established through the *FACTS* Tuition Management Plan.
- III. **Monthly Payments.** School families who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$30.00 missed payment fee by *FACTS* Management and may incur a fee from their own financial institution. The missed payment will be reattempted by *FACTS* two additional times. **After the second unsuccessful attempt to collect a monthly payment, classes will be closed the following Monday until the payment is received. The past-due monthly tuition amount plus the fees must be paid directly to the school office.**

Non-Admission of Students Due to Tuition Delinquency

School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the school office will be informed that their child(ren) will not be re-admitted to our school. Families are asked to please remain current on their tuition and communicate frequently with the school office.

- **If tuition is delinquent as of September 20th:** Students will not be re-admitted after October 1st until payment is received.
- **If tuition is delinquent as of December 20th:** Students will not be re-admitted on the first day of class in January and will not be eligible for semester examinations until payment is received.
- **If tuition is delinquent as of February 20th:** Students will not be re-admitted after March 1st until payment is received.
- **If tuition is delinquent as of April 20th:** Students will not be re-admitted as of May 1st. Tuition must be brought current in order for students to participate in end of the school year activities. Final report cards, diplomas and permanent records will be held until payment is received.

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid by August 15th if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school office. If payment is not possible, suitable arrangements must be made with the School Tuition Board.

Transcripts/Records Release:

All balances due must be **paid in full** before any letters of discipline, report cards, or student records are released.

Tuition Assistance

A **limited amount** of tuition assistance is available from the *School Tuition Assistance Fund* for families experiencing economic difficulties. St. Paul uses *Facts Management Grant & Aid Program*. A processing fee of \$30 will be charged for each application by Facts Management. This amount is the responsibility of the requesting family.

Request for such assistance should be made at the time of application (for new applicants) or by May 15th of the current school year for returning families. However, since such circumstances often are unpredictable, families should not hesitate to inform the school office of their need whenever it may arise during the year. Financial Aid Award Letters are mailed to families in July.

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

