

WELCOME!!

IN THE NAME OF OUR LORD JESUS CHRIST WE WELCOME YOU TO ST. PAUL LUTHERAN SCHOOL. WE AT ST. PAUL LUTHERAN SCHOOL ARE PRIVILEGED AND HAPPY TO SERVE YOU.

PHILOSOPHY OF ST. PAUL LUTHERAN SCHOOL

As an extension of the ministry of the Church of Christ in our community, St. Paul Lutheran School is dedicated to touching peoples lives with the Gospel of Christ unto salvation: that speaking the truth in love, we will grow up into Him who is the Head, that is, Christ.+ (Ephesians 4:15)

Through Gods Word and the power of His Spirit we hope to lead children and parents to know God and His forgiving love in Christ; to respond in faith; to grow to Christian maturity; to express that joy in worship and to serve God and one another.

Teachers in this school setting, with the help and support of the parents, will strive to educate the children and to meet the needs of the child spiritually, intellectually, emotionally and socially, thereby enabling them to become contributing members to society.

ST. PAUL LUTHERAN SCHOOL STATEMENT OF PURPOSE

The purpose of St. Paul Lutheran School of Manawa, Wisconsin is to provide a Christian education for the children of the congregation and children of the community who may be enrolled, so they may through Gods Word and Spirit:

- Know God and His seeking and forgiving love in Jesus Christ and respond to that love with lives of Christian faith, worship, service, love and hope;
- Identify themselves as children of God, members of Christs body and grow in self-understanding and self-acceptance.
- Relate responsibly to Gods Creation by acquiring knowledge and understanding and developing talents and skills for responsible living and serving.

ST. PAUL LUTHERAN CHURCH AND SCHOOL MISSION STATEMENT:

Linking Faith, Family and Education to God.

A CREDO FOR CHRISTIAN EDUCATION

WE BELIEVE: That every child born into the world is first of all God's child, endowed with a soul and destined for eternity:

WE BELIEVE: That Christ commanded the mission of Christian education when He gave the Great Commission. (Matthew 28: 18 - 20)

WE BELIEVE: That Christian education is the vital concern of every member of the congregation and that there must be a concern for the total program of Christian education.

WE BELIEVE: That Christian educators should be committed to provide a program of education that strives to meet the spiritual, intellectual, emotional and social needs of a child;

WE BELIEVE: That the Gospel must be the guiding force in the Christian Day School and should be considered the Law to establish a frame of reference;

WE BELIEVE: That the family environment has a great impact upon the child and is so influential in determining a child's total development that the parents should be aware of and prepare for their role in Christian education, namely to bring up their children in the nurture and admonition of the Lord;

WE BELIEVE: That Christian education is unique, as it helps the child realize not only his proper relationship to his fellow men, but also to God:

- As it directs the teacher to view the child as a blood bought soul of Christ;
- As it is motivated by the Spirit for accomplishing its purposes;
- As it provides time for Christian instruction and opportunity for correlation with all areas of the curriculum;
- As curriculum objectives are determined after consideration of current and continuous spiritual, physical, social, and emotional needs of individuals on the local, national and world level.

OBJECTIVES OF ST. PAUL LUTHERAN SCHOOL

Lutheran education attempts to guide the child in the development of his or her spiritual, physical, social, emotional and aesthetic potentialities.

A. In the development of spiritual potentialities, Lutheran education attempts to guide the child to:

1. Acquire a thorough knowledge of God and His Word.
2. Recognize sin, and the need for salvation.
3. Accept Jesus as his or her Savior through the working of the Holy Spirit.
4. Rely upon God for both temporal and spiritual blessings.
5. Utilize the means of grace; namely the Word and Sacraments.
6. Lead a sanctified life.
7. Lead others to the Savior.
8. Serve the church through proper stewardship of time, talents and treasure.

B. In the development of his intellectual potentialities, Lutheran education attempts to guide the child to:

1. Acquire knowledge and skills in the common branches of learning.
2. Develop an inquiring mind.
3. Develop independent thinking.
4. Cultivate desirable and useful work habits and study habits.
5. Evaluate human knowledge in the light of what God says in the Bible.

C. In developing physical potentialities, Lutheran education attempts to guide the child to:

1. Employ his or her body as the temple of the Holy Spirit.
2. Acquire and maintain desirable physical skills and positive mental habits.

D. In the development of social potentialities, Lutheran education attempts to guide the child to:

1. Lead a Christian life.
2. Show love to family and associates.
3. Respect the authority of home, school, church, and state.
4. Recognize the rights, privileges, and obligations of others as well as his or her own.
5. Serve as a useful and active citizen in his or her church and community.

E. In the development of emotional stability, Lutheran education attempts to guide the child to:

1. Reflect the Savior's love as the child has opportunity to do so.
2. Know and grow in understanding his emotions and practice self-discipline.
3. Develop a sense of personal worth and an awareness of the worth of others.
4. Seek and rely upon God for guidance, mercy and grace.

F. In the development of aesthetic potentialities, Lutheran education attempts to guide the child to:

1. Appreciate the wonders and beauties of the Creator's universe and recognize it as God's handiwork.
2. Acquire an appreciation of his cultural heritage.
3. Develop skills of appreciation and expression in the fine arts.

THE BOARD OF CHRISTIAN EDUCATION

The administration of St. Paul Lutheran School is the responsibility of the congregation who executes its will through the Board of Christian Education.

The Board of Christian Education shall consist of five members, one or two new members shall be elected by the congregation each year. The pastors and parochial school principal shall be advisory members of this Board.

The officers will be elected by Board members each year at the first Board meeting of the calendar year.

The Board of Christian Education has the following responsibilities:

- A. The Board of Christian Education oversees the spiritual education of and seeks to provide religious learning opportunities for all students of St. Paul Lutheran School.
- B. The Board strives to find ways to strengthen the home and help equip family members for Christian family living.
- C. The Board approves curriculum and analyzes performance of different educational areas.
- D. The Board meets with the teachers and leaders of the educational program to discuss problems and challenges, works with teachers to provide effective education to students, and periodically review the temporal welfare of the teachers.
- E. The Board strives to foster efficient and effective relationships between parents and teachers in the various educational areas.
- F. The Board sees that written educational records are kept for students enrolled in the school.
- G. The Board submits reports and recommendations to the church council for internal improvements of the educational areas.
- H. The Board conducts investigations and recommends candidates for teaching and staff positions in the various educational areas when vacancies occur.

GOALS AND GUIDELINES FOR A CHRISTIAN PARENT

The teaching of Christianity is the main justification we have as a church for conducting a Day School. It is the responsibility of the family to raise a Christian child. Our Christian Day School has been established by St. Paul Lutheran Church for the purpose of teaching the faith through Christian doctrine, ethics, and habits, in partnership with the family, as they apply to all academic and extracurricular areas.

In enrolling your child we ask you to recognize the following responsibilities as a Christian parent.

- A. To worship with your child(ren) regularly each week.
- B. To recognize the importance of religion in your home by seeking to conduct daily family worship (prayer, devotions, etc.)
- C. To support St. Paul Lutheran Church with your prayers, presence and offerings>
- D. To encourage your child(ren) to live and make decisions based upon Christian principles.

- E. To seek to exalt the lordship of the risen Christ in all areas of your family life.
- F. To strive to be examples of your Christianity for your child(ren) by your works and deeds in everyday life.

To instruct your child(ren) in the guidelines and rules established by the Board of Christian Education so he/she fully understands what is expected.

The school exists as a ministry of the church and the church is called to be the body of Christ in making disciples.

APPLICATION AND ADMISSION POLICIES

NON-DISCRIMINATION POLICY

St. Paul Lutheran School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs. (accepted 7-28-99)

ADMISSIONS GUIDELINES

In accordance with our philosophy, St. Paul Lutheran School strives to develop the whole child. Severe grade level discrepancies, learning disabilities, or social, emotional or behavioral problems may prevent us from teaching the whole child. In such cases, those desiring admission may be requested to pursue further evaluation with the help of professionals outside of the school to determine if St. Paul Lutheran School can provide an appropriate learning environment for the student.

- A. St Paul School is maintained primarily for students whose parent(s) are members of St Paul Lutheran Church. Non-member parent(s) are expected to cooperate fully with the school and allow their children to participate in school and church activities and promote a proper attitude toward faith and Christian living. When admission is limited, children will be admitted in the following order:
 - 1. Children of St Paul Church members
 - 2. Children previously enrolled
 - 3. Children of LCMS congregational members
 - 4. Children from the community

- B. Students are eligible for admission based upon review of the child's previous school record including, but not limited to:
 - 1. School performance and/or previous school transcript
 - 2. Conduct
 - 3. St Paul's ability to accommodate any special needs
 - 4. Payment of outstanding fees with the school/pre-school/day care
 - 5. Interview of child and family with Principal

- C. St Paul School reserves the right to assess the student for proper academic placement.
(revised 7-13-14)

IMMUNIZATION AND MEDICAL RECORDS

State law requires students through grade 12 to submit evidence of complete immunization or waiver for reasons of health, religion, or personal conviction within 30 school days of admission. The current student immunization requirements are available in the school office. (revised 7-6-11)

TUITION AND EDUCATION FEES

The Members of St Paul Lutheran Church have been convinced of the value of a strong Christian Day School for over one hundred years and they have been willing to sacrifice to maintain their school. The School is a mission of the total congregation. Therefore an education fee is assessed, but is kept to a minimum. In addition, tuition for community member children only pays for a portion of the student's education.

- A. See SUPPLEMENT for current Tuition/Education Fees schedules
- B. An administrative fee will be assessed to families choosing the monthly payment plan.
- C. For monthly payment plans: Payment is due on the 1st of the month; late on the 15th of the month; past due on the last day of the month. The child will be withheld from class if not paid on the 2nd of the following month. Both monthly payments must be made to get back into class.
- D. For quarterly payment plans: Payment is due on the 1st of the first month of the quarter; late on the 15th of the first month of the quarter; past due on the last day of the first month of the quarter. The child will be withheld from class if not paid on the 2nd of the second month of the quarter. The entire quarterly payment must be made to get back into class.
- E. Final monthly and quarterly payments are due on or before April 1.
- F. A \$15.00 late fee will be assessed for payments made after the 15th day of each month that the payment is due.
- G. For membership qualifications, see Church Attendance, letter C. (revised 7-13-14)

WEEKLY CHURCH CONTRIBUTIONS

The Tuition and Education Fees cover only a portion of the cost to educate a child at St Paul Lutheran School. Because the school is a mission of the congregation, all members of St Paul Lutheran Church are expected to support the total program of the congregation to the extent that the Lord has blessed them.

NSF (Non-Sufficient Funds)

All checks returned to the school for non-sufficient funds on payment to St Paul School will:

- A. Receive a phone call for notification of the returned check with a request to promptly make the check good.
- B. The individual will be responsible for any fees incurred by St. Paul School for the returned check.
- C. Any future payments must be made in cash or cashier's check. (revised 7-6-11)

FINANCIAL ASSISTANCE

St Paul Lutheran School may give financial aid to parents of students currently enrolled in the school. The amount of financial aid varies each year based on the amount of money available in the fund. Applications must be submitted prior to the beginning of the school year.

Any information supplied that is pertinent to a family's financial application is kept in strictest confidence and is viewed only by those responsible for making an award determination. The board recognizes that this is extremely sensitive information.

A. Criteria for receiving financial aid:

- 1. No outstanding tuition or bills with the school/pre-school/day care.
- 2. Maximum assistance granted will not exceed 75% of the tuition/fees, based on individual need.
- 3. Ten hours of approved volunteer activities are suggested throughout the school year.
- 4. Order of preference for distribution of financial aid monies is as follows:
 - a. Active members of St. Paul Lutheran Church
 - b. Inactive member of St. Paul Lutheran Church or LCMS members
 - c. Community members

B. Failure to meet the criteria will result in loss of financial aid and the family will be billed for the amount.

C. Written notification of assistance will be sent to all families who have applied for financial aid. (revised 7-13-14)

VOLUNTEER CREDITS

Parents who volunteer their time at the Packer stand and the Rodeo stand earn volunteer credits.

A. Volunteer hours are valued at \$5/hour with a max of \$200/student.

- B. Parents, Grandparents, and other relatives can also accumulate volunteer hours for a designated family.
- C. Volunteer hours accumulated at the annual Rodeo stand applies to the upcoming school year. The hours accumulated at the Packer stand applies to the school year following the Packer season. (revised 6-14-15)

REFUNDS

- A. Students who withdraw from St Paul School within the first quarter of the school year will be allowed a 50% tuition/educational fee refund. There is no refund of tuition or fees beyond that time.
- B. If a student withdraws from school, student transcripts will be not released until all fees have been paid. (State law has no provision requiring private schools to release their student records to the students, parents, or another school s.118.125) (accepted 7-6-11)

COLLECTION OF TUITION AND EDUCATIONAL FEES

- A. The Board of Education reserves the right to use a lawyer or collection agency for past due accounts.
- B. The family will be responsible for all costs associated with the collection in addition to the unpaid fees.
- C. No student records will be released until the fees are satisfied.
- D. In order for students to participate in extracurricular activities (volleyball, basketball, cheerleading, etc) families must be current with their tuition, education fees, hot lunch, and student activity fees, when applicable. (accepted 7-6-11)

CURRICULUM AND GUIDANCE POLICIES

CURRICULUM

Our curriculum is Bible-based. We integrate our Lutheran faith into every subject we teach. Through the faith given to us by God we attempt to understand and apply what we have learned to a life of service. (revised 7-6-11)

CONFIRMATION INSTRUCTION

The rite of confirmation has been instituted by the Church to confirm the faith begun in your child through Holy Baptism. A program preparing the child for confirmation is required to be taken by all seventh and eighth grade students. (revised 7-27-94)

NLSA (NATIONAL LUTHERAN SCHOOL ACCREDITATION)

In 1994 St Paul Lutheran School was presented with National Lutheran School Accreditation after an extensive self-study followed by a visit of objective observers to help Lutheran schools improve the quality of their programs. This process is based on a set of national standards specifically designed to help evaluate and improve the curriculum, administration and religious dimensions of the school. Two major things were confirmed by the self-study: 1) We have an excellent school, and 2) There are still areas that we need to improve.

In 2001, St Paul School began the process of re-accreditation with the National Lutheran School Accreditation program. After completing the self-study and creating a school improvement plan St Paul was recommended for accreditation.

We thank God that in 2008, St Paul School was reaccredited for another 7 years. Goals were adopted for improvement and as we work to accomplish these goals, we continue to improve our school. May God continue to bless our educational ministry. (revised 7-6-11)

SCHOOL ATTENDANCE

- A. Regular attendance trains children *“in the way they should go.”* St Paul Lutheran School believes that its children must be punctual and regular in their attendance at school as a vital part of their Christian citizenship.
- B. It is in the best interest of the student's education that absence from school for reasons other than illness be kept to a minimum.
- C. Parents are strongly advised to plan family trips during scheduled school holidays.
- D. Doctor and dental appointments should be scheduled outside of school hours whenever possible.
- E. In the event that a student needs to be kept out of school, written notification must be submitted to the office and to the child's teacher at least one week in advance.
- F. It will be at the discretion of the teacher if missed work is to be completed before the absence, turned in immediately upon return from the absence or made up after the absence. If work is to be made up after the absence, it should be made up in as many days as the student was absent from school. Each student is given a reasonable period of time to make up tests and quizzes.
- G. Absences deemed excessive by the teacher and principal may result in lower grades, retention or expulsion.
- H. Continued or frequent absences will be brought to the attention of the principal who will take necessary action, which may include referral to county authorities.
- I. The school principal reserves the right to review unusual and extenuating circumstances to this policy and make exceptions on an individual basis when the conditions surrounding the absence warrant such an exception. (revised 6-19-13)

SCHOOL TARDINESS

- A. As parents, we are to model values that will help our children to develop into a responsible and Godly citizen. Chronic tardiness is not acceptable. It hinders a child's preparedness for the day's work. Excused tardies may include medical appointments, family emergencies, etc. These may be subject to the approval of the Principal.
- B. First unexcused late arrival will be noted by school secretary.
- C. Second unexcused late arrival the school secretary will send a note home indicating two late arrivals.
- D. Third unexcused late arrival the principal will contact parents via telephone to discuss tardiness.
- E. Fourth unexcused late arrival the principal will ask for an in person meeting with parents to discuss tardiness
- F. Fifth unexcused late arrival the principal will make a referral to the Board of Education regarding chronic tardiness.
- G. Student tardiness may result in implementation of the Behavior Policy. (revised 7-13-14)

SCHOOL VISITATION

To reduce interruptions, visitors and parents **must** report to the school office before visiting classrooms. (revised 7-28-99)

INTERNET POLICY

- A. St Paul Lutheran is pleased to make available computer technology to our students. It must be noted, however, the use of computers and the Internet is a privilege, which, at the discretion of the instructor or administration, may be revoked by the school at any time.
- B. The school reserves the right to seek financial restitution for any damage caused by a student or other users.
- C. To ensure that every student benefits from his or her time spent with the school's computers, and to prevent technical problems, it is important that all of the following rules be followed:
 - 1. Any actions that might damage, degrade, modify, vandalize, or disrupt computer equipment, software, files, or system performance will not be tolerated.
 - 2. Students may not reveal any personal information about themselves or others while on the Internet. They may not purchase any goods or services.
 - 3. Students may not send or receive e-mail, go to chat rooms, play music, or aimlessly surf the Internet. Students may not upload, download, or otherwise gain access to any materials not authorized by the instructor.
 - 4. Students will use only the computer assigned to them. They may not copy, change, read, or use anyone else's software or files without prior permission from the instructor.
 - 5. Inappropriate use of the Internet or e-mail communications may lead to disciplinary actions, which may include but are not limited to: loss of computer privileges; restricted access; failing grade in the class; detention, suspension or expulsion; or criminal prosecution. (revised 7-6-11)
 - 6. Each year students will read, agree to and sign the acceptable use policy.

BUILDING AND GROUNDS REGULATIONS

- A. On arrival at school, students should enter the building using the gymnasium doors and report to the concession area. There are no play privileges on the playground or parking lot before school begins.
- B. Loud talking, running, or boisterous activities are not permitted in the hallways and washrooms. Appropriate discipline will be issued for inappropriate behavior.
- C. All students are asked to help keep the building, equipment, and school grounds clean and in good condition. Those causing any damage will be held financially responsible.
- D. There is no snowballing permitted at school or on the way to and from school. Children are expected to wear appropriate foot coverings and clothing in wet and cold weather.
- E. Students are not permitted to leave school property during the day.
- F. Students are to leave the building within 15 minutes of the close of school unless they are involved in a school activity or under teacher supervision.
- G. No gum or candy, electronic games, iPods, M3P players, squirt guns, and other toys should be brought to school unless special permission is granted. The school is not responsible for any damage or loss of these items. (accepted 7-6-11)

CELL PHONES

- A. Cell phones must be turned off and in the backpack between the first and last bell of the school day. Students may use their phones ONLY before and after school hours. Students who violate the cell phone policy will have their phones confiscated. Phones will only be returned to the parents. Habitual violators will not be permitted to have cell phones at school.
- B. The school is not responsible for any damage or loss of cell phones. (accepted 7-6-11)

CHURCH ATTENDANCE

- A. Worshipping our Lord together with fellow Christians is a vital part of spiritual growth. Through God's Word and sacraments the Holy Spirit gives the gifts of faith in Christ, forgiveness of sins, and eternal life. As proponents of Christian Education, we expect our families to attend Church faithfully.
- B. When parents enroll their children in St Paul Lutheran School, they imply that they pledge the cooperation of the home in training their children to worship regularly, pray regularly, and strive to live in a way that is God-pleasing. When God is the Head of the house, many problems are solved and avoided. This is why family worship and togetherness in Christ is so important.

- C. Definition of Active, Inactive, LCMS, and Community Member: Active St Paul Member attends 50% or more of the regular weekend services at St. Paul Church (26 of the 52 calendar weeks.) Inactive St Paul Member attends less than 50% of the regular weekend services at St. Paul Church. LCMS Member has membership in any LCMS church other than St Paul. Community Member is not a member of St Paul Church nor a member of another LCMS church. This attendance will be for the year from July 1 through June 30th.
- D. Church attendance will be based on the highest church attendance of an individual family member.
- E. Church attendance is based on a combination of signatures from pew pads and attendance taken at school. At the end of each quarter the church attendance reported on report cards for your information. If the attendance is deficient at the end of the first semester, communication will sent to the family.
- F. If the church attendance remains deficient, active/inactive status will be changed, the family will be notified, and the education fees will be adjusted accordingly.
- G. New families to the school will begin the year at active member status.
- H. A bulletin from another church attended will be accepted. It must be signed by a parent or guardian and returned to the classroom teacher. (revised 7-13-14)

REPORTING TO PARENTS

Parent-Teacher Conferences are one important way to keep the lines of communication open between home and school. Conferences help facilitate the flow of information both ways as we all work together in the best interests of the children. For this reason, Parent-Teacher Conferences are generally scheduled two times per year.

Since the need for a conference is not restricted to school scheduled times, both parents and teachers are encouraged to contact one another any time they feel it necessary. A note or a phone call can often prevent simple problems. (revised 7-11-12)

HOMEWORK

- A. Homework is an important step in the learning process. In addition to reinforcing skills and concepts covered in class, homework responsibilities foster time-management and independent thinking skills.
- B. The amount and frequency of work assigned is age appropriate with more work being assigned to students as they progress to the higher grades. It is difficult to adopt a standard rule for the amount of time to be spent on schoolwork at home.
- C. Parents are encouraged to take an active role in their children's homework by providing their children with a quiet time and place to study, monitoring their assignments, and offering assistance as appropriate. However, it is important to remember that students are to complete their own assignments. (revised 7-6-11)

ACADEMIC AND COUNSELING ASSISTANCE

- A. Some students do occasionally need extra academic assistance in addition to what they receive at St. Paul Lutheran School. If a student scores below a certain percentile in reading or math on the Standardized Test, he or she is eligible to receive additional help through the Title 1 program by the Manawa School District.
- B. Students are taken into Title 1 on a need basis, meaning those students scoring in the lowest percentile will be taken first. If a student is eligible for the program, his or her parents will be consulted for their input and permission to enroll their child in the program.
- C. For areas other than scholastic areas, LCFS (Lutheran Counseling and Family Services) is available for those who wish assistance. LCFS offers counseling for couples, families and individuals, unwed parent counseling, adoption, family life education and consultations for professional church workers. Because they have offices located throughout Wisconsin, please call 800-291-4513 for assistance in locating an office nearest you. (revised 7-13-10)

HONOR ROLL

- A. At the end of each quarter an honor roll is announced. To qualify for the honor roll a student must achieve the following:

High Honor Roll -----95-100% with no Cs
Honor Roll -----90-94% with no Ds
Honorable Mention -----86-89% with no Ds

- B. All areas of learning are used in determining the student's grade point average for purposes of the honor roll. (revised 7-13-14)

GRADING SCALE

A+	98-100
A	95-97
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	64 and below (revised 7-13-14)

PROMOTION - RETENTION

- A. Teachers have the authority to make decisions concerning student promotion at the end of each school year. Each decision should be based on the student's satisfactory progress during the past year and the student's ability to participate in the next grade's studies.
- B. The principal, after reviewing the child's progress and abilities with the student's classroom teacher and parents, is responsible for making a decision as to whether to retain the student in a grade (revised 7-28-99)

BAND

Band is available through the Manawa Public School. Transportation will be the responsibility of the parents. (revised 7-11-12)

SINGING IN CHURCH

- A. To give the children the opportunity to express their faith in song, all classrooms will take turns singing in church. The children whose parents are members of St. Paul Lutheran Church are expected to attend when their class is scheduled to sing. A note is appreciated from the parents if their child is not able to sing with his/her class.
- B. A singing schedule will be printed and distributed. *Sing to the Lord a new song. Psalm 98:1* (revised 7-6-11)

FIELD TRIPS

- A. All field trips taken by school groups (including events planned by Student Council) must conform to the following guidelines:
 - 1. Field trips must have approval of the Principal. Please provide the Principal with a written request at least two weeks prior to the proposed trip.
 - 2. A signed permission slip from a parent or legal guardian must be obtained for each student prior to the trip.
 - 3. For large groups a bus may be arranged.
 - 4. For smaller groups it is permissible to have parents, grandparents, etc. transport students in their private vehicle. The volunteer drivers **must provide the following within one week prior to the trip:**
 - a. A copy of their valid driver's license so that their driving history and criminal record may be checked.
 - b. Proof of insurance coverage for their vehicle. This is usually called the declarations page of their policy, or a copy of their current auto insurance card will suffice. Furthermore: the vehicle(s) to be used must have proper seat belt restraints for each passenger. Each passenger shall wear their seat belt at all times while being transported. The vehicle may not be used to transport more persons than may be seated on the permanently mounted seats facing forward without interfering with the operator.

5. There will be an age appropriate ratio of adult chaperones to students. These chaperones will emphasize safe behavior.
 6. The classroom teacher is to be considered a chaperone as well as **the supervisor of the entire group at all times.**
 7. There shall be a planned route and itinerary (to include telephone numbers) placed on file in the school office prior to the trip.
 8. The cost for admission, bus rental, etc. and the number of students participating must be known prior to the trip. All funds must be collected prior to the trip date.
 9. An Emergency Treatment form for all participating students will be taken along on each trip.
- B. Any student unwilling to follow guidelines or any students who misbehave during a field trip may be subject to disciplinary action which may include being banned from participation in future trips. A letter will be sent to parents to this effect immediately after such behavior is observed. (revised 7-13-14)

CALENDAR

St Paul Lutheran School conforms almost identically with the Manawa Public School calendar. However, we may have additional days off, different from the public schools, for such activities as teacher in-services and conferences, parent/teacher conferences, and religious celebrations such as Maundy Thursday, Good Friday, and Easter Monday. The school meets the requirements of the state in number of face-to-face teaching hours. (revised 7-6-11)

DISCIPLINE POLICY

Our goal is to provide a safe and orderly environment that promotes learning. It is expected that every student will behave in a Christian manner and follow classroom, hall, playground and lunchroom rules. Law and Gospel are to be used properly in dealing with behavior problems.

PHILOSOPHY

- A. The Board of Christian Education of St. Paul Lutheran School believes that children are a gift of God to parents and that parents have the obligation to train children in obedience to the proper authority which is an important element in character, in righteousness and godliness.
- B. Each student is expected to respect the person and rights of all other students, teachers, pastors, volunteers, visitors and all other school personnel.

- C. The Board of Christian Education expects employees to be concerned with student behavior, and wherever unacceptable behavior occurs, to take appropriate action.

RESPONSIBILITY OF BOARD OF CHRISTIAN EDUCATION

- A. The Board of Christian Education is responsible for approving this discipline policy as developed with the principal and staff.
- B. The Board of Christian Education shall be involved in parent meetings, suspensions, and expulsions as outlined in this discipline policy.

RESPONSIBILITY OF PRINCIPAL

- A. The principal has the authority and responsibility to formulate school rules and regulations.
- B. The principal shall support the teachers in the disciplinary actions taken by them provided proper procedures have been followed. However, the principal also has the responsibility to see that the rights and privileges of the students are protected in the disciplinary process.
- C. The principal serves as a resource for discipline-related problems and is the final building-level source for discipline-related disputes.

RESPONSIBILITY OF TEACHERS

- A. Teachers are the first line of discipline at St. Paul Lutheran School. Teachers are responsible for making attempts to improve the behavior of students who deviate from expected behavioral standards. They are to apply immediate discipline procedures whenever misbehavior occurs. Each teacher will be responsible for developing classroom management plans to establish standards of behavior and consequences for his or her class.
- B. Teachers are encouraged to contact parents and discuss discipline procedures whenever a student refuses to behave or whenever the teacher feels the parent should be informed of the child's behavior. (revised 7-28-99)

PHILOSOPHY REGARDING CHRISTIAN LIFE:

“Blessed are the poor in spirit, for theirs is the kingdom of heaven.

Blessed are those who mourn, for they will be comforted.

Blessed are the meek, for they will inherit the earth.

Blessed are those who hunger and thirst for righteousness, for they will be filled.

Blessed are the merciful, for they will be shown mercy.

Blessed are the pure in heart, for they will see God.

Blessed are the peacemakers, for they will be called the sons of God.

Blessed are those who are persecuted because of righteousness, for theirs is the kingdom of God.”

Matthew 5: 3-10

Jesus knew the correct way of living here on this earth by following simple guidelines. Since we are a ~~Jesus~~+school, we will follow His guidelines and strive to act as true Christians should.

For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it.+

Hebrews 12:11.

When infractions occur, they are handled in a Christian manner using the Law and the Gospel. The purpose of our discipline is to train our students to recognize their sin in a way that will lead them to repentance and forgiveness. Having been forgiven, our students are motivated to live their lives for the Lord. Christian love and concern is the guiding principle of our discipline.

In cases where students do not heed the instruction or warnings of teachers a pink slip for misbehavior may be given. Pink slips will be signed by the person issuing the pink slip and the principal. Students are to take the pink slip home, have their parents sign the pink slip, and return it to the school office the following school day. Parents are to review the pink slip with their child and take appropriate parental action. Parents with questions regarding pink slips should contact the teacher who originated the pink slip.

Students may receive a detention for major infractions and/or the receipt of three pink slips within one quarter or multiples thereof.

Detentions will be served in the principal's office from 3:00 . 3:45 p.m. on the first school day following the receipt of a detention. Students assigned a detention will receive a letter stating the specific reason for the detention and the date when the detention is to be served. This letter is to be signed by the parent and returned to the school. Parents are expected to make transportation arrangements for their children on the day their detention is to be served.

Any student who receives three detentions in one school year will be required to meet with the principal and his/her parents within three school days of the third detention. Any student who receives more than three detentions during the same school year will be suspended from all extra curricular activities for twenty school days. Students who receive more than four detentions in one school year may be subject to suspension.

A student may be suspended from school for serious or repeated disciplinary problems. In all severe discipline cases the principal shall meet with the student to discuss the problem and shall get all pertinent information from those involved, including students, teachers, parents and/or other staff members. The principal shall then decide whether to suspend the student, and if so, the length of suspension.

Students who demonstrate severe misbehavior may be subject to expulsion.

Behavior appropriate for a Christian classroom is expected. Our relationship with God and His love for us guides our behavior and relationship with others.

Assertive Discipline is a plan where the teacher has:

- 1) the right to establish a classroom structure and routine that provides for an optimal learning environment.
- 2) the right to determine and request appropriate behavior for the students which meets the teacher's needs and encourages the positive social and educational development of the child.
- 3) the right to ask for help from parents/guardians, the principal, etc. when the teacher needs assistance with the child.

For the child to grow, he/she needs to have a safe environment where there is a concerned teacher who will set firm, consistent, positive limits while providing warmth and support for appropriate behavior. Therefore, the child has:

- 1) the right to have a teacher who is in a position to and will help the child limit his/her inappropriate behavior.
- 2) the right to have a teacher who is in the position to and will provide the child with positive support for his/her appropriate behavior.
- 3) the right to choose how to behave and to know the consequences that will follow if he/she does not behave appropriately.

We want to be a school where mutual respect and concern are demonstrated in all that we do.

- 1) Each teacher will inform his/her students of appropriate behavior and regulate the classroom atmosphere.
- 2) In the event of a behavior problem the teacher will make contact with the home to inform the parent(s) and solicit their support.
- 3) If the problem persists, a joint meeting will be set up involving parent(s), teacher and principal. The student may be present if it is felt that this will help resolve the problem.
- 4) The next step will be to involve the pastor with the above group if the problem has gone unresolved.
- 5) As a final step, the school board will meet with all parties and make a decision in the best interest of all those affected. The decision of the Board is final.

Any of the following may be used for extraordinary circumstances:

- 1) In-School Suspension: The student will spend the day in the principal's classroom. Participation in after school activities will not be allowed.
- 2) One-Day Suspension: The student will be sent home and also be suspended for the next school day. The student's parent/guardian will meet with the principal and the classroom teacher before the student returns.
- 3) Three-Day Suspension: The student, the student's parent/guardian will meet with the principal, the pastor, and the school board chair before the student returns to the classroom.
- 4) Expulsion: Upon the recommendation of the principal, the Board of Education may expel a student. The decision may be appealed by contacting the Congregational Chairman.
(revised 7-11-12)

CONFLICTS

- A. If you have a complaint or concern with someone, we ask that Matthew 18:15-21 be your guide for dealing with such circumstances. First, speak personally and privately, and in Christian love, with the person with whom you have a complaint or concern. If that does not resolve the problem, take it up with the next level of authority, and so on. The goal is always to restore relationships and, in so doing, promote sharing of the gospel of Jesus Christ.
- B. The proper procedure for classroom concerns or questions is:
1. Talk first to your child's teacher about concerns.
 2. If you feel that the teacher has not addressed your problem, please talk to the principal who will then schedule a meeting including parents, teacher and himself.
 3. If you still feel that your concern has not been appropriately addressed, you may ask to be heard by the St Paul Board of Christian Education. (accepted 7-6-11)

St. Paul Lutheran School Behavior Documentation Form

Student Name:	Grade:	Date:
Supervising Adult:	Classroom Teacher:	Time:
Location Behavior Occurred: Classroom Hallway Playground Cafeteria Bathroom Other _____		

Please check appropriate box and check all concern behaviors:

Level 1: Horseplay

Goofing around or playing that may include pushing, shoving, grabbing, pinching, tripping, jumping on, name calling etc. in which there is not imbalance of power.

Level 2: Teasing

Name calling, taunting, insulting remarks, spreading rumors, swearing, mean notes, rude gestures, playing a mean trick, planning exclusion, emotional blackmail, verbal intimidation, social alienation, or other behaviors that would hurt others' feelings or make them feel bad about themselves.

Level 3: Refusal or Defiant Behavior Toward an Adult

Arguing, talking back, refusing to follow directions, name calling, walking away while a staff member is talking to a student, etc.

Level 4: Moderate Physical Contact/Moderate Intimidation with Intent to harm

Pushing, shoving, spitting, pinching, grabbing, hair pulling, tripping, poking, physical intimidation, etc. Threats of emotional blackmail, intimidation, shunning, exclusion, social alienation, directed profanity, stealing, damaging property, graffiti, vandalism, etc.

Level 5: Severe Physical Contact/Severe Intimidation and Harassment with Intent to harm

Punching, slapping, kicking, fighting, threats of emotional or physical violence and similar behavior that might injure others. Racial, ethnic, sexual, religious, or other forms of severe harassment or intimidation &/or major stealing, major damage of property, major graffiti, major vandalism, etc.

Comments:

Consequence	1 st offense	2 nd offense	<u>For Office Use Only</u>	4 th offense	5 th offense
15 second intervention Student calls their parents Loss of Recess Silent Supervised Lunch 1 day 2 days 3 days			3 rd offense		
				Conference with parent(s) ½ day Differentiated Instruction Full day Differentiated Instruction Out of School Suspension Expulsion hearing with Board of Christian Education	

EXTRA-CURRICULAR ACTIVITIES

SPORTS PROGRAM

- A. St. Paul Lutheran School offers the following competitive sports programs with volunteer coaches:

Coed volleyball	(grades 3-6)
Girls volleyball	(grades 7-8)
B-Team Girls basketball	(grades 3-6)
A-Team Girls basketball	(grades 7-8)
B-Team Boys basketball	(grades 3-6)
A-Team Boys basketball	(grades 7-8)
Cheerleading	(grades 2-8)
Football	(grades 7-8 - through the Manawa Public School District)
Track	(grades 7-8 - through the Manawa Public School District)

- B. The use of tobacco in any form, alcohol and other drugs whether used on school premises or during school-sponsored events will not be tolerated and will subject the offending student to discipline up to and including expulsion from school.
- C. In order for students to participate in extracurricular activities (volleyball, basketball, cheerleading, etc) families must be current with their tuition, education fees, hot lunch, and student activity fees, when applicable.
- D. Any student absent from school the day of an extracurricular activity will not be permitted to participate in that activity. Exceptions may be granted in the case of an emergency. The school principal will make the final decision.
- E. Student athletes may participate in the above programs as long as they maintain their scholastic standing and adhere to the following rules and regulations.
- F. Students may only participate in athletics at Manawa Public School if that sport is not offered at St Paul Lutheran. Parents may appeal this policy by requesting in writing an exception from the Board of Christian Education prior to the start of the season in question.
- G. Only the students enrolled at St Paul Lutheran School are allowed to participate in the Sports Programs offered at St Paul.

PHILOSOPHY OF ST PAUL SCHOOL FOR EXTRA-CURRICULAR ACTIVITIES

School activities meet the urge for participation and competition, which is a basic American tradition. We recognize that the purpose of co-curricular activities is to promote the physical, mental, moral, social, and emotional well being of each participant with emphasis on the proper ideals of sportsmanship, ethical conduct, and fair play. These activities should encourage leadership, use of initiative and good judgment by the participants.

In addition to the individual, co-curricular programs provide for opportunities for developing positive school moral, being good hosts to visiting schools and exercising the qualities of fair play and courtesy. The co-curricular program is considered a part of the school curriculum, educational in purpose and conduct. The student who complies with the Code of Conduct demonstrates a desire to dedicate herself/himself to self-improvement, a commitment to high personal standards, as well as to enhance the best interests of teammates, coaches/advisors and school. Co-Curricular activities give students an early understanding that participation is a *privilege*, which carries responsibility.

The co-curricular program affords increased opportunities for wholesome school-community relations under constructive conditions. It is the responsibility of school authorities to inform the community regarding the purposes of the program. The community should recognize that a co-curricular event is an integral part of the school program because of its educational value. When these activities cease to possess educational value, then they should cease to be a school function.

ACADEMIC ELIGIBILITY

Eligibility requirements will begin with the initial enrollment in the first co-curricular activity. In order to be academically eligible for co-curricular activities, a student must meet all the requirements defining a full-time student. Additionally, each student must have passed or be currently passing all classes as stated in the following academic requirements:

- All students who are failing at mid-quarter will be notified in writing by the principal and placed on academic probation for ten (10) school days. The principal will follow up with staff members after ten (10) days to determine if the student is receiving a passing grade and if not, the student will be notified in writing that they will be ineligible to participate in co-curricular activities for the remainder of the nine-week grading period. This does not prohibit the athlete from practicing or assisting with the activity
- Students who receive an **F** at the conclusion of a nine-week grading period will be ineligible to participate in 25% of the total games or appearances of that sport or activity for full season. The athlete will be placed on academic probation for the entire quarter and must be passing all classes during the quarter. If at any time a student falls to failing status the student will be ineligible to participate until the student has regained passing status in all classes.
- Students who receive two or more **F**s during a nine-week grading period will be ineligible for participation for the entire next nine-week grading period. This does not prohibit a student from practicing or assisting with the activity, with the principal's approval.

CARE OF EQUIPMENT

1. St. Paul School has and will provide the co-curricular activities with the best and safest equipment possible.
2. Each student/athlete is responsible for the proper care and safekeeping of equipment issued to him/her.
3. Equipment issued to a student/athlete shall be the responsibility of that individual. These individuals shall pay for any equipment not returned at the current replacement cost.

4. School issued equipment is school property and is used during a particular season/event only. At the conclusion of a season/event equipment must be turned in to the coach/advisor in charge. Parental assistance in this matter will be greatly appreciated. It is the responsibility of the student/athlete and the parent to have equipment turned in at the proper time.
5. A student/athlete will not participate in another activity until all equipment and /or fines have been returned or paid to the appropriate coach or advisor.

PRACTICE, COMPETITION, CONTESTS (ATHLETIC & NON-ATHLETIC ACTIVITIES)

1. All athletes/members are expected to attend all practices and events of that activity unless excused by their coach/advisor, principal or athletic director.
2. Violations such as being late for practices, missing practice and disrespect shall be dealt with at the coach/advisor, principal or athletic director's discretion. (revised 7-11-12)

ST. PAUL SCHOOL SPORTSMANSHIP CODE for athletes, coaches, spectators and parents

A True St. Paul Sportsman:

-will consider all athletic opponents as guests and treat them with all the courtesy due to friends and guests.

-will accept all decisions of officials without question.

-will never hiss or boo a player or official.

-will never utter abusive or irritating remarks from the sidelines.

-will applaud opponents who make good plays or show good sportsmanship.

-will seek to win by fair and lawful means according to the rules of the game.

-will love the game for its own sake and not for what winning may bring to the player.

-will do unto others as he would have them do unto him.

-will win without boasting and lose without excuses.

SAFETY AND FIRST AID POLICIES

EMERGENCY DRILLS

Fire, tornado, and lock-down drills will be held on a regular basis. Staff and students are expected to follow the set rules for these drills. (revised 6-19-13)

FIRST AID

A. First aid items are kept in the staff room. Staff member may administer simple first aid.

B. Staff members have CPR certification. (revised 7-6-11)

EMERGENCY MEDICAL TREATMENT

- A. When immediate treatment is required, 911 will be called by a staff member. A file with an Emergency Treatment form for each student will be kept in the school office.
- B. It is the responsibility of the parents to inform the school of any changes on the Emergency Treatment form. (revised 7-6-11)

ACCIDENT OR ILLNESS

- 1. The teacher will determine whether or not the ill student should go home.
- 2. If taken ill during the day, the teacher will see that the parents are notified to arrange transportation home.
- 3. In case parents cannot be contacted, the teacher will refer to the Emergency Treatment form for a contact person.
- 4. Any injuries will be reported to the principal and parents.

SCOLIOSIS SCREENING

- A. Medical professionals will administer Scoliosis checks. Parents will be informed of any problems as a result of this test and other apparent health problems.
- B. The dates for Scoliosis screening will be advertised. (revised 6-1-16)

MEDICATION ADMINISTRATION TO STUDENTS

The expanded policy is on file in the school office and is available upon request.

Consent to Administer

A. Prescription Medications

A written, signed statement from the parent/guardian and a written signed instruction from a practitioner must be on file at the school authorizing school personnel to administer any medication. The statement must include:

- Student name, date of birth
- Medication name, dose, route frequency, time/conditions, duration
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner

Parent/guardian signature, practitioner signature, date

Requests must be renewed each year or more often if changes in dosage occur. All changes will be noted on the medication administration record, dated and initialed by the designee. Prescription medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions. The volunteer school nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. The nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parents to resolve inconsistencies in administration directions.

B. Non-prescription Medications

Non-prescription medication (over-the-counter) which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer.

Non-prescription medication must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose. Non-prescription medications must be supplied by parent in the original container with the student's name affixed.

Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a practitioner's signature. All medication must be supplied by the parent.

C. Food Supplements, Natural Products

For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a practitioner. The following criteria must be met:

- An original container is provided.
- Use for student is indicated.
- Appropriate dosing for student is clearly stated on the label/packaging insert.
- Possible untoward effects are listed.
- Signed parent/guardian statement.
- Signed practitioner consent if non-FDA approved.

Parents/guardians may come to school to administer natural products.

Self-Administered Medication

A. Students with asthma may possess and self administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of the student's physician and the written approval of the student's parent or guardian. A copy of this approval will be present in the student's school and maintained in the medical record.

B. Responsible students, as determined by the parent, school nurse, and administrator, may possess and self-administer medications other than the above without practitioner approval.

It is recommended that a written statement identifying the medication and granting permission for self-administration be signed by the parent/guardian. This statement should be carried

by the student or maintained in the school's medication file. Factors to be considered will be:

- Type of medication
- Reason for medication
- Age of student
- Responsibility of student (revised 7-6-11)

TOBACCO AND SMOKING

The use or possession of all tobacco products on property owned, rented or under the control of St. Paul Lutheran School is prohibited. Any tobacco products used or possessed in violation of this rule will be confiscated and parents notified. Students violating this policy will be subject to discipline and possibly referred to law enforcement authorities. (accepted 7-24-07)

STUDENT ALCOHOL AND OTHER DRUG ABUSE

Students have the right to attend school in an environment that is free from the use of alcohol and mood-altering drugs not prescribed by a physician. These substances interfere with the learning environment of students and the performance of students and employees.

No student shall use, possess, attempt to possess with intent to sell or distribute, sell or be under the influence of alcohol, controlled substances, mood-altering drugs, look-alike drugs or alcohol, counterfeit drugs, or drug paraphernalia at any time (24 hours a day, 365 days per year), on school premises, in a school-owned or contracted vehicle, or while engaged in or attending school-sponsored activities. This prohibition does not apply to the authorized use of prescription drugs by a student with the written permission of his or her parent or guardian and physician.

If an authorized school official or police officer has reasonable suspicion that a student is under the influence of alcohol in violation of this policy, he or she may require the student to submit to a breathalyzer test to determine the presence of alcohol. This test shall be administered by the police-school liaison officer, or by another police officer trained in administering the test. The results of the breathalyzer test or the fact that a student refused to submit to breath testing may be used in student disciplinary proceedings.

Students who violate this policy, or refuse to submit to required breath testing to determine the presence of alcohol, shall be subject to disciplinary action, up to and including suspension or expulsion from school. Violation of this policy may also result in referral to law enforcement officials for prosecution under local, state or federal laws. (accepted 7-28-99)

COMMUNICABLE DISEASES

- A. All communicable disease (such as tuberculosis, measles, mumps, chicken pox, etc.) shall be reported to the school and then to the County Health Department as is necessary. (accepted 7-28-92)
- B. To prevent the spread of disease, we ask that parents keep students home for 24 hours after incidences of fever, vomiting, or diarrhea. In the case of infectious diseases, such as strep throat or conjunctivitis (pink eye), students are required to remain out of school for 24 hours after beginning medication. (accepted 7-6-11)

MISCELLANEOUS INFORMATION

STUDENT DRESS CODE

- A. Our body is a temple of the Holy Spirit. It therefore follows that as we present that body, it ought to be done in a decent and respectable fashion. Our school has been established for special purposes and that same philosophy of high standards carries through in the appearance of the students. We know that not all parents will agree with our dress guidelines, however we reserve the right to make judgments concerning what we consider to be proper or improper dress.
- B. We believe there is a correlation between student dress, grooming, and student behavior and learning. Consequently, we ask that each student be dressed in a way that will not hinder the educational process and will promote a positive image among our students.
- C. **This policy is in force during the school day, in school vehicles, and at all school activities, including athletic practices and events.**
1. Shorts are allowed to be worn during the months of September and May or other days with the permission of the Principal. Shorts must be of reasonable length, falling at mid-thigh (the point where fingertips touch the thighs when arms are relaxed.)
 2. For safety reasons, shoes or sandals *must* be worn at all times. Roller shoes are not permitted.
 3. Low-rise jeans or pants that reveal undergarments or that are too revealing are not acceptable.
 4. Outer apparel is not to be worn indoors unless you have special permission from a staff member (this includes hats, all jackets or coats and sunglasses).
 5. Clothing displaying obscenities, suggestive slogans, nudity, crime, violence, occult worship, beer/alcohol, tobacco, marijuana or other drug designs are prohibited.
 6. Students shall have no skin or undergarments exposed from mid-thigh** to the armpit line.** Muscle shirts, see-through shirts or blouses, bare midriffs, strapless and/or backless outfits, spandex and beachwear are prohibited.

** Mid-thigh - the point where fingertips touch the thigh when arms are relaxed and at the sides.

** Armpit line - the line that connects the upper armpits across the chest and around the back.

7. Spaghetti strap t-shirts and tank tops are acceptable only if another shirt is worn over or under so the shoulders are covered and the straps are at least 1+wide.
8. Exposed undergarments are not allowed.
9. Articles of clothing that cause excessive maintenance (i.e. cleats on boots), shoes that scratch and/or mark floors, and trousers with metal rivets are not acceptable.
10. Hair should be neat and clean reflecting our Christian values. Excessive unnatural hair color or extreme hair style are unacceptable.
11. Students are not permitted to wear earrings in any body parts that are pierced other than their ears.
12. Athletic shoes must be worn for physical education class.
13. Shorts must worn under skirts or dresses during physical education class. (revised 7-13-14)

BICYCLES

- A. Children may ride bicycles to school, but they must be parked only in the area reserved for bicycles until school is dismissed. Bicycle riding is not permitted on the playground.
- B. St Paul Lutheran School is not responsible for any damage to or loss of a bicycle parked at the school. (revised 7-6-11)

FUND RAISING

- A. Fundraising (part of third source funding) is a necessary component of our school operations. Everybody doing a little extra makes a tremendous impact for the children.
- B. See SUPPLEMENT for listing of caps, labels, and boxtops collected for school fundraising. (revised 7-11-12)

SCRIP

- A. Tuition/education fee credit is offered to families who want to use the SCRIP program to help defray costs. 50% of the earnings will be applied toward the family's tuition or education fees.
- B. Family and friends may designate 50% of their SCRIP earnings to be applied to the account of a St Paul student.

- C. Money credited on family accounts is non-refundable. If a student withdraws from school or does not enroll, accumulated credit for the upcoming school year remains in the church general fund.
- D. Scrip credit accumulation will run from August 1 to July 31.
- E. The earnings from SCRIP will be credited at the beginning of the school year (on registration day.) All SCRIP accounts, except for a single 8th grade family, will accumulate for the next school year. (accepted 6-19-13)

CHECKS AND CASH PAYMENTS

Always make checks payable to St Paul Lutheran School, unless otherwise instructed. Payments for lunch money should be placed in an envelope that designates what the money is for and taken to a St Paul secretary. Payments for school activities should be returned in an envelope that designates what the money is for and returned to the classroom teacher.

HOT LUNCH

- A. St. Paul Lutheran School participates in the National Hot Lunch Program. Lunch money is handled by the school/church secretary.
- B. Lunch will be furnished free of charge or at reduced prices to any children who cannot afford to pay and who qualify under the government support plan. Applications for free and reduced meals will be available during registration and orientation days and are also available at anytime throughout the year.
- C. If your family account is behind by \$25.00 or more, children will receive no food service and be required to bring cold lunch until the account is replenished.
- D. The following are general guidelines for lunchroom behavior:
 - 1. All food must be eaten in the lunch room.
 - 2. Students are expected to practice good table manners while in the lunchroom. Throwing food items or other misconduct may result in discipline, including but not limited to dismissal of that student from the lunchroom.
 - 3. Students eating cold lunch may purchase milk to go with their meal at current milk prices.
 - 4. Seventh and eighth grade students are expected to take their turn helping in the lunchroom under the supervision of the school cook.
- E. See SUPPLEMENT for current hot lunch and milk pricing. (revised 7-13-14)

TELEPHONE

- A. In non-emergency situations, when calls are received for students during class time, the secretary will take a message and relay it to the classroom teacher during a break.
- B. Parents should not expect the school secretary to monitor their children after school transportation or activity. Parents should discuss with, and send notes for, any changes in after school pickup of their children.
- C. Student use of the telephone will be at the discretion of the school secretary. (revised 7-6-11)

INSPECTIONS

- A. Desk and lockers remain the property of the school and, as such, are subject to periodic inspection.
- B. St Paul School reserves the right to search a student's locker, desk, belongings or person with reasonable suspicion.
- C. Search and seizure can be carried out by the school principal, and all items disruptive to school teaching and learning can be confiscated. Private and parochial schools are not government entities and thus are not bound by Fourth Amendment restraints. from Safe Schools Legal Resource Manual, Wisconsin Department of Justice, 1999. (revised 7-6-11)

BUS AND PARENT PICK-UP

- A. Christian courtesy for fellow passengers and respect for the driver is expected from each child riding the bus.
- B. St Paul students are dropped off each morning on either Depot Street in front of the church driveway or on Wells Street on the north parking lot and are expected to walk in an orderly manner to the gymnasium entrance.
- C. After school, a bus will pick up St Paul students on the south side of the school and transport them to the Manawa Elementary School where they are transferred to their regular bus.
- D. All students who ride a school bus to and from school are under the jurisdiction of the bus driver. Riding the bus is a privilege, and students who do not follow the bus rules can lose their privilege either temporarily or permanently. The bus regulations must be followed as specified by the Manawa School District. Copies are available in the school office.
- E. For safety reasons, parents who pick up their children should do so in the main church parking lot (north side of the school.) Parents MUST enter the building via the gym doors and collect their children in the concession area.
- F. Students are to leave the building within 15 minutes of the close of school unless they are involved in a school activity or under teacher supervision. (revised 7-11-12)

TEXTBOOKS/BOOK COVERS

- A. Textbooks and workbooks are supplied for each child in all major curriculum areas. All textbooks and teacher resource reference materials remain property of the school.
- B. Because of the high cost of books, **all textbooks must be covered by the end of the first full week of school.**
- C. Books must remain covered for the entire school year. (revised 7-6-11)

SUNDAY SCHOOL

- A. Even though your child is enrolled in the Christian Day School we encourage the child also to participate in the Sunday School program. As Bible studies supplement your Christian education, so Sunday School supplements the Christian education of your child.
- B. See SUPPLEMENT for the current Sunday School contact information. (revised 7-6-11)

CHAPEL

- A. Children's chapel services are conducted weekly in the church. At no time are chapel services to be considered a substitute for regular Sunday morning worship.
- B. Parents and members of the congregation are invited to participate in chapel services.
- C. Chapel offerings will be taken for selected special missions. (revised 7-13-14)

GRADUATION COMMITTEE

All parents of 7th grade students are responsible for the refreshments following the 8th grade graduation.

SCHOOL CANCELLATION

- A. In case of severe/inclement weather students and parents/guardians can listen to the following area radio and television stations for information regarding the status of Manawa Schools:

WDUX -----Waupaca 92.7 FM 800 AM
WBAY-----Green Bay channel 2 ABC
WFRV-----Green Bay channel 5 CBS
WLUK-----Green Bay channel 11 FOX
WGBA-----Green Bay channel 26 NBC

- B. If the weather should turn ~~bad~~ during the day and buses are sent out early, an announcement of this effect will be made on the above radio stations. (revised 6-14-15)

LIBRARY

- A. The Library is available to all students. Each classroom has a designated day and time where students may check out library materials.
- B. Books are checked out from the library for a two-week period and are renewable for an additional two week period.
- C. Students are limited to two library items at one time and are responsible for those items they check out of the library. If a book is lost, the student will be charged the cost of replacement of that book.
- D. There are no fines for overdue books, but if items are not returned in a timely manner, library checkout privileges may be suspended.
- E. Library privileges may be taken away for inappropriate behavior in the library, disrespect towards the volunteers, or careless handling of materials.
- F. Parents or students who may have an objection to any materials in the library must complete a form entitled ~~Request for Reconsideration of Library Materials~~. These forms are found in the school office. Final determination for reconsideration of materials will rest with the Board of Christian Education.
- G. Copies of the School Library Bill of Rights and Book Selection Policy are on file in the school office. (revised 7-6-11)

ABUSED OR NEGLECTED CHILDREN

Any staff member who has reason to suspect child abuse or neglect shall report it as required by law. (accepted 6-26-96)

SEXUAL HARASSMENT

It is the policy of St. Paul Lutheran School to strictly prohibit any conduct which constitutes sexual harassment by an employee (teacher, worker, administrative personnel or staff) or non-employees (student, parent, vendor, visitor, etc.) and will take action against any person engaging in such conduct.

Sexual harassment means ~~unwelcome~~ sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when it is sufficiently severe, persistent, pervasive and objectively offensive that it can be said to deprive the victim of access to educational opportunities or benefits provided by the school or creates a hostile or abusive educational environment. Conduct is ~~unwelcome~~ when the victim being harassed did not solicit or incite it and regarded the conduct as undesirable or offensive. A person's mere acquiescence in or failure to complain about the conduct does not mean that the conduct is welcome.

Examples of conduct prohibited by this policy include, but are not limited to the following:

1. Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature.
2. Unwelcome verbal or physical conduct or displays of a sexual nature.
3. Pressures for sexual activities or sexual threats, demands, teasing or taunting.
4. Spreading of sexual rumors, sexual comments, name calling (verbal or written) of a sexual nature.
5. Sexual notes, cartoons, jokes, pictures or pornographic material.
6. Physical, verbal or psychological abuse based on body development or sexual characteristics.

This and similar conduct is offensive and inappropriate in the school setting. St. Paul Lutheran School will not tolerate any form of harassment based on sex or on an individual's gender, race, color, ethnicity, national origin, age, ancestry, or disability. Harassing conduct will give rise to disciplinary action.

Persons who believe that they have been subject to harassment or persons who have knowledge of violations of this policy should report the matter immediately to a teacher, the school principal, any member of the Board of Christian Education, or the pastor. These persons have been trained in handling complaints of harassment. All complaints of harassment will be investigated. The information obtained from the complaint and investigation will be shared on a need-to-know basis. Individual privacy will be protected to the extent possible. There will be no retaliation against anyone who in good faith makes a report regarding harassment or against any person who assists in an investigation.

After investigation of the incident, the school administrator or pastor will present the investigated incident to the Board of Christian Education which will decide the appropriate action to be taken in regards to the situation. This action could include termination of employment, termination of contract, termination of enrollment, or other appropriate disciplinary action. It is the responsibility of each employee and student to respect the rights of other employees, non-employees and students.

DANGEROUS WEAPONS/OBJECTS IN THE SCHOOL

It is the policy of the Board of Christian Education of St. Paul Lutheran School to prohibit the possession or use, the threatening of the use of, or the storage of a weapon, a look-alike weapon or a facsimile firearm on school property, in any school bus or vehicle, at any school activity, in any school facility, or while under supervising of school authorities.

Anyone, except those legally authorized to do so, found to be in possession of a weapon or look-alike weapon, or a firearm on school premises, which includes any school transportation facility, whether owned or contracted by the school district, before, during or after school or at any school-sponsored activity is subject to disciplinary and/or legal action.

An exception to this policy is made for items which otherwise might be classified as weapons which are brought or transported to school premises or to a school activity as part of a recognized activity for which the item is required, if permission is first obtained from the teacher and appropriate building administrator. Examples include, but are not limited to, guns used in a gun safety class, a look-alike gun which is used in a dramatic activity, a gun bayonet which is part of a history lesson, or a starting pistol used in a track athletic event.

Teachers should advise the appropriate building administrator beforehand of any activity or lesson necessitating the bringing of school materials such as those described in this policy.

Categories of Weapons

- A. A weapon is defined as any object that by its design, use or potential use could cause bodily harm or pain to other persons or could be used to intimidate persons or cause property damage. Weapons included but are not limited to firearms, whether loaded or unloaded and whether operational or not, look-alike weapons, facsimile firearms, knives razors, karate sticks, metal knuckles, num-chucks, stars, switch blade knives, butterfly knives, chains, clubs, and martial arts equipment, etc.
- B. A weapon may be an article or ordinary item designed for other purposes but which could easily be used to inflict bodily harm or property damage or intimidate other persons. Such articles include, but are not limited to, belts, combs, pens or pencils, files, compasses, scissors, electronic shocking equipment, hammers and axes, pocket or pen knives, letter openers, sprays, baseball bats, pins, etc.

2. Possession and Use of a Weapon

- A. Any person acting in an aggressive, belligerent, threatening or dangerous manner with any article in either of the categories listed in paragraph 1 shall be considered to be in possession of a weapon. Disciplinary action shall be taken.
- B. Any person using a weapon in a fight or altercation shall be considered a danger to others and to self and shall be subject to suspension, expulsion, or other appropriate disciplinary action.
- C. Any person in possession of a weapon may be in violation of federal, state, and local laws and regulations in addition to school policy and is subject to disciplinary action and possible referral to law enforcement authorities.

3. Confiscation of Articles Identified as Weapons

- A. School officials, as their professional judgment deems necessary to protect health, property, safety and/or well-being of others, shall confiscate any article previously identified as a weapon under Section 1 (a) of this policy. Such weapons shall be submitted to the appropriate law enforcement agency. Disciplinary action shall be taken.

4. Use of a Weapon or Attempted Use of a Weapon to Cause Injury

- A. Any person who causes injury to another person or attempts to cause injury or who threaten or intimidates another by use of a weapon as described in Paragraph 1 of this policy, whether intended or unintended, shall be subject to disciplinary and/or legal actions.
- B. The appropriate law-enforcement agency shall be notified of any injury caused by intentional use of a weapon to cause intimidation, injury, or death.

5. Penalty(s) for Violation of This Policy

- A. If any student is found to be in violation of this policy, he/she is subject to immediate suspension and possible expulsion. If expulsion from school is deemed to be the appropriate penalty for violation of this policy and the weapon at issue is a firearm as defined in 18 U.S.C. 921(a) (3), the expulsion shall be for a minimum period of one (1) year unless circumstances dictate a shorter period of time. The appropriate law enforcement agency will be notified.
- B. In accordance with the Guns-Free Schools Act, the Wisconsin Department of Public Instruction shall be notified of any violations of this policy and shall be given a description of the circumstances surrounding any such violation and resulting discipline. Such information shall include the name of the school where the violation was committed, the number of students expelled, and the types of weapons involved.

6. Disclaimer

If any part of this policy is held to be invalid under operation of the law, it shall not affect other parts of this policy which are in compliance with the law. (accepted 11-18-95)

THE FOLLOWING EXPANDED POLICIES ARE ON FILE IN THE SCHOOL OFFICE AND ARE AVAILABLE UPON REQUEST:

- 1. Student Records
- 2. Blood Borne Pathogens
- 3. School Library Bill of Rights/Request for Consideration of Library Materials
- 4. Crisis Intervention/Safety Management.

A FINAL WORD

We hope you have read this handbook carefully and relayed some of the information to your child(ren). Our rules, regulations, and policies are a guideline for our Christian coexistence. We pray that we can all cooperate and live in Christian harmony as we work together in bringing our children the most important gift we have to offer - an education with Christ as its center. We ask for God's continued blessing in this challenge.

PLEDGE ALLEGIANCE TO THE CROSS

I pledge allegiance to the cross, of our Lord Jesus Christ, and to the faith for which it stands, one Savior, King eternal, with mercy and grace for all.

SCHOOL SONG

St. Paul Lutheran
Hats off to thee
To our colors
Loyal will ever be
Firm and strong
United are we
Rah, rah, rah, rah
Rah, rah, rah, rah
Fight on to Victory

Hey you
Rah, rah
St. Paul Lutheran

Hey you
Rah, rah
St. Paul Lutheran

Hey you
Rah, rah
St. Paul Lutheran

GO
FIGHT
WIN

ST. PAUL LUTHERAN PRESCHOOL

OUR PHILOSOPHY

We believe that our preschool program should assist in the nurturing of the children enrolled. A young child needs to learn that he or she is a unique individual, created by God. We believe that the spiritual aspect of a young child's growth cannot be separated from his physical mental and social needs. In our Christian preschool, we hope to help the children grow in relationships towards themselves, others, God, and God's world. The preschool is an extension of St. Paul Lutheran Church and School, whose purpose is to proclaim God's saving love in Jesus.

OUR OBJECTIVES

The role of a Christian preschool is to satisfy the needs of its children in the following areas:

- 1. The need to trust*
 - a. the Lord's Will in all life situations*
 - b. his or her parents who love them*
 - c. his or her teachers who support the parents in their efforts*
- 2. The need to explore*
 - a. senses*
 - b. vocabulary*
 - c. capabilities*
 - d. environment*
 - e. creative abilities*
- 3. The need to live with others*
 - a. sharing*
 - b. taking turns*
 - c. coping with life*

In acknowledging these needs, the school will provide the child with a setting of consistency and stability. The child will develop an interest and joy in learning and feeling of security success and responsibility.

Your child is exposed each day to the love of Jesus through prayer and devotion. We encourage good manners and kindness to others.

OUR PROGRAM

We offer the young child a program with a wide variety of learning experiences. In a Christian atmosphere, the child is free to explore their environment and develop physically, spiritually, and intellectually in activities which allows them to be successful in whatever they attempt. A rich environment will include language arts reading curriculum, math curriculum, games, manipulative, computer, art, writing, Bible time, and much, much more. Each child will have opportunities to express themselves with various music and art activities. Also, each child will have a chance to share things about themselves on their scheduled snack day. This will also be the day for them to be my "Special Helper."

SCHEDULE

*There are two 3K classes that meet on Tuesday and Thursday. Both of these classes are held in the morning. One is from 8:00 until 10:00 and the other one meets from 10:30 until 12:30. The two 4K classes meet three mornings a week, Monday/Wednesday/Friday from 8:00 until 11:00 and the other class meets from 11:40 until 2:40. Our school conforms to the Manawa School District schedule. Please follow the calendar and listen to WDUX 92.7 OR WBAY ACTION 2 News for school delays and cancellations. **If there is a 2 hour delay, there will be NO preschool classes.***

ENROLLMENT

All children who are 3, 4, or 5 by September 1st, and are toilet trained, are eligible for enrollment. Class sizes are limited. There is a non-refundable enrollment fee to sign up your child up for 3K preschool and 4K preschool.

EDUCATION FEES

The Education Fees for your child will be set by the school board and is paid in the office. Please see the office for exact payment types and amounts.

PARENT INFORMATION

Folders for Money and Notes

Your child will be bringing a folder back and forth from school each day. Please return it to school in their backpack. This is our way of communication. I am often too busy to say everything that needs to be said in the short time of drop off and pick up. Please feel free to place notes in the folder and I will do the same. All money should be placed in the pocket with your child's name and the purpose of the money. I will go through them each day to check for notes, money, book orders, etc. Make sure you check the backpack each day. Your child will be excited to share things they may have done and always smile and complement them on their efforts.

Communication

*Please use **FastDirect** for communications. If you need to contact me during the day please call school and leave a message with the secretary. She will get a message to me. You may also call/text my cell phone anytime in the evening and leave a message. I will then return your call ASAP. If it is not pressing you may leave an email. I do not check it daily but, I will try to stay on top of it. ☺ (Please, get a password for **FastDirect** from the office so you may set up your account.)*

School number: 920-596-2815

Cell phone number: 920-407-0191

Email: rgries@wolfnet.net

What time should I arrive at School?

You may arrive 10 minutes prior to the start of school. Please enter through the school's main door. If your child takes the bus, they will enter through the gym doors and will walk the gym with their older siblings until 7:50.

May my child participate in the Breakfast Program?

Breakfast is offered at our school with the Hot Lunch Program. If your child is participating in this program they may eat prior to coming to the classroom. This area is supervised each day. The handling of your account is done through the school/church secretary.

Absence

If for any reason your child will not be attending school, please call the school office and leave a message with your name, child's name, and date of absence.

Sickness

If your child is sick and lethargic, please keep them home. We ask that students who have had a fever be fever free for 24 hours before returning to school. This 24 hour period is suggested for rashes, diarrhea, vomiting, lice, pink eye or other childhood diseases like the chicken pox.

Tardiness

I understand that there are instances when it is not possible to be here on time. However, please try so that we can begin our day together. Being late is disruptive to the rest of the class.

Dress Code

Dress and grooming should reflect good hygiene, washing, brushing teeth, etc. Other items to take note of are:

1. Clothing should be easily handled by the student. Clothing that is hard to get on and off for the toilet is undesirable.
2. Shorts are allowed during the months of September and May or other days with the permission of the Principal. Shorts must be of reasonable length, falling at mid-thigh (the point where the fingertips touch the thighs when arms are relaxed.)
3. If your child wears skirts please put a pair of shorts under the skirt.
4. Shoes must be worn at all times.
5. Hats, caps, and handkerchiefs are to be taken off and hung up by the coat rack.
6. Please do not let your child wear bare midriff shirts, strapless and/or backless outfits, clothing displaying obscenities, suggestive slogans, crime, violence, beer/alcohol, tobacco, or other drug designs is prohibited.
7. Spaghetti strap t-shirts and tank tops are acceptable only if another shirt is worn over or under so the shoulders are covered and the straps are at least 1" wide.

Change of Clothing

Accidents happen! If your child has an accident the clothes will be placed in a Ziploc bag in their backpack. Please make sure that an extra set of clothes is in the backpack at all times. The name of the child should be on the bag.

Weekly Newsletter

Every week I will be sending home a newsletter that will let you know what we are working on that week. Please help your child work on these skills at home. ☺

Monthly Calendar/"Snack" and "Show and Tell"

Each month I will send home a calendar with important upcoming events. Some items will be birthdays, snack person, singing for church, field trips, etc. The Snack/Show and Tell person will be my "Special Helper" for the day.

They may share something about themselves and have a "Show and Tell" time on that day. Please limit the "Show and Tell" to **1 item**. Check the calendar regularly for these important dates.

Please send a **healthy snack** for the whole class. I will be sure to put the number of students for your class on the calendar. Milk is provided (white or chocolate).

Classroom Party Helpers/Field Trips

- You may sign up to be a helper for parties if you wish to participate. We usually have a helper that comes to the party with some games and a craft. This helper will receive some of the Party Fund Money to help with the cost of the supplies. In addition we also have a helper that makes a healthy snack and a helper that makes a sweet treat. If this interests you, you may sign up for this day. A sign-up sheet is provided at Back to School Night and for a short time after that.
- We may be going on some field trips. If you would like to sign up for these watch the folders for slips coming home.

Playground Rules (4K students only... 3K does not have a recess outside)

- Shoes should be worn at all times due to stones on playground.
- Stones belong on the ground. Children are asked not to pick up stones to play with them.
- Three children may be on the tire swing at a time.
- No jumping off the swings.
- Up the stairs and down the slide.

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