

ST. PAUL'S LUTHERAN SCHOOL HANDBOOK FOR GRADES K-8

2022-2023 School Year



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About St. Paul's Lutheran School

Mission, Vision, Core Values, Purpose

Mission Statement

St. Paul's Lutheran School assists the families of our congregation, and also our community, by providing a Christ-centered education and training lifelong disciples of Christ.

Vision Statement

Partner. Prepare. Proclaim.

The vision of St. Paul's can be summed up in three words: **Partner. Prepare. Proclaim.** We aim to have a school that effectively **partners** with parents in the Christian education of their children. We strive to have a school that **prepares** students academically and spiritually. And finally, we desire to have a school that **proclaims** the saving message of Jesus Christ.

Core Values

Rooted in Scripture	Order
Growing in God's Grace	1. God
Working as for the Lord	2. Others
Striving for Academic Excellence	3. My education
Reflecting Jesus' Love	

Purpose

The purpose of St. Paul's Lutheran School is to share the gospel of Christ and to provide its students with a quality Christian education. God does not consider training in spiritual truths an option. In Proverbs 22:6 God promised through Solomon, "Train a child in the way he should go, and when he is old he will not turn from it." The primary responsibility for this training lies with parents. St. Paul's Lutheran School was established to assist parents with this training.

Our Christian education is not merely a teaching of "the three R's" plus religion. Religion permeates, influences, and gives true meaning to all subject areas that are taught.

It is God's will that the whole world knows of His love and mercy for all sinners. It is the plan of our school to share this knowledge with all children entrusted to its care. Trusting in God's promises that the Holy Spirit works in the hearts of hearers, we are confident that the primary goal of Christian education (to train God-fearing disciples of Christ) is achieved. In addition, we strive to achieve our secondary goal that all children will learn to use their talents in all academic branches.

History and Affiliation

St. Paul's Lutheran School is a ministry of St. Paul's Lutheran Church, which maintains a Lutheran Elementary School in order to carry out a program of unified Christian training and education for children in Preschool through Eighth Grade. St. Paul's Lutheran School has provided a quality, Christ-centered education since 1947.

St. Paul's is a member of the Huron Valley Lutheran High School Association. This association contains four elementary schools and ten churches in the southwest Detroit metro area. Most of our graduates continue their Christian education at Huron Valley Lutheran High School in Westland for grades 9-12. Some of our graduates choose to attend our ministerial prep school in Saginaw, Michigan Lutheran Seminary.

Our school is associated with the Wisconsin Evangelical Lutheran Synod (WELS), a body which has promoted Christian elementary schools for more than 150 years, and which has maintained its own college for the training of Christian teachers since 1884. Over 400 preschools, 350 elementary schools, and 20 high schools are affiliated with the WELS, which constitutes the 4th largest private school system in the United States. The schools are assisted by the synod's Commission on Lutheran Schools with regular curriculum evaluation, teacher supervision, and continuing education programs. It is gratifying to report that, on average, students attending WELS schools annually tend to outperform their peers by a considerable margin on national achievement tests. We humbly thank God for his blessing upon our schools. St. Paul's Lutheran School is proud to continue this rich tradition of academic excellence in the Livonia, Michigan community.

The curriculum of our school meets the requirements of the Michigan Department of Education and follows the guidelines of the Wisconsin Evangelical Lutheran Synod. We are an approved Nonpublic School by the Michigan Department of Education.

St. Paul's Lutheran School has been of "Fully Accredited" since 2006 by the WELSSA/NCPSA. Our most recent visiting team found that St. Paul's Lutheran School had over 95% of the 242 standards fully met. God has truly blessed us with an excellent school that prepares students for this life and the next.

Management and Supervision

St. Paul's Lutheran School is owned and operated by the members of St. Paul's Evangelical Lutheran Church. Control of the school rests in the Voters' Assembly of the congregation. To carry out the philosophy and objectives of the school, the Voters' Assembly has established the Board of Christian Education (BoCE). This board supervises all functions of the school. Major decisions are enacted only with the approval of the Board and the Voters' Assembly.

Pastors of St. Paul's Evangelical Lutheran Church are called by the congregation and are charged with the responsibility of watching over the spiritual welfare of the entire congregation. They are, therefore, vitally interested in the spiritual welfare of all students in our school. Our principal is called by the congregation to administer the daily functions of the school and to implement the policies of the Board of Christian Education and the Voters' Assembly. Our faculty consists of Lutheran teachers called by the congregation who are well-trained, experienced, and dedicated. The Board of Christian Education and the faculty strive to keep our school well-informed of the best developments in the field of education.

Statement of Faith

The mission of St. Paul's Lutheran School is very spiritual in nature. In addition to offering our high-quality preschool and elementary school education, we want every one of our students to learn more about God's Word

and Jesus Christ. At St. Paul's, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your child. Therefore, please read the following basic outline of what we at St. Paul's Lutheran School and the Wisconsin Evangelical Lutheran Synod believe and teach. It is important to us that you have a clear understanding of how we will spiritually serve your child with the truths of God's Word.

We believe...

The Bible is the true word of God. It clearly teaches all we need to know in order to have our eternal life. The Holy Spirit uses the Word of God to give and strengthen Christian faith; therefore, we want to hear, learn, and believe its message. (2 Peter 1:21, I Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39, Rom. 10:17)

There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called "Triune." These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us. (Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, I John 2:2, Romans 15:13)

At the beginning of time God created heaven and earth and all creatures. He did this in six regular days—he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God's special creation. (Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are spiritually dead. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds. (Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises. (John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)

Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay a price sufficient for everyone's sin. After rising from the dead, Jesus ascended into heaven. On the Last Day he will judge all the people who are still living and those whom he will raise from the dead. (I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only by faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God. (Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism. (Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. (Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)

Christians, empowered and guided by the Holy Spirit, will conform their lives to the Word and will of God, out of love and thanks to God for salvation and all blessings, and to witness their faith to others. (I Thessalonians. 4:7, Gal. 5:16, I Corinthians. 10:31, I Peter 2: 9-10)

Human life is the gift of a gracious God. Our life is a time of grace during which we have opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body. (Acts 17:25,26; Isaiah 55:6; 2 Corinthians 6:1,2; Psalm 31:15; Exodus 20:13; Psalm 139:13-16; Jeremiah 1:5)

Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is valid except in cases of fornication or desertion. The tendency to consider marriage as unimportant results in great harm to the family, the church, and the nation. (Genesis 2:18; Ephesians 5:24,25; Hebrews 13:4; Matthew 19:9; 1 Corinthians 7:15; Psalm 51:10)

God clearly teaches us to have compassion, love, kindness, respect, and dignity with others (Col 3:12-14). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of the Wisconsin Evangelical Lutheran Synod and St. Paul's Lutheran School.

God created human sexuality and gender at creation when he tells us that "male and female he created them" (Gen 1:27). These two distinct, complementary genders are God's design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender (Gen 1:26-27). Rejection of one's biological sex is a rejection of God's creative action and design for the individual (Psalm 139:13-14; Jeremiah 1:5).

God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5). We believe that any form of intimate sexual activity outside of God's prescribed marriage bond is sinful and offensive to God (I Cor 6:9-10; Heb 13:4).

God forgives all who confess and turn away from their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-20; 1 John 1:9).

If you would like more information regarding what we believe, please refer to the website of the Wisconsin Evangelical Lutheran Synod at www.wels.net.

By enrolling your son/daughter in our school, you understand that the aforementioned will be taught and you are giving us permission to spiritually serve your son/daughter in this way. It is also understood that your son/daughter is expected to worship with our campus family as we come together daily for devotion and weekly for chapel. How blessed we are to openly and boldly give thanks and praise to God as we worship him!

It is also understood that your son/daughter will abide by the Christian and moral standards as prescribed to us in God's Word and outlined in our school handbook. This handbook does not contractually bind the school in any way, and handbooks are subject to change without notice by the school's governing body.

Admissions, Enrollment, and Tuition

Enrollment Requirements

Parents who wish to enroll their children in St. Paul’s Lutheran School must be willing to fully entrust their children to the Lutheran education our school offers and subscribe to the following provisions:

1. Students must be five-years-old by September 1 to enroll in our kindergarten program. This follows Michigan state law.
2. In order to help protect students from the spread of infectious childhood diseases, all incoming preschool, kindergarten, and new students must show proof of immunization prior to the first day of school. Students previously enrolled in a Michigan public/parochial school will be allowed provisional enrollment subject to receipt of immunization records prior to the exclusion date (the fourth Friday in September). Minimum immunization requirements can be found at www.michigan.gov/mdch, your pediatrician’s office, or the school office. Waiver forms are only available through Wayne County.
3. All students (Preschool through 8th Grade) are required to enroll through TADS and complete a tuition agreement to setup payment.
4. All students are subject to a one semester probationary period and may at any time, after due consultation between the school principal and the Board of Christian Education, be placed at a more appropriate grade level or be released to another school.
5. All students are to participate in the total curriculum of the school, including religion courses, memory work, and the like.
6. To have a better understanding of the Bible truths the children are learning on a daily basis and to provide an opportunity to ask questions about the scriptural teachings their children are receiving, all non-congregational member parents are required to attend an “Introduction to Lutheranism” session during the first year in which their children are enrolled. A Bible Information Class is offered several times per year for those who are interested in learning more about Lutheran teaching and/or pursuing membership.

Enrollment Policy

The Board of Christian Education admits children to St. Paul’s Lutheran School in the following order:

1. Children of families who are members of St. Paul’s congregation, who are willing to partner in Christian education, and who are willing to support the school and church according to their God-given means.
2. Children of families who are members of congregations in fellowship with St. Paul’s, whose families are willing to pay the current tuition rates.
3. Non-WELS families with no church home, who are willing to partner in Christian education. These families must be willing to pay the current tuition rates and may enroll their children as space is available.
4. Non-WELS families who already have a church home, who are willing to partner in Christian education. These families must be willing to pay the current tuition rates and may enroll their children as space is available.

Non-Discrimination Policy

St. Paul's Lutheran School admits students of any race, color, national, and ethnic origin. Students are entitled 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, national, and ethnic origin in the administration of its educational policies, admissions policies, and all school-administered programs.

Children of non-congregational members may be asked to leave in any given year when the number of congregational member students enrolled exceeds our capacity.

Standards for Evaluating Prospective and Enrolled Students

We want our school to be "a good fit" for all involved, including the child, the parents, the teacher, and the other students. When considering enrollment the BoCE will evaluate students using the following standards:

A. Spiritual Considerations

- Spiritual commitment of parents and student.
- Willingness of parents and student to be supportive of the school's Lutheran philosophy of education.
- Willingness of parents and student to support the administration and faculty in carrying out the goals and programs of the school.

B. Behavioral Considerations

- History of acceptable citizenship in previous school experience.
- Agreement of student to abide by the behavior standards established by the school.

C. Academic Considerations

- Documented record of acceptable grades in previous school experience.
- Acceptable scores on achievement tests.

D. Personal Considerations

- Student's special interests, talents, and skills.

Enrollment Process

1. VISIT AND LEARN

- a. Learn about our school from the website and call to schedule a campus tour where you can meet St. Paul's principal and teachers and discuss our academic programs.
- b. Read the handbook, the enrollment policy, and the tuition schedule.

2. APPLY

- a. Complete the enrollment application for St. Paul's Lutheran School. Be sure to include a copy of a birth certificate and a copy of your up-to-date immunization record (or up-to-date waiver).
- b. For transfer students, evidence of satisfactory scholastic and health records must be provided, such as final report card and test scores. A teacher recommendation form may also be required.

3. INTERVIEW AND RECOMMENDATION

- a. Following receipt of the application, a visit will be scheduled with the principal to discuss the school policies and procedures in more detail. The prospective student will also attend to spend some time with the classroom teacher. A placement test may also be requested by the principal.
- b. Since the school is an extension of the church, the pastor may also schedule a visit to discuss the church and the doctrine of the WELS.

- c. The St. Paul's Lutheran School Board of Christian Education will consider your application with a recommendation from the principal, teacher, and pastor.
- d. You will be notified by the principal of the Board of Christian Education's decision.

4. ADMISSION

- a. Upon acceptance, complete all enrollment forms online through TADS within 5 business days.
- b. Enrollment will be considered complete when these forms are received. Further instructions and school information will be shared at Enrollment Day in early August.

TADS Tuition Management

St. Paul's partners with TADS, a third-party tuition management company, to assist us in the enrollment, financial aid, and tuition management processes. Partnering with a third party for tuition management allows St. Paul's to keep its primary focus on education rather than administration. Our relationship with TADS also allows families to complete enrollment quickly, and it provides parents with more payment options and methods of payment than we could offer in-house. TADS is also used to collect some fees (e.g. after school care, lunches, etc). All parents are required to set up an online tuition agreement for payment with TADS.

TADS charges a \$50 (per family) fee to manage tuition payments in 10 installments (August-May). Families may use TADS for free if full tuition is paid in 1 or 2 installments. Returning families are expected to complete their enrollment, agreements, and financial aid each year by the specified deadline. **All returning families must be current on their payments to TADS before enrolling for the next year.**

All accounts (library, hot lunch, after school care, field trips, etc.) not paid by the end of the school year will be billed through TADS and due on June 15th.

Cost of Education

We are so blessed at St. Paul's that we have a school that allows the church to partner with parents in carrying out the Lord's instruction! It is the goal of the BoCE and St. Paul's Lutheran Church to make our LES affordable and accessible to all church and community families. As wise stewards of God's blessings, we have a responsibility to continue to evaluate the cost of education and ensure that Parent's Portion (tuition) amounts reflect current costs. Total Cost of Education will be calculated and adjusted annually using a 3-year average cost. This total Cost of Education will be divided by a 3-year average student enrollment (K-8) with the final year being the expected enrollment in the coming school year. The **Cost of Education is currently \$6,815.00 per student.**

Parent's Portion (Tuition)

Our school is a wonderful blessing God has given us to share his gospel message with his little lambs. As you are aware, there is a cost to operate our school which is why tuition is charged. All community families will start St. Paul's at the full tuition rate. When families complete Bible Information Class and the application for church membership has been approved, then the St. Paul's Parent's Portion rates can be applied the following school year.

St. Paul's Lutheran Church Family Members

Parent's Portion for St. Paul's church members (33% cost)*. In addition to the Parent's Portion, members of St. Paul's give regular thank offerings to their Lord out of love for what Jesus has done for them.

First Child	Second Child	Third Child	Fourth Child
\$2,249	\$1,912	\$1,574	\$560

* The BOCE and St. Paul's church family have made a commitment that "No St. Paul's church member child should be denied a quality Christian education because of economic reasons." Financial Aid is available for all St. Paul's church member families following the guidelines in the St. Paul's Financial Aid policy. For more information please speak to the BoCE chairman or principal.

Members of Other Area WELS Churches

Parent's Portion for Other WELS church members in good standing with their home congregation (50% cost)*:

First Child	Second Child	Third Child	Fourth Child
\$3,408	\$2,840	\$2,269	\$560

* Financial aid is typically not available for members of other WELS churches. We ask that if financial help is needed, they *first* go to their home congregation and see what policies or options might be available to them.

All Other Community Students

Parent's Portion for all other Community families:

First Child	Second Child	Third Child	Fourth Child
\$6,815	\$5,564	\$4,313	\$560

* Financial aid is typically not available for non-members. Maybe you have been looking for a church home or have been thinking about learning more about our church family. Please consider talking with one of the Pastors or Principal to see if becoming a member of the St. Paul's church family is right for you.

Financial Aid Policy

What is Financial Aid

At St. Paul's Lutheran School, financial aid takes the form of a grant and does not need to be repaid. The reduction in rate is covered by the members of St. Paul's church and the St. Paul's Foundation.

Aid is considered *Need Based* and is only available to members of St. Paul's Lutheran Church with students entering kindergarten through 8th grade.

The Board of Christian Education administers the Financial Aid Policy for St. Paul's Lutheran School. Each year the Board will budget a designated amount of funds to be used for financial aid and will solicit special gifts for the "St. Paul's LES Financial Aid Fund."

The Board of Christian Education uses a financial aid selection process that strives to remove subjectivity to the award. TADS provides a framework through which households' need can be measured fairly and equitably. Recommendations from TADS are used by the Board in accordance with its policies to help determine the awarded amount. The process involves assessing the needs of the family, the financial capability of the family, and the spiritual concerns of the family. This is a difficult process and requires the utmost discretion of the Board.

St. Paul's members can be awarded grants up to 75% of the total Net Charges (tuition, Parent's Portion, and fees) per student. Any member family needing more than the awarded grant may be considered on a case-by-case basis but will need to meet individually with the Principal, Pastors, and/or Board of Christian Education Chairman.

Financial Aid Application Process

Families wishing to apply for financial aid must complete the application before the deadline (usually May 15). The deadline will be announced each year. Families must apply for financial aid by requesting a link from the school principal and clicking the TADS application link. There is a nonrefundable \$45.00 fee to complete the financial aid form, and this fee is collected by our tuition management company.

All financial aid information is kept strictly confidential, and we expect families receiving financial aid to respect the confidentiality of the process.

Required Documentation

The following documents are required to support all financial aid requests. Any missing documents will impact the quality of the submission and could impact the amount of financial aid awarded. TADS documentation quality status must be at "Good" in order to proceed with request.

- Most recently filed federal taxes
- Most recent W-2's received by all Parents/Guardians listed on application
- Recent pay stubs of jobs that Parents/Guardians currently hold
- All documentation that establishes how much miscellaneous monthly or yearly income you currently receive (i.e. welfare, food stamps, unemployment, workers' compensation)
- All corporate, partnership and trust tax forms, if a Parent/Guardian owns 20% or more interest in a corporation or partnership or if any member of the household owns 20% or more interest in a trust
- Other documentation (recent utility bills, daycare expense, etc.,) may be required.

Communication Between School and Home

Communication between school and home is key in the operation of our school. To keep parents and students informed concerning activities and events happening at St. Paul's, several forms of communication are used.

Charger News (school newsletter)

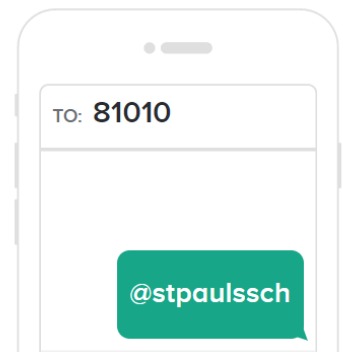
St. Paul's makes use of Mailchimp to send out a weekly school newsletter. The Charger News is emailed to all school families. Please be sure to read it each Wednesday. Wednesday is also the day when any paper copies (e.g. permission slips, order forms, etc.) will normally be sent home.

Emails from Office or Principal

Updates, reminders, and special messages are sent out by email to all our school families. If we don't have your up-to-date email address, please contact the school office.

Text Message Updates

St. Paul's uses [Remind.com](https://www.remind.com) to send free text messages to our school families. This is used for whole school notifications (e.g. school closures) and for emergency situations (i.e. power outage, lockdown, etc.). For the safety of your children, all families are required to join this Remind group. To join the group text **@stpaulssch** to **81010**. To receive messages via email, click this link: <https://www.remind.com/join/stpaulssch>



Classroom Communications

Classroom teachers will provide weekly communication with the parents of their students. The form of communication may vary from classroom to classroom (i.e. email, newsletter, Gradelink message, Remind group). At the beginning of each school year, each teacher will share with the parents of their students how and when communication will happen during the school year. We also have the advantage of seeing each other regularly at drop-off and pick-up times. Please seize these opportunities to check in with your child's teacher.

Questions or Concerns

If and when a question or issue arises, God asks us to speak to the individual(s) directly involved instead of sharing our concerns with others (Matthew 18:15-17). We are also encouraged in God's Word to speak in a loving manner to each other (Ephesians 4:15). Discussion of your concerns or questions about our school without including the teacher and principal will not be productive.

Parents with questions and concerns about their child's classroom should speak to their child's teacher first. In this way you will alert the teacher to a problem of which they may not be aware or you can receive clarification from the teacher. Questions and concerns are to be brought individually and **not via group action or social media**. If, after speaking to your child's teacher, you would like to also speak to the principal along with the teacher, please feel free to do so. If you feel the need to discuss the matter further, one of our pastors and/or the Board of Christian Education chairman can be brought into the conversation as well.

Parents having questions with regard to the established policies or their implementation may bring such questions to the Board of Christian Education through the principal, pastor, or another board member.

Teaching the Whole Child

A school curriculum consists of everything a student experiences through the school. Our curriculum provides (as much as is possible within the limits of the school) for the total needs of every child (spiritual, mental, physical, and social). The course of study as outlined by the State of Michigan and the course of study for the Lutheran Elementary Schools of the Wisconsin Evangelical Lutheran Synod, serve as guides for the goals, methods, and content of our instruction. Our school is exemplary accredited by WELSSA and NCPSA.

Curriculum

The students receive instruction in all subjects required by the Michigan Department of Education. Teachers strive to integrate God's Word into all subject matter. The faculty continues to maintain current methodology and pedagogy of educating students for their lives today and for eternity through ongoing workshops, in-service trainings, conferences, and continued education. The various subjects are taught under the following topics:

Religion

Bible History
Catechism
Hymnology
Christian Doctrine
Memory Work

Language Arts

Reading/Literature
Oral Language
Phonics
Spelling
English
Writing

Science

General Science
Physical Science
Life Science
Earth Science

Mathematics

General Math
Pre-Algebra
Algebra I (*advanced 8th grade*)

Physical Education

Fitness & Health
Cooperative Play
Sports Skills

Foreign Language

Spanish (*5th-8th grade*)

Social Studies

Geography
Michigan State History
World History
U.S. History
Current Events

The Arts

Music/Choir
Drama
Art History/Visual Art
Band (optional)
Piano (optional)

Technology

Keyboarding
Software Applications
Cloud Computing
Internet Safety

School Chapel and Singing

Our school encourages students to come to the Lord's house at every opportunity. *"I rejoiced with those who said to me, let us go to the house of the Lord"* (Psalm 122:1). Weekly, students participate in a chapel service. The services are intended to deepen their appreciation of worship and to help acquaint them with the function and purpose of worship. Parents are invited to attend these services with us each Friday. An offering is taken to support special mission projects selected by the staff.

As a part of our music curriculum, the students prepare worship songs to enhance our church services (about 4-6 times per year, depending on the age of the student). Usually these are Sunday Services, but some of the singing dates fall on special mid-week services. All students are expected to attend these service dates. Parents are welcomed and encouraged to attend these services with their children too. Singing dates and times will be shared with families in the beginning of the year, and reminders will be in the Charger Chronicle.

Homework

Homework assignments are important for reinforcing concepts taught in the classroom, providing practice for mastery of skills, and giving parents an opportunity to participate in their child's academic growth. Time is provided during the school day for students to complete a portion of their assignments. Homework provides students with an opportunity to develop responsibility, independence, and time management skills.

Homework in grades K-2, with the exception of committing Bible verses to memory, will generally take 15-30 minutes. 3rd-4th graders can expect to have about 15-45 mins of homework. 5th-8th graders can expect to have about 30-60 mins of homework. If your child consistently has more homework than these averages, please speak with your child's teacher to discuss if the extra homework is due to not understanding the lessons or a lack of focus on school work during the day.

Late Work (Pink Slip Policy)

If a student in **grades 3-8** has a late or incomplete assignment, a note (pink slip) will be sent home that day by the teacher. This note should be signed by the parent when he/she has seen the completed assignment. Both the note and the completed assignment *must* be returned the next day. If the note and/or the assignment are not returned, the student will receive a second note. When the third note is given in a quarter, the student will need to serve a detention. After-school detentions will begin at 3:15 P.M. and end at 4:00 P.M. At 4:00 P.M. the child will either be dismissed to go home or go to after school care. For the rest of the quarter, any late assignment will result in a detention. Repeated delinquency in completing assignments may result in suspension from extra-curricular activities. Each student will receive a clean slate for late assignments at the beginning of each quarter.

The parent is responsible for making arrangements to have the student picked up promptly at 4 P.M. after the detention is served. After-school detentions will be supervised by one of our teachers. Frequent detentions will be brought to the attention of the principal and to the Board of Christian Education to determine if further disciplinary action is needed.

This discipline, God willing, will have the benefit that God describes in Hebrews 12:11: *"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."*

Assignments from Absences

Teachers are not expected to create curriculum, remediate missed instruction, or prepare coursework for students missing school for a planned absence. Assignments for students who were sick should be picked up before the student returns and completed as soon as possible. If a student is having trouble getting these assignments completed in a timely manner, they may be required to work during recess or after school to get the work completed.

Family Devotions

We encourage all school families to conduct devotions in their homes. The staff will be happy to help you get started with materials. The church library also has devotional materials which can be checked out for your use.

Books and Supplies

All of the school textbooks and workbooks are supplied by the school. Students are required to cover all hard-cover books. If any textbook shows more than normal use at the close of the school year, fines may be assessed.

The book fee includes the use and replacement of textbooks, general school supplies, student activities, physical education, art, music, library, and technology. It is also through these funds that the curriculum is kept up-to-date and the children are provided with all the items necessary for a total Christian education.

Report Cards and Gradelink

Report cards are issued quarterly to inform parents of the academic progress of their child. Students in **grades 1-8** will receive a mid-term progress report in addition to the quarterly report. The following grading system is used in our school:

PERCENT	GRADE		The following scale is used for overall conduct:
100	A+		E Excellent
99-95	A	(Excellent)	G Good
94-93	A-		S Satisfactory
92-91	B+		N Needs Improvement
90-87	B	(Good)	
86-85	B-		The following scale is used for conduct subgrades:
84-83	C+		+ Exceeds Expectations
82-79	C	(Average)	* Meets Expectations
78-77	C-		- Area for Improvement
76-75	D+		
74-72	D	(Below Average)	
71-70	D-		
Below 70	F	(Failure)	
	I	(Incomplete)	

If a child receives any grade alarmingly below his or her level of capability, the parent should make an appointment with the teacher(s) to discuss the child’s problem. Mid-term and quarterly report cards should be examined and discussed with your child. After signing the report card envelope, please return it within one week after the issuing date.

The 1st-8th grade teachers at St. Paul’s use Gradelink for online gradebook and report cards. Parents can login to their account to see their child’s grades at any time during the grading period. For parents to logon they need to go to <https://secure.gradelink.com/gradelink> with school ID: 2264 and enter their username and password. It is important that parents look at their child’s grades frequently. Gradelink is one of the communication tools that allows parents and teachers partner in education. Older students will also have a Gradelink login so they can view their grades and further own their learning. It is important that the students and parents remember their usernames and passwords and children have separate accounts. Please contact the school office if you have difficulty logging in to Gradelink.

Standardized Testing

A comprehensive testing program of achievement is maintained (currently MAP Growth) to continually measure the growth of students and the effectiveness of our educational program. These tests are administered three times per school year to grades 1-8.

Parent/Teacher Conferences

The parent/teacher conference is a formal means that is used in our school to bring about better understanding and cooperation between the home and school. **At the end of the 1st quarter, parents are required to attend a scheduled private conference with the homeroom teacher to discuss the child's progress and achievement at school.** Optional parent/teacher conferences are offered at the end of the 2nd and 3rd quarters. Other conferences may be scheduled by the parents or teachers as needed throughout the year when there are academic or behavioral concerns.

Parents who would like to meet with any of their child's other teachers should schedule a separate conference to discuss specifics related to those courses (e.g. pastor for confirmation class).

Special Needs

After any initial diagnostic testing, the school will make arrangements for further intervention or classroom accommodations for a child if necessary. St. Paul's may not be equipped to meet every special need.

School Policies

School Hours and Before and After School Care

The hours of operation are 8:00 A.M.-3:00 P.M. The school doors will be opened at 7:15 A.M. Students should be picked up by 3:15 P.M. unless arrangements have been previously made with a teacher. **Students are not allowed in the gym after school unless they are in after school care or a sports practice.**

We provide a before-school and after-school childcare program for our families. The scheduled morning hour drop-off time is 7:15-7:45 A.M. After-school care runs from 3:15-5:30 P.M.

The morning session is a “study hall” under the supervision of a teacher. Students arriving before 7:45 A.M. are expected to go directly to this morning session “study hall” upon their arrival at school. There is no charge for this morning session.

The afternoon session is a licensed, school-age child care program which is supervised by a caregiver. Students not picked up by 3:15 P.M. will be sent to after school care, and your TADS account will be charged accordingly. The current rate is \$5/student per hour.

After School Playground Use

Children may only be on the playground after school if they are supervised by an adult. Please walk or drive your child over to the playground so that they do not run across the parking lot. **Parent-supervised students must exit the playground by 3:30pm.** From 3:30-5:30pm the playground is reserved for students who are in our paid, supervised, licensed child care program.

Drop Off and Pick Up Procedures

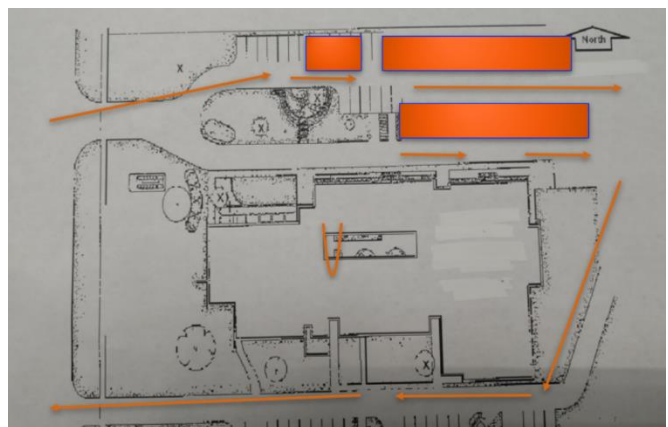
The safety of our students while they are being dropped off before school and picked up after school is of utmost importance to us. The following procedures will be followed to help ensure orderly drop-off, pick-up, and our students’ safety.

Drop-Off

- Please enter campus by the North driveway. Back into spaces on the North side. Pull forward into the spaces in the middle. Younger students should be walked into the building. Please drive around the school and exit campus by the South driveway.

Pick-Up

- The school day is over at 3:00 PM. At this time, the teachers will walk their students out to the front of school. The students will stand along the sidewalk and wait for their parents to arrive.
- There are many cars entering and leaving the parking lot between 3:00 and 3:15. Please drive very slowly through the parking lot and look carefully for students before moving your vehicle.
- When children are dismissed they will be only released into the custody of the child’s legal guardian or with another adult for whom the school has received advanced written authorization.
- Students that have not been picked up by 3:15 PM will be signed into After School Care.



Animals on Campus

While pets such as dogs can bring much enjoyment, they can also pose a threat to the safety of our students when brought on our campus. The unfamiliar environment and excitement of children can cause them to act in ways they do not normally act. For this reason, pets should never be brought out of vehicles unless a special arrangement has been made with a teacher where the pet is a part of a learning experience in a classroom. In such cases, leashed or caged pets must be escorted by an adult owner.

Bus Service

Bus transportation is available for all residents in the Livonia Public School district (this may include some residents of Westland) through the Livonia Public Schools. All routes and schedules are determined by Livonia Public Schools and are usually mailed to each family prior to the opening day of school. If school is in session when buses are not running, parents need to make alternate transportation arrangements so their children can attend. Conduct becoming a child of God is expected from all children who make use of this service. A list of rules is given to each child at the beginning of the year, and our students are expected to follow them. If it becomes necessary for the bus driver to talk to the school office regarding the behavior of a student or students, that will constitute a warning and the parents will be informed. A written referral from the driver, after a verbal warning, will result in the dismissal of the child(ren) from the bus for a one (1) week period. A second referral will result in a two-week dismissal. A third referral will result in no bus service for the rest of the semester (this automatically means the second semester if the referral takes place less than 3 weeks before the 2nd semester begins). **Bus passes may be given only if Mrs. Haines has a letter from parents stating the date the pass is needed, bus number, and bus stop location.**

Attendance (Absences & Tardies)

The laws of Michigan require students to attend school whenever it is in session. Parents are to notify the school before 8:00 AM on each day their child is sick. The school office number is (734)421-9022 or you may email eevenson@stpaulslivonia.org. It is important to notify the school office, so we know that your child is safe.

We understand that events may happen in the morning that may cause your child to be late for school. However, please make every effort to make these occurrences the exception and not the norm. Tardies do not start your child's day off on the right foot, plus they are usually walking in late for the most important subject of the day, God's Word. School doors will be locked at 8:40 AM, and you will need to use your PIN to gain access. Students arriving after this time must be accompanied into school by a parent/guardian and check in with the school office before going to their classroom.

The absence of a student from a class or lesson can never truly be made up and should be avoided when possible. Responsibility for making up assignments rests with the student. Parents may communicate with the classroom teacher about a plan to make up assignments.

If a student is absent from school due to illness, they are not allowed to participate in after school activities on that same day (i.e. sports, social events). **Students must be fever/diarrhea/vomit-free for at least 24 hours before returning to school.**

If a student becomes ill during the day, the teacher or student will call the parents so that the child may go home. If parents can't be reached, the emergency contact person will then be notified so the child can be picked up.

Please make appointments with doctors, dentists, etc., outside of school time. When this is not possible, the teacher should be notified by the student's parents or guardian at least one day in advance via a written note,

email, or text message. This notification should state the reason for the absence, the time the student is to be excused, and if and when the student will be returning before the end of the school day.

There are about 30 non-school days, not including weekends, during the school year and about 90 days of summer vacation. Please avoid taking your child out of school for a vacation. This helps the child stay current with classwork and assignments. It also aids the teachers in preparation, presenting of class material, and the correcting of assignments.

Absences will be dealt with in the following manner:

When a student is absent for 10 days or receives 10 tardies per semester, the principal will communicate with the parents to determine the circumstances surrounding the absences/tardies and determine if further action is necessary.

When a student is absent for 15 days or receives 15 tardies per semester, the parents will receive a letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must submit a written statement explaining the reason for the absences and/or tardies.

When a student is absent for 20 days or receives 20 tardies per semester, the matter will be brought to the Board of Christian Education and they will determine if further action is needed. (i.e. retention, expulsion, or referral to the court.)

EXCUSES FOR RECESS, PHYSICAL EDUCATION, OR ABSENCES

If a child cannot participate in recess or physical education because of injury or some other valid reason, communication from a parent must be given to the teacher. If no communication is presented to the teacher, the child will be expected to participate.

Field Trips

Field trips are planned during the year to enrich the educational experiences for the children. Each student is expected to attend such trips as part of the regular school day. Each student must obtain parental approval via a signed permission slip for each activity. Use of electronic devices and cell phones during field trips by the students is up to the discretion of the teacher and must have the teacher's approval prior to each field trip.

To ensure the safety of our students, each parent driving on a field trip must provide a copy of his/her driver's license and proof of auto insurance (for safety purposes). Copies of these documents can be made in the school office. Due to a change in state law regarding car seat requirements, car seats must be provided by the parents for their child. Children must be 8 years old or over 4 foot 9 inches tall to be exempt from the car seat requirement. Children will not be allowed to go on the field trip if this requirement is not met. Parents are urged to assist teachers on these trips as drivers and/or chaperones.

Emergency Closings

If it becomes necessary to close school early, parents will be notified by Remind and email as soon as possible. If there is severe weather and our local school district (Livonia Public Schools) closes or calls off school, St. Paul's will do the same. **If Livonia Public Schools are closed, so is St. Paul's. St. Paul's will be listed separately, and you will be contacted through Remind. If St. Paul's does not have school, all extracurricular activities are canceled for that day.**

Medication at School

The State of Michigan has established laws relating to the dispensing of medication to a student during school hours. The school office cannot give out any type of prescribed medication without signed authorization. If a medication is sent from home and must be taken during the day by the student, the teacher must be made aware of this via a note from the parent. Prescription medication must be accompanied by a doctor's note with detailed instructions for its administration. Over-the-counter medication must be authorized by a parent. All such medications will be stored in the school office and will only be dispensed by the school secretary or her designate.

Dress Code

I Corinthians 10:23-31 – “Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others...So whether you eat or drink or whatever you do, do it all for the glory of God.”

Although most matters of appearance are allowed according to Christian freedom, we need to use that freedom wisely so as not to give offense or appear to be “of the world.” A St. Paul’s Lutheran School student should wear clothing consistent with Christian values and appropriate for the school activity. A student’s manner of dress and grooming should not be a distraction within the learning environment.

Parents are to monitor their child(ren)’s attire. If you question the appropriateness of the clothing, it is probably something that should not be worn to school. Quite often, fads and styles do not reflect Christian values and may even be offensive. In order to aid you, the faculty and BoCE have developed the following guidelines for dress at school, sporting events, and school-related activities:

Allowed

1. All clothing should be in good repair, clean, modest, and free of holes or tears that would reveal skin or undergarments. Clothing should be appropriate for the weather conditions, such as winter boots or hats. **If your child does not have proper outdoor clothing they may be asked to stay inside or to stay on the blacktop only.** During inclement weather (raining or below 15 degrees) students will normally stay inside.
2. **Shirts:** Tshirts, polo shirts, sweaters, and hoodies are allowed. Sleeveless, hemmed tops are allowed during athletic activities as long as undergarments are covered.
3. **Shorts, Skirts, and Dresses:** These should cover half the distance from the top of the inseam to the knee. Shorts may be worn during the months of August, September, October, April and May as well as for athletic activities.
4. **Pants:** Jeans, khakis, or athletic pants may be worn. Leggings, spandex, or yoga pants may be worn, but students in grades 3-8 are required to have the seat of the pants completely covered with shorts, skirt, or a long shirt.
5. **Shoes:** Dress shoes or tennis shoes must be fully enclosed. A separate pair of non-marking gym shoes is also required. During winter months students must have a different pair of boots/shoes that are worn outside than inside.
6. **Ornamentation:** Hair should be clean and well-groomed. Ear piercings should not pose a distraction or safety concern. Makeup should be modest. Perfume, body spray, or hair spray is allowed when it is applied at home.

Not Allowed

1. Clothing that promotes values, characters, individuals/groups, or sayings that could be deemed questionable according to God's Word. Watch out for hidden meanings or double meanings.
2. Clothing that promotes drugs, alcohol, or tobacco.
3. Sunglasses, hoods, jackets, and hats will be removed when indoors.
4. Flannel pants or pajama pants.
5. Any writing or logos on the seat of pants/shorts.
6. Overly tight-fitting shorts, pants, skirts, or tops for students in grades 3-8.
7. See-through clothing or low-cut apparel.

Since the dress code is subjective in nature, the teachers and principal reserve the right to use their discretion in judging the appropriateness of student dress and appearance. Any infractions will be explained to the student, and parents will be notified by the classroom teacher. Continued infractions will result in a call to the parents to have the student picked up, a change of clothes provided, or a meeting of the parent(s) with the teacher and principal.

For the sake of order, when there are differences of opinion concerning dress, the judgment of the teachers, staff, and principal will be respected.

Christian Code of Conduct

God's Word is the guide for acceptable behavior in our school. God's Word is divided into two chief parts. The Law shows us the seriousness of our sins and our desperate need for a Savior. The Gospel comforts us with the good news that Jesus lived God's Law perfectly in our place and took the punishment for our sins. It is the Gospel that motivates us to use all our talents and abilities faithfully (Colossians 3:17) and to show love and respect to others (1 John 4:19). Students are expected to conduct themselves as Christian young people at all times.

All students are expected to obey and show respect to those in authority. *"Obey your leaders and submit to their authority. They keep watch over you... Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."* Hebrews 13:17.

Students are also expected to be considerate, kind, and courteous toward each other at all times. Matthew 22:39 states, *"Love your neighbor as yourself."* 1 John 1:9-10 tells us, *"Anyone who claims to be in the light but hates his brother is still in the darkness. Whoever loves his brother lives in the light, and there is nothing in him to make him stumble."*

Our students must always remember that wherever they are, be it classroom, hallway, before or after school care, outside, gym, bus, at home, or at another school, they are to behave as children of God.

The statement of faith earlier in this handbook clarifies some parameters for acceptable behavior (c.f. WELS teachings on marriage, gender, and sexuality) and explains why this conduct is biblically required. Students and parents cannot knowingly and/or actively endorse, promote, advocate, or support practices or activities that are inconsistent with the doctrine and teaching of the Wisconsin Evangelical Lutheran Synod.

St. Paul's will not tolerate profanity, obscenity in word or action, dishonor to God and his Word, disrespect to the personnel of the school, or continued disobedience to the established policies of the school. The presence of

habitual behavior problems is not conducive to effective teaching-learning situations and will warrant disciplinary action, up to and including expulsion.

Discipline (Yellow Slip Policy) and Dismissal Procedures

No discipline seems pleasant at the time, but painful. Later, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11

Upon enrolling a child at St. Paul's Lutheran School, a parent gives the school the authority to carry out the disciplining of the child while attending school or any of its functions. Generally speaking, discipline is part of classroom management and is handled by the teacher. The exceptions to this are suspensions and expulsions, which involve the school principal and the Board of Christian Education. The parents can expect that teacher, principal, and Board of Christian Education will correct their children in the spirit of Christian love and concern.

Disciplining is carried out through proper application of law and gospel. We recognize the power of the law to control the sinful nature and prepare the heart for the gospel and the power of the gospel to change the heart to live a God-pleasing life.

The ultimate goal is to teach children how to be self-disciplined. When teachers discipline students, they are showing that they care for them too much to let them behave in a way that is not God-pleasing and want to take the time and effort to help them learn how to behave in a God-pleasing manner. This is done in partnership with the home. It is critical that school and home cooperate in helping the child learn self-discipline.

Most disciplinary actions will be administered by the classroom teacher or principal. If it is deemed necessary that corrective action is warranted, a yellow discipline slip will be sent home advising the parent of the misconduct that occurred. The slip must be signed by the parent and returned by the student the next day or a second yellow slip will be given. If a third or successive yellow slip is given within a quarterly marking period, a detention will be served. The slate will be wiped clean at the end of each quarter. Other corrective actions could include talking to the student, conferences with the student and parent, detentions (including immediate detentions), suspensions, or expulsion. Corporal punishment is not allowed.

Examples of behaviors that may result in a yellow slip include:

- Disrupting the learning environment during class
- Disrupting the learning environment during classroom transition
- Making fun of another student
- Failure to keep hands to himself/herself
- Failure to follow recess procedures
- Bad language
- Causing harm to another student
- Cheating
- Violating technology policy
- Outright disrespect

St. Paul's Lutheran School has the right to discipline or ask a student to withdraw for any lawful reason, but failure to comply with expected standards of conduct, whether on or off campus, will subject the student to potential disciplinary action, up to and including expulsion.

Suspension and Expulsion

In cases where stronger disciplinary action is necessary, the first offense shall require a suspension. A suspension is the removal of the student from the classroom for a period of one to five days for disciplinary reasons. The principal will ordinarily implement suspensions. When the student is suspended, work assigned during the suspension must still be completed on time. The Board of Christian Education will be advised of the suspension. The parents of the child will be required to communicate with the principal (and possibly the pastor or Board of Christian Education) prior to readmission. If the action is repeated, a longer suspension or immediate expulsion could result.

An expulsion is the removal of the student from the school for the remainder of the school year for disciplinary reasons. Expulsions are normally implemented by the Board of Christian Education. However, under certain circumstances, the principal may expel students. All such expulsions will be reviewed by the Board of Christian Education. Actions that violate the law will be reported to the proper authorities.

Causes for suspension include:

- Cheating
- Stealing
- Fighting
- Disrespect for authority
- Verbal, physical, or emotional abuse (including cyberbullying) towards students or faculty
- Possession or use of tobacco products at school
- Possession of pornographic materials
- Any willful damage to church or school property. (Student, parents or legal guardians are responsible to make restitution for damages.)
- Leaving campus without permission
- Repeated Yellow Slip infractions

Causes for expulsion include:

- Possession, use, or threat to use a weapon of any type
- Possession or use of narcotics, other drugs, or hallucinogens.
- Any assault or battery on school personnel.
- Sexual misconduct.

Appeal Process

If parents believe their child has been wrongfully accused and/or a consequence is too severe for an infraction, they may bring an appeal to the Board of Education. The parent must appeal in writing to the principal or the Board of Christian Education. The team shall meet at the earliest convenient time with all parties involved to consider the appeal. A Board of Education decision may be appealed to the congregation's Board of Elders.

Bullying

Definition: Bullying is a deliberate, repeated attempt to intimidate, embarrass, or harm another person, either with words or physical actions. Bullies use an imbalance of power to control or harm others.

Romans 12:10 reminds us, "Be devoted to one another in brotherly love. Honor one another above yourselves." It is the policy of St. Paul's Lutheran School to maintain a safe learning and work environment that is free from

bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity toward others. All forms of bullying are prohibited.

Bullying can take place in the school, on school property, during any school event off campus, or using a school device/online account. Bullying that occurs outside of school hours (i.e. over the Internet), yet causes a substantial disruption to the educational environment may also be subject to school disciplinary action.

Examples of bullying are as follows:

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sarcasm, inappropriate (violent, sexual, malicious, etc.) messages via any paper or digital medium.
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces, rude gestures, and initiating or forcing inappropriate touching
- Indirect: spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyberbullying
- Psychological: acts that instill a sense of fear, reluctance to attend school, or anxiety/distress

Raising Awareness:

- The principal will annually review the bullying policy with teachers. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs by closely supervising students on the campus, in the classrooms, playground, etc.
- Students will annually be educated on bullying issues.
- Students will understand that without reporting a bullying incident, the situation will not improve.
- Students will be trained each year that they can report suspected bullying verbally or in writing.

Reporting Process:

1. Any teacher that witnesses a suspected bullying incident shall address the matter immediately. The faculty/staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved immediately. Not all conflict constitutes bullying.
2. Any other person, including a student who is either a victim or witness of the bullying, is encouraged to report the conduct to their classroom teacher or supervising adult. Classroom teachers will inform these acts to the school principal.
3. If behavior meets criteria for bullying, the teacher will document a clear account of the incident, notify the principal, and contact the parents of both parties. The principal will conduct an investigation, and appropriate disciplinary action will be taken.
4. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Sexual Harassment and Misconduct

Sexual harassment and/or sexual misconduct will not be tolerated at St. Paul's Lutheran School. Our school is committed to providing a learning environment in which students are free from all forms of sexual harassment.

It is the responsibility of every teacher and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. St. Paul's Lutheran School prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

Definition of Sexual Harassment: Sexual harassment is unwelcome sexual advances, and/or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may become evident when the conduct has interfered with the individual's work and/or academic performance; or created an intimidating, hostile, or offensive learning environment.

Sexual misconduct may include, but is not limited to:

- Grabbing, touching, or patting
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes (written or digital)
- Unwanted flirtations or advances (written or digital)
- Graphic comments about an individual's body or dress (written or digital)
- Sexually degrading names

Child Abuse Reporting

The teachers and staff of St. Paul's Lutheran School are state mandated reporters of child abuse and neglect and must immediately report suspect or witnessed child abuse or neglect to Child Protective Services (CPS). The phone number for CPS is 1-855-444-3911.

Technology Acceptable Use Policy

Technology is a gift of God to use for the benefit of all. However, as is true with most gifts God has given, people can use them for God-pleasing or sinful purposes. Since this is true also of computers, tablets, and the Internet, a policy has been developed for students regarding the use of this technology. It is our desire that our students' experiences in using the Internet are God-pleasing and safe and that they promote educational excellence. St. Paul's Lutheran School provides each student in grades 1-8 with a Chromebook for school use. Students are able to access information on the Internet and use applications on these devices. This access is provided as a privilege to students—not as a right—to facilitate learning, to assist in conducting research, and to allow communication with others. Students must agree to act in a responsible, Christian manner when using these tools.

St. Paul's Lutheran School has taken precautions to restrict access to sites that are not God-pleasing. However, on a global network it is impossible to control all materials. It is imperative that parents and teachers teach their students about making God-pleasing decisions about the type of material accessed. St. Paul's Lutheran School reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. At any time, any of the computer administrators can review and/or delete any file from the network or device in order to maintain system integrity or to enforce this acceptable usage agreement. Inappropriate use of St. Paul's Lutheran School Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

Users should have no expectation of privacy regarding their use of St. Paul's Lutheran School property, network, and/or Internet access or files, including email. A more detailed Chromebook Agreement and Acceptable Use Pledge must be signed each school year by both students and parents in grades 5-8 before gaining access to their device.

Social Media Policy

The use of social media, such as Facebook, Twitter, chat rooms, etc., by students during school hours is strictly prohibited. Parents are encouraged to closely monitor their child's social media sites (Facebook, Twitter, Snapchat, Instagram, etc.). St. Paul's students and parents use of social media is to be appropriate, respectful, and Christian.

- Should a student or parent post derogatory comments about St. Paul's, its activities, or its faculty/staff; school disciplinary action may be taken.
- Should a student post personal or derogatory comments about another St. Paul's student, parents will be directed to discuss the situation with their child and the victim's family. In addition, school disciplinary action may be taken.

Social Media Guidelines

St. Paul's has adopted the following guidelines to aid parents and students with appropriate social media use:

1. Be responsible. It is every student's responsibility to use social media in a positive and God-pleasing way. Students will be held accountable for content they post online. Remember that if you share information, you are responsible for it. Even if you did not take the picture, make the comment or write the article, you are held responsible for sharing the information.
2. Use caution. Do not post or share the following:
 - a. Confidential or personal information about yourself or anyone else.
 - b. Passwords or login information.
 - c. Copyrighted items.
 - d. Photos or videos without permission.
3. Consider the Future. What you post online now will follow you forever. Do not post anything that you would not say or do in front of your parents, teachers, school administration, or future employers.
4. Be honest, thoughtful, and respectful. Avoid obscene or crude language, sexual comments, material related to alcohol, drugs or illegal behavior, discussions that are harmful to the reputation of others or the reputation of St. Paul's.
5. Accept social media invitations only from people that you know.
6. Cyberbullying is a serious offense. Avoid it and report cases that you see to parents, teachers and/or principal.
7. Have no expectation of privacy. St. Paul's has the right to review and inspect all forms of online communication.
8. Use privacy settings, but remember that even with the strictest privacy settings, your information can become public. Information that you delete is stored online indefinitely. Whatever you post online is public and permanent.

Telephone and Cell Phone Use

St. Paul's Lutheran School has the telephone number (734) 421-9022. Any necessary calls, reporting of absences, or conversations with teachers should be made prior to 8:00 am, Children will not be given permission to use the

office phone except in cases of schedule changes, detentions, or an emergency. Students are not to be asked to come to the phone during school hours except in emergencies.

Students are not encouraged to bring cell phones to school. **If it is necessary for a student to have a cell phone, it must be kept in the school office during the school day.** The student may pick up his/her cell phone at the end of the day but **may not use it on school grounds (including after school care) unless they have received permission from the teacher/supervisor.** If a cell phone is misused, the cell phone will be temporarily confiscated, and appropriate discipline will be administered.

Wearable technology, such as Apple watches, must be setup so that they cannot send or receive messages or phone calls during school. Otherwise they will need to be turned in to the school office like cell phones.

Lunches and Milk

Our school maintains a daily hot lunch program. The daily entrée will be listed on the monthly calendar. Assigned volunteers serve the meals for each of our hot lunch days. **Lunches cost \$5.00 per lunch, and extra orders of most main dishes are \$0.50 each. Meals eaten will be billed at the end of the month to your TADS account (or you can bring in a check).** Students should not bring cash to school for lunch. Students whose payments are behind by more than one month will not be allowed to order hot lunch until their account is paid in full.

If you prefer, children may bring a sack lunch from home and a snack to eat during the morning break; however, refrigeration storage for food that is brought from home is not available. It is your responsibility to ensure that perishable items have ice packs to keep them from spoiling. Microwaves are available for older students to warm up food brought from home.

Milk is available to be purchased on a yearly basis. Our school milk program is subsidized by the state government under the Michigan Department of Agriculture Special Milk Program solely for the benefit of the children. Pupils may order white or chocolate milk in half-pint quantities. Those desiring milk for their children should make their intentions known on enrollment day. The fee for milk is paid annually on enrollment day.

Prohibited/Unnecessary Items

For the sake of good order and safety, articles such as knives, guns, or any other dangerous weapons may not be brought to school. Drugs and alcohol are also prohibited.

Unnecessary items include, but are not limited to, gum, trading cards, pets, and toys. Hair dryers or any other electrical items are also not allowed. Students are not to bring toys to school and are strongly discouraged from bringing electronic devices such as mp3 players, radios, or handheld gaming devices. If there is a need to bring any electronic devices to school, they may not be used during the school day unless permission is granted by the supervising teacher. **The procedure for cell phone storage during the school day also applies to the storage of all other electronic devices as well (including field trip days).** The above listed items or any others deemed unnecessary by the teacher may be confiscated and handled at the teacher's discretion.

These and any other items brought from home that prove to be a distraction to students will be confiscated by the classroom teacher. The school reserves the right, when there is reasonable suspicion, to search students' desks and personal property. Consequences may follow under the discipline policy.

Lost and Found

A lost-and-found box is in the school. Since any articles left in the hall or found on the floor or in the locker rooms at the end of each day are placed in this box, students are advised to check here for missing items.

School Pictures

Individual student and class pictures will be taken by a professional photographer near the beginning of the school year. A picture retake date will also be scheduled. Parents may purchase any of a variety of picture packages. If parents would prefer to not purchase pictures, students will still get their picture taken for school use (records, yearbook, etc.). This will be of no cost to the parents of the student. The picture day date will be posted on the school calendar and published in the Charger Chronicle.

Library

The use of a centralized library is made available to the students of the school on Fridays. Children can check out books on a weekly basis. Donations toward the purchase of new books are greatly appreciated. We request any lost books to be replaced and late fees paid promptly.

Invitations

To ensure that no feelings are hurt, if invitations are handed out at school for a party or event, please invite everyone in the classroom or grade. It is permissible to only invite the students that are the same gender as the student having the party as long as it is all the students of that gender in the classroom or grade.

Communicable Diseases and Conditions

Please keep your child home from school if they are ill to keep the spread of illness down amongst students and staff. A child with any kind of rash, lesions, or any suspected communicable disease (i.e. ringworm, MRSA, pink eye, HFM, chicken pox, etc.) should be kept out of school. Communicable diseases (other than common forms like cold and flu) should be diagnosed and treated by a physician. The school office must be informed of the disease so notice of possible exposure can be given to families enrolled. A child with a communicable disease will be allowed back at school only after allowing for the longest usual incubation for the disease or with a signed statement from a physician.

A child cannot be in school with untreated head lice. A child will be excluded for 24 hours after treatment and may return to school if no live lice and no nits are seen. Check your child's head on a regular basis and notify the school if you find head lice on any member of your family.

In the event of an outbreak of a communicable disease or condition, parents with students in the affected rooms will be notified by email, special note, or newsletter announcement.

Extracurricular Activities

St. Paul's Lutheran School offers a wide variety of extra-curricular activities for students to participate in. The Chargers of St. Paul's participate in these activities with other students from Lutheran schools in Michigan and Ohio. We offer athletics seasons in the [Western Lutheran Athletic League \(WLAL\)](#) for volleyball, soccer, basketball, cheerleading, and track & field. We also offer one-day tournaments and mixers in the Southeastern Michigan Lutheran Athletic League (SMLAL) for softball, floor hockey, cross country, and an 8th grade basketball all-star game. HVL hosts a Fine Arts Fair on a Saturday each spring. Music group practices and individual lessons take place year-round with several scheduled performances.

Some athletic and fine arts activities organized and hosted by St. Paul's or SMLAL that take place during the school day are considered part of our school's curriculum and are therefore required. If your child is not able to participate one of these events, please speak to your child's teacher.

Athletics

- Soccer (3-8)
- Volleyball (3-8)
- Cross Country Meets (K-8)
- Kickball Mixer (7-8)
- Floor Hockey Mixer (5-8)
- Basketball (3-8)
- Cheerleading (K-8)
- Track & Field (K-8)

Fine Arts

- Science Fair (1-8)
- Living History Night (1-8)
- Math Bowl (5-8)
- Math Contest (5-8)
- Forensics (5-8)
- Spelling Bee (5-8)
- Art Fair (K-8)

Music

- Choristers (5-8)
- Cantate Handbells (5-6)
- Laudate Handbells (7-8)
- Piano Lessons (1-8)
- Instrument Lessons (5-8)

*All grades are tentative and subject to change. *

Academic Eligibility

Participation in athletic and extracurricular activities is a privilege. Misuse of this privilege will result in ineligibility. A student will become ineligible from all school sponsored athletics and extra-curricular activities if they have lower than a C average on their class grades. An F in any subject at the marking periods (midterms or quarterly report cards) will disqualify that student from any extra-curricular activity. Grades will be evaluated after two weeks to determine reinstatement of eligibility.

Students who are playing on any interscholastic team must put academics first. If a student is not working up to his/her capabilities or it appears that practices are interfering with grades, that student will be counseled and, if need be, removed from the activity for a period of time. Repeated discipline problems may result in removal from the activity for a period of time. Each coach will have specific regulations that must be followed by each participant. Students who are absent the day of a game are not eligible to participate in that night's activities unless there are special extenuating circumstances (i.e. attendance at a funeral, etc.)

Physical & Health Report

Students wishing to participate in athletics MUST have an annual physical and written health report from a physician stating that the child is in good physical condition and can participate in these strenuous sports. This physical should be obtained prior to the beginning of the first sport in which your child is participating.

Band Instrument and Piano Lessons

Band instrument and piano lessons are offered at St. Paul's to all students that are current in school fee/tuition payments. Students in grades 5–8 will be eligible to take instrument lessons. Students in grades 1-8 will be eligible to take piano lessons. Each lesson is 15-20 minutes in length. **Each lesson will cost \$15.00** (music stores charge between \$20–\$35 per lesson), which will be billed to the student's TADS account. If you do not own an instrument, you can rent one from a music store. Students (parents) are responsible to purchase or rent an instrument, as well as the cost of maintaining or repairing the instrument as needed. Two possible sources for instruments are listed, but feel free to go wherever it is convenient for you.

[Music Plus, Inc.](#)

33607 7 Mile Rd.
Livonia, MI 48152

[Cameron's Music](#)

15630 Middlebelt
Livonia, MI 48154

Books for lessons will be ordered by the instructor and added to the student's TADS account. For more information, please speak with our school music coordinator, Mr. Kanzenbach.

Home and School Relationship

Home and School Cooperation

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

The Christian home and the Christian school are the most effective agencies for the training of children. The primary responsibility for this spiritual training, however, rests with the home. Sending a child to a Christian school does not provide a reason for parents to neglect this responsibility. Our God tells us, “*Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord*” (Ephesians 6:4). With these words God points to the Christian home as the chief agent in a child's education.

The teacher's part is to give additional training in conjunction with the parents so that the sharing of the good news of Jesus their Savior might continue unhindered and uninterrupted. Parents and teachers must join hands so that nothing may rob children of the crown of glory laid up for them in heaven. The role of our school is to continue the Christian instruction of the home without interruption or obstruction, so that by the efforts of both parents and teachers, our children may be made all the more “*wise for salvation*” (II Timothy 3:15).

Therefore, parents are encouraged to visit at any time in order to see just how the children are being taught. We do request that the parent contact the teacher at least a day before the planned visit.

Guides for Helping Your Child

A. SPIRITUALLY

1. Let the Word of God be the only guide in all phases of daily living and conduct.
2. Have regular family devotions and prayers.
3. Attend church regularly.
4. Encourage your child to respect his/her teachers and all those placed in authority over them.
5. Encourage your child to be diligent in his/her prayers.

B. EDUCATIONALLY

1. See to it that your child is regular and prompt in school attendance.
2. **Forbid** your child from bringing any “off limits” items to school.
3. Expose your child to many wholesome learning experiences.
4. Get involved in homework, but don't do the homework.
5. Look over your child's corrected papers each week.
6. Refrain from being critical of school procedures and teachers in front of your child.

C. PHYSICALLY

1. Provide your child with well-balanced meals.
2. See to it that your child gets sufficient sleep for his/her age.
3. See to it that your child is dressed properly for existing weather conditions.
4. Encourage the desire for excellent personal hygiene in your child.

Home Visits

During the summer months the teachers will make home visits to all new students in their classrooms. As time and scheduling permit, every attempt will be made to visit each home. Please welcome each teacher into your home. This is another way in which home-school cooperation can strengthen the educational bond.

Expectations (Family-School Partnership)

As Christian families, we love our Savior Jesus and want to follow the scriptural truths that he has given us in the Bible. We want to live our lives as his children.

Likewise, in the larger family of believers at St. Paul's, we also want to follow God's directives for us. The expectation form is a listing of principles that parents are expected to review and discuss with their children as a reminder of what his/her responsibilities/expectations are while a student at St. Paul's Lutheran School.

The school will distribute the expectations sheet to parents and students prior to the beginning of the school year. This is an important partnership that we rejoice to be a part of.

School and Teacher Expectations

- Be prepared for the classes taught.
- Have a servant attitude in their approach to ministry.
- Carefully assess each child's individual abilities.
- Encourage each student to work to his or her potential.
- Have a willingness to assist students.
- Be available for students and parents.
- Speak well of St. Paul's students and their families.
- Treat each student as a child of God.
- Express the joy of carrying out the gospel ministry at St. Paul's Lutheran School.
- Pray for the students and families of St. Paul's Lutheran School.

Student Expectations

- Have a willingness to participate, cooperate, and learn.
- Take responsibility for class assignments and projects.
- Complete all assignments on time.
- Conduct themselves in a manner that demonstrates Christian love.
- Treat all students, parents, teachers, and staff with honor, love, and respect.
- Go to the classroom teacher when there is a question regarding class work.
- Challenge themselves to succeed at the highest possible level.
- Pray for your parents and the St. Paul's faculty and staff.

Parent Expectations

- Attend worship services regularly with your child.
- Attend Bible studies during the school year and send your children to Sunday School.
- Attend all church services when your child is participating in the service.
- Have your child at school on time each day.
- Read St. Paul's Lutheran School's weekly newsletters.

- Encourage your child to use his/her talents to the best of his or her ability.
- Regularly discuss school with your child.
- Encourage your child to seek help from his or her teachers with questions.
- Discuss your child's progress with his or her teachers.
- Pay tuition and fees on schedule in order to keep your child's account in good standing.
- Drop your child off for school on time, so they have time to prepare for their day.
- Resolve questions and complaints according to policy.
- Share with your child and others the blessings of Christian education.
- Speak well of your child's teacher and St. Paul's other faculty and staff.
- Pray for your child and St. Paul's faculty and staff.

Parent Involvement and Volunteering

Parents are also encouraged to find an area they can serve in to help continue the work we are doing at St. Paul's Lutheran School. Areas of service include, but are not limited to: student tutoring, correcting assignments, reading to students, hot lunch, driving for field trips, driving for athletic events, coaching, assisting with classroom parties, facility repairs/projects, etc. You are an important member of our St. Paul's family and your donation of time and talents is greatly appreciated. Please watch for opportunities to serve in the Charger Chronicle or share your talent with the school principal.

Parent involvement in education is crucial. No matter their income or background, students with involved parents are more likely to have higher grades and test scores, attend school regularly, have better social skills, show improved behavior, and adapt well to school.

All individuals that would interact directly with the students of St. Paul's Lutheran School must complete a volunteer form. This form can be picked up in the school office. Please bring your driver's license to the school office so we can make a copy of it and keep it on file. The information on your driver's license will be used to run a background check. Please don't take offense to this practice. Our primary intention of background checks is the safety of our students. Thank you for your understanding!