

Student & Family Handbook



st. paul lutheran school
aurora, il

Updated 9.27.2022

Faculty and Staff Directory

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Accreditation

St. Paul Lutheran School is accredited by the National Lutheran Schools Association (NLSA).



Church and School Mission Statement

St. Paul's mission statement is "Making Disciples Who Make Disciples" inspired by Jesus' Great Commission, "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." (Matthew 28:19 ESV)

Mission of St. Paul Lutheran School:

St. Paul Lutheran Church and School will continue to stand as a monument of devotion to faithfully following Jesus Christ in all that it believes and attempts to do. We believe that God can use us – not simply to make a difference in our world – but to create a different future for our world. God has always taken humble, seemingly ordinary people and accomplished extraordinary things. We believe that God can use us similarly.

Vision:

Our vision is achieved as God's Law and Gospel permeates the development of the total child through a balanced, well-planned program of instructional and enrichment activities. The children will become life-long learners, problem-solvers, and effective communicators, who are equipped with collaborative working skills and Christian values.

Values:

1. Faith in Jesus Christ
2. Passion for learning
3. Respect for all people
4. Kindness
5. Honesty
6. Spiritual growth
7. Worship
8. Building Community

St. Paul Lutheran School Covenant

TEACHER / STAFF / ADMINISTRATOR

As a teacher / staff member / administrator at St. Paul, I WILL:

- Strive to exhibit Christ in all I do
- Pray for our students and their families
- Integrate Christ into the culture of my classroom, activities, and programs
- Be faithful in time, attendance, punctuality, and preparation
- Ensure a safe and engaging environment for my students
- Be in regular attendance for worship
- Regularly communicate with my peers and parents
- Be accessible via email and respond to emails within one school day.
- Commit to collaboration, professional development, and personal growth
- Believe in the success of every student
- Follow and enforce the policies in the Student & Parent Handbook

PARENT / GUARDIAN

As a parent / guardian of a St. Paul student, I WILL:

- Support the biblical truths and teachings of St. Paul
- Be informed of classroom, school, and student activities
- Adhere to the Student & Family Handbook policies (absences, tardy policy, dress code, etc.)
- Provide a quiet place in my home where my child(ren) can read, learn, and complete work
- Ensure adequate rest, bedtimes, nutrition, and proper hygiene for my child(ren)
- Ensure that my child(ren) is (are) on time and prepared for school before 8:30 a.m.
- Believe in the success of my child(ren)

STUDENT

As a student at St. Paul, I WILL:

- Strive to exhibit Christ in all I do (treat all with respect, as fellow children of God)
- Come to school prepared
- Be a problem-solver and solution-seeker: take ownership
- Follow all classroom and school rules found in the Student & Family Handbook
- Believe in the success of all students (myself included)

With the help of God, I promise to uphold this covenant in order to maintain my status at St. Paul Lutheran School.

Parent-Teacher League (PTL) is made up of faculty members and any parent or guardian of a student at St. Paul School. PTL meets several times per year. A variety of programs are presented. Service projects are conducted in which parents are encouraged to participate. PTL also assists with fundraising efforts throughout the school year.

Sports Boosters is made up of relatives of students that are athletes. All parents/relatives are expected to participate in volunteer opportunities at sporting events. The goals of the Sports Boosters are to provide financial support for any of the school's athletic teams and the purchase of athletic equipment and uniforms.

Administrative Prerogative

The intent of this handbook is to give general overall guidelines to which students and parents should adhere. Sometimes new situations or circumstances will occur that are not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations. The administration also reserves the right to amend, revise, or add to the policies in this handbook at any time.

St. Paul Lutheran School upholds a nut-free food policy. All food items containing any kind of peanuts or tree nuts are prohibited.

Snack Policy

Students in grades Preschool-5 should bring a snack to school with them each day. Full-time preschoolers – 5th grade should bring a snack and lunch with them each day. Grades 6-8 should bring a lunch to school with them each day. Milk is available for purchase, or a drink may be sent with your child. Due to the food allergies of some of the children in our school, please remember that no peanuts

or tree nuts can be served or even be on the ingredient list. Milk and dairy products are also of concern in some cases. The ingredient list should be carefully checked. These allergies can be life threatening and your thoughtful cooperation for the sake of these children is greatly appreciated.

Suggested snacks include:

Fresh fruit	Bread sticks
Vegetables	Vanilla wafers
Crackers	Pretzels
Fruit snacks	Cheese
Nut-free snack mixes	Nut-free cereals

Academics

Curriculum

Curriculum Philosophy

St. Paul believes that curriculum should encourage high standards and be meaningful, coherent, articulated, and aligned.

- A **meaningful** curriculum focuses on fundamental knowledge and skills necessary to succeed in a changing society and world. In addition, a meaningful curriculum makes appropriate revisions to otherwise secular or traditional worldview theories such as theories of evolution and other non-Biblical principles in accordance with the beliefs, values, and practices of St. Paul Lutheran Church and the Lutheran Church-Missouri Synod.
- An **articulated** curriculum works for each student and his or her appropriate grade level.
- A **coherent** curriculum provides opportunities at each level to learn and relearn fundamental knowledge and skills. Coherence works when projects, assignments, readings, etc. work toward the good of established outcomes and objectives.
- An **aligned** curriculum connects the written curriculum, what is taught and learned in classrooms, and assessment practices. Additionally, an aligned curriculum conforms with state standards to the extent that they fall within the definition of 'meaningful.'
- A curriculum with **high standards** for student learning include public knowledge of learning goals and sharing criteria and models of success. Additionally, high standards target each student where they are and seeks to move them forward.

Curriculum Indicators

What makes a healthy curriculum?

1. **Strong Content:** What students are expected to know, understand and are able to do is clearly defined and is *meaningful*, focusing on fundamental and relevant knowledge and skills necessary to succeed now and at the next level.
2. **Articulated Maps, Units and Pacing Guides Development:** The written documents in each grade include key required components, including the scope or breadth of material (how much of what is to be taught should be taught at that particular level within that particular context) and the sequence (the succession of when the information is presented) and how (i.e., spiral, systematic, selective emphasis).
3. **Quality Learning Experiences:** Learning experiences (i.e., specific pedagogical strategies or instructional tasks) that help learners perceive, process, rehearse, store and transfer new

learning or tasks that create authentic experiences for all students to demonstrate proficiency of the grade level content and understandings are specified. These tasks promote coherence and alignment across the grades/courses and reflect high expectations for all students.

4. **Detailed Assessment/Data:** Given the need to measure content knowledge, process skills and understandings, the specified assessments provide the means to determine the level of student learning as delineated in the curriculum documents. Both formative and summative assessments are specified, aligned and represent high expectations.
5. **Curriculum Alignment:** There is a clear match between the written curriculum, taught curriculum and tested curriculum (specifically with subscribed testing services, such as Iowa Test of Basic Skills - ITBS) that is consistent with external and internal standards, assessments and best practices, creating coherence within and across the grades.

Curriculum Review Process

St. Paul believes that regular review and analysis of curriculum is vital to the academic success of our students. Our approach to curriculum is more than simply re-ordering textbooks year after year; rather, we take an intentional approach to review data, identify successes and weak points, and examine best practices on the way to equipping our staff and students with the best possible content. Curriculum review happens as a continual process, with faculty curriculum mapping as a standard practice.

Academic Integrity

God demands integrity from us. It is a high calling that allows an individual to walk with the Lord. Micah 4:2 says, *“Let’s go to the mountain of the Lord, to the house of the God of Jacob. He will teach us his ways so that we may live by them.”* Personal integrity helps individuals walk in God’s ways. Nothing can destroy integrity faster than dishonesty. Lying, cheating, and theft may seem appealing at times, especially if undetected, but all of these behaviors are wrong and, in the long run, cost more than maintaining integrity. In accordance with God’s Word, St. Paul students accept and understand that we learn and work in a Christian learning community that seeks to glorify God and follow His precepts.

We believe and teach that all of our abilities, whether they are physical, academic, or artistic, are the gifts of a loving Creator God. The way we use these gifts is our way of showing our love and thankfulness to Him for giving them to us. The faculty of St. Paul Lutheran School expects that all of our students show responsibility and accountability with regard to their assigned work. When assigned work is incomplete, or completed in a way that is not consistent with the student’s ability, poor academic results immediately follow.

For this reason, if a student habitually does not complete assignments on time and is without a legitimate excuse as determined by the teachers and/or principal, the teacher will contact the parent. Students who do not complete assignments on time or are doing poorly in a subject may lose the privilege of participating in interscholastic sports and other activities.

Plagiarism

Plagiarism refers to the theft and use of someone else’s ideas, words, or other work without clearly acknowledging the creator of the original work. It is a form of intellectual and academic dishonesty and is the deliberate presentation of another’s work or ideas as one’s own. Examples include but are not limited to the following:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit

If discovered in any student's work, plagiarism will result in a grade of "0" for that assignment (no credit given) and possible further disciplinary action.

Academic Recognition

8th Grade Valedictorian & Salutatorian: Determination of class rank will be a cumulative GPA of students' overall grading periods from their 6th grade year through the first three grading periods of the 8th grade year. The student with the highest cumulative GPA will be the valedictorian and the student with the second-highest cumulative GPA will be the salutatorian. Those students will present speeches during the graduation service.

High Honor Roll/Honor Roll

Students in grades 5-8 are eligible for the high honor roll and the honor roll. To achieve the high honor roll, a student must receive all A grades on his/her quarterly report card. To achieve the honor roll, a student must receive all A and B grades on his/her quarterly report card.

Grading

The following system of evaluating student work is used in **Preschool and Kindergarten**:

B = Beginning D = Developing I = Improving S = Secure

The following percentage and letter grade system is used in **Grades 1-8**:

Effort = + Outstanding; √ Satisfactory; - Unsatisfactory

Academic:

A+	98 - 100
A	93 - 97
A-	90 - 92
B	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	0 - 59

Academic Standards

St. Paul measures student growth against the standards set by the State of Illinois for each particular grade level. If a student is two (2) years or more below grade level in reading, writing or math, promotion to the next grade level will be at the discretion of the principal.

Promotion Standards and Developmental Readiness

St. Paul Lutheran School wants to ensure all students are ready to move to the next grade level. Promotion decisions are based upon several factors, such as report cards, test scores, attendance, recommendations of teachers regarding academic performance and/or developmental readiness, and other measures.

Standardized Testing

In February of every school year, the Iowa Test of Basic Skills (ITBS) is administered to students in grades 1 – 8. Results of this test are used for guidance of individual children and for general school and class curriculum planning. Test results are shared with parents.

Report Cards

Parents can track a student's academic progress on a daily basis through Sycamore, St. Paul's student management system. Grading periods are divided into four quarters. Report cards will be issued following each quarter. If you have a question concerning your child's progress at any time, please contact your child's teacher.

Retention

Students at St. Paul Lutheran School are expected to earn passing grades in all subjects to be promoted to the next grade level. Students that do not achieve at the expected level may be considered for retention.

Guidelines for retention include but are not limited to:

- Students who earn failing average grades over four consecutive quarters in two or more subject areas;
- Students who earn failing average grades across the curriculum;
- Students who are absent for more than 20 school days;
- Developmental readiness

Academic Support

The faculty of St. Paul Lutheran School understands that from time to time, our students need extra help in their studies. Whether a student has been out of school with illness or needs one-on-one help in completing a difficult assignment, we want to assure parents that we are here to help.

Teachers identify potential problems when a student performs unsatisfactorily on a series of assignments or when they score poorly on a quiz or test. Poor performance on homework or tests and quizzes has many potential causes, including illness, test-taking anxiety, families taking vacations during school days, or not understanding the concepts and objectives of the subject matter. It may also be attributed to various classroom behaviors (e.g., not paying attention or neglecting to take notes).

Parent-Teacher Conferences

Parent Teacher Conferences are held in the fall for all students. At conferences, parents/guardians will discuss with their child's teacher the report card and progress in all subject areas, along with classroom participation and behavior. The open house early childhood and primary students is by appointment and in each teacher's classroom for middle school students. Parent-teacher conferences are one of the

most important channels of communication between school and home. Conferences are required for all families at the end of the first quarter. You will get the most out of your conference by:

- Arriving on time.
- Making a list of items you wish to discuss, or questions you'd like answered.
- Asking for clarification of any information the teacher gives that you do not understand.
- Following up with the teacher in the weeks following the conference.

Athletics

Please refer to our athletic code of conduct for a complete explanation of St. Paul's athletic policies. St. Paul allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preferences.

Athletic Eligibility

Student athletes at St. Paul are students first. Participation on athletic teams is dependent on the student's academic achievement. A participant must carry an acceptable average grade (C- or higher) in every subject area. Every two weeks, and no fewer than ten school days, a grade check is made of current student athletes. The homeroom teacher will notify any student with an unacceptable grade and the student will be placed on the next level of concern for one athletic marking period.

First Level: Probation

Second Level: Suspension

Third Level: Removal for remainder of season

If the student's grade returns to an acceptable level before the next grading period while being on the first or second levels, he or she will return to regular participation. If the same student's grade drops below the acceptable level again during the same athletic season, he or she will be moved to the next level of eligibility from where they were at the last report.

Band Program

Introducing children to music is the goal of Music & Arts. Music & Arts is an outside service that St. Paul utilizes so that we may offer band. All students in fourth through eighth grade are offered the opportunity to participate in the school instrumental program for a fee.

Hours of Operation, Attendance, and Tardiness

Hours of Operation

As a campus, St. Paul operates an extended care, school, and church. Hours of operation differ for each; it is important that parents and families understand when various functions open, what is available, and what their responsibility is.

Extended Care Operations

- Opens at 6:30 a.m. Monday-Friday on school days.
- Closes at 5:30 p.m. Monday-Friday on full school days.
- There is no extended care on school days with noon dismissal, except for the noon dismissal day for parent/teacher conferences in October.

All parents intending to use extended care on a regular or occasional basis must enroll their child(ren) during registration, and pay the \$25.00 family registration fee. ***Students who are not picked up from school by 3:30 p.m. will be sent to extended care.*** For more information, see our Extended Care Handbook, available in the school office.

School Day Operations

- The school day begins at 8:30 a.m., Monday through Friday.
- The earliest a student can be dropped off is 8:15 a.m.
- The school day ends at 3:15 p.m. on Monday through Friday.
- Students will automatically incur childcare costs if picked up after 3:30 p.m.

General Attendance Guidelines

- Regular attendance is important to the educational development of children and is required of all pupils. A child in attendance means that he or she is present and in the classroom, ready to learn, before the 8:30 a.m. tone sounds. Attendance and punctuality are recorded on the permanent record for each grade school student in Kindergarten and above. In the Illinois School Code, an excused absence is defined as:

- Absence for pupil illness
- Absence due to a death in the family
- Absence due to student medical care

All other absences or tardiness will be marked as unexcused.

- Absences for vacations not on the school calendar are marked unexcused. Every attempt should be made to schedule vacations and family outings outside of school hours.
 - If children leave campus during the school day and return without a medical note they are considered unexcused.
 - When one such absence exceeds 50 minutes in length, the student will be charged with a one-half day unexcused absence.
 - Absences due to illness or unexcused reasons during a given school day will result in no extracurricular participation on that day (this includes clubs, performances, practices, games, and tournaments).
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- Every attempt should be made to schedule medical and dental appointments outside of school hours.
 - When absent for medical reasons more than three consecutive days or when activity must be limited, students must present a written excuse from a doctor.
 - A parent note is also required for a student to miss gym. If more than 2 consecutive days of gym are missed, a doctor's note will be required.
 - Parents *must* call (630) 896-3350 or email (school@stpaulaurora.org) the school office *before* 8:25 a.m. to report a child's absence. The secretary records the telephone and email messages concerning attendance. Any other absence or tardy must be documented by a written note

from the parent or guardian explaining the cause. *Note, excused absences only impact a child's ability to turn in work on time without penalty; absent days still count against total days missed.*

- Students missing more than half of a school day (4 hours or more) are considered absent for that day.
- If picking up a Preschool – 2nd grade student early, a parent or guardian must ring the bell at door number 6. If picking up a 3rd – 8th grade student, the parent or guardian must ring the bell at door number 3. The child will be brought to the proper door upon the parent/guardian's arrival.
- If a student is absent from school early, he/she will be given one additional day to complete any missed assignments for every day he/she is absent. (1 day absent = 1 extra day to complete, 2 days absent = 2 extra days to complete, etc.)
- ***Assignments will not be given in advance for any planned unexcused absence.***

Truancy

- The State of Illinois defines an unexcused absence as truancy, with excessive truancy defined as five percent of school attendance days.
- Any child who accumulates combined unexcused absences of more than nine attendance days will be considered for grade level retention.

Tardy Guidelines

- Tardiness is defined as a student that is not in the classroom at 8:30 a.m. with their materials put away, ready to start the day based on each teacher's classroom procedure. **Tardy policies are unique for the beginning of the school day and for middle school passing periods.** The following procedures and policies apply for tardiness:
- A child arriving too close to 8:30 a.m. will not have time to make it to class according to these expectations. Just getting into the school building by 8:30 a.m. will not prevent the child from being tardy.
- Any student arriving after 8:30 a.m. must check in at the school office to pick up a tardy slip.
- **TARDY 1-3: There will be no penalty for the first 3 tardies per quarter. Warnings will be given.**
- **TARDY 4: Student will receive a referral and a 30 minute after-school detention to be served the next school day.**
- **TARDY 5: Student will receive a referral and a 60 minute after-school detention to be served the next school day.**
- **(Detentions will be served in a supervised classroom)**
- **TARDY 6: Student will receive a one-day in-school suspension.**
- ****Further tardiness in the same quarter will be reviewed by the principal and school board.****

Middle School Tardy Policy

Students are expected to be in the classroom with all of their materials by the time the tone sounds, signaling the start of class. Students are considered tardy to class if they are late or on time, but missing

required materials. Students who receive more than five (5) tardies* in a quarter are subject to after-school detentions.

Drop-off/Pickup Procedures

For safety and security reasons, there is limited access to the building and all doors will be locked during school hours.

Pre-school and Kindergarten Drop-off/Pickup

Parents of Pre-school and Kindergarten children will drop off and pick up at Door #6 in the back of the building. For drop-off, parents will park in the back parking lot by the playground and walk their children to Door #6 where they will be greeted by an adult. The adult will be at Door #6 to receive pre-school children from 8:15 a.m. until 8:30 a.m. every school morning. Older siblings may also be dropped off at Door #6 along with the students, and will be able to go directly to their classrooms once they are inside the building.

For after-school pickup at 3:15 p.m., just as in the morning, please park and walk to Door #6 to receive your child. If the child also has older siblings, they will also be picked up at Door #6 along with the pre-schoolers.

Grades 1-8 Drop-off/Pickup

Parents of grades 1 – 8 children will drop off and pick up at Door #3 at the front of the building. Please follow the car-line from Constitution Drive down the driveway and drop-off and pickup children at door #3.

Safety Guidelines for Grades 1 - 8

- No cell phone use in car line.
- Speed limit (15 mph) will be enforced.
- **Driver must stay in the car to ensure that the line continues to move.**
- Children should be ready to exit the vehicle.
- Drivers who need to exit the vehicle to assist the child must park in the lot to do so.
- Parents who park their cars in the lot must accompany their children to and from the building.
- Pedestrians may only cross at the crosswalk.

Church Attendance

St. Paul's primary mission is *Making Disciples Who Make Disciples*. Disciples of Jesus worship Jesus (Matthew 28:16-20). While worshipping God is an all day, every day activity (Romans 12:1), we are also called to gather together in worship each week. The book of Hebrews says, "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another--and all the more as you see the Day approaching" (Hebrews 10:25).

Families are encouraged to regularly attend services with their family at the church of their choice. If you and your children do not have a church home, you are invited to attend services at St. Paul.

Students Singing at St. Paul

One of the objectives of St. Paul's music curriculum is for students to demonstrate an active "responding back to God" through participation in worship, i.e. when specific grades are scheduled to sing within St.

Paul Lutheran Church worship services. Students will be scheduled to sing in a St. Paul worship service 3-4 times per school year.

Grievance Procedures

If a parent has a grievance regarding a member of the faculty or staff, he or she should follow the Christian guidelines from Matthew 18. Grievances are better addressed in person than by email. An email may be sent in order to schedule a personal conference with the teacher to voice the grievance in person. If, after personal meetings with the teacher, the parent believes that the issue has not been resolved, he or she should discuss the matter with the principal in a private, personal conference. If the matter still has not been resolved after following the above two steps, speak to the pastor. **Please refrain from sharing these concerns outside of the immediate household before fulfilling the above steps.**

Grievance Guidelines for a Student

- Discuss the problem and concern with your parents at home.
- Talk to your teacher about any school problem before or after school. Your parents may be able to help you in knowing what to say.
- Ask your parents to meet with you and your teacher to talk about the problem or concern.
- Ask the principal to talk with you and your parents. Your teacher can also attend the conference.
- Ask the pastor to provide guidance or advice with your concerns. This may be a private conference or your teacher, principal, and/or parents may attend.

Chapel and Faith Friday Assemblies

Chapel services are held weekly on Wednesday mornings, beginning at 8:45 a.m.

Chapel offerings are directed to missions, charitable institutions, and other church-related organizations.

Faith Friday assemblies are held every Friday afternoon (approximately 2:45). Assemblies are a purposeful time together as a whole school where we build each other up, center ourselves around the Word of God and our identity, and to connect on school news or announcements.

Christian Discipline

We strive to make St. Paul Lutheran School a Christian environment where God works to accomplish His good and gracious will for our students, faculty, and staff. Students, as children of God, are simultaneously sinners and saints. Therefore, St. Paul seeks to lead all students to recognize themselves as sinners in need of forgiveness, and look to Jesus Christ daily as their Lord and Savior. Living in the assurance of God's love, mercy, and forgiveness, students are encouraged by the power and leading of the Holy Spirit to live Christian lives in accord with God's will for them. In all conduct situations, teachers, administration, and staff work to come alongside the student with the goal of leading that child to 1) a recognition of his/her behavior; and 2) acceptance of God's forgiving love in Jesus Christ. Christian discipline is the application of self-control and orderliness as motivated by Christian attitudes. Therefore, teachers and parents nurture and supervise children in accordance with the teachings of Christ. Self-discipline is an objective of the school. Students are taught to be responsible for their own actions and behavior.

Electronic Devices

Students may not have electronic devices such as cell phones, smartphones, smartwatches, tablets, cameras, etc. in their possession during the school day, dismissal time, and Before and After School Care times. They are NOT to be used at ANY time in the bathrooms or locker rooms.

Electronic devices must be kept in the student's backpack and turned off during the school day. Any cell phone or other electronic devices seen or heard will be confiscated.

The school is not liable for any device that is lost or stolen. The interpretation and administration of the electronic device policy is subject to the discretion of St. Paul's faculty and staff.

- Students will use the school office phone for any phone calls home during the school day.
- Students involved in after-school activities (clubs, sports, etc.) may use their phone with permission from their coach/supervisor for transportation-related concerns.
- The office will contact the parent/guardian regarding electronic device confiscations and will make a record of the incident.
- The parent/guardian must come to the school office at 3:30 p.m. to retrieve a confiscated electronic device.
- Repeat issues with cell phones will be referred to the principal and may result in further disciplinary action.

Nuisances

Comic books, toys, trading cards, and related items should not be brought to school. Such items will be confiscated and disciplinary action will follow. All gum chewing is strictly forbidden on school property. Students caught chewing gum will be subject to disciplinary action.

St. Paul prohibits rough games, fighting, hardballs, snowballs, baseball bats, skateboard, or other objects that may cause injury in a congested area, such as the playground. School rules of courtesy and respect apply to the playground as well.

Social Media

"Let the words of my mouth and the meditation of my heart be acceptable in your sight, O Lord, my Rock and my Redeemer." (Psalm 19:14) The psalmist reminds us that everything we say and do should glorify Him, and that includes our social media posts. We (parents, students, and staff) are responsible for our words and actions no matter where we are, even if we type those words instead of saying them aloud for people to hear. A few points of emphasis:

- **Students are strongly discouraged from maintaining personal social media accounts.**
- Any and all content posted on social media is considered the same as if it were said in person. All content on social media is subject to our regular discipline/conduct code.
- **St. Paul staff are NOT permitted to 'friend,' 'follow,' maintain a connected account with any current St. Paul students, or utilize any social media platform for personal messaging.**
- St. Paul may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social media website.
- St. Paul may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social media account violates the school's disciplinary policy.
- St. Paul may require the student to share content of his or her social media account in the course of such an investigation.

Property

Members of the St. Paul community are expected to respect the grounds and property of St. Paul.

Anyone found to have damaged or destroyed any property or item belonging to St. Paul will be assessed any and all associated fees. This includes (but is not limited to) damage or loss of:

- Lockers
- Textbooks / workbooks / library books/art and other school supplies
- Posted art work and bulletin boards
- Desks
- Playground equipment
- Common areas (bathrooms, gym, field, etc.)
- Computers

Behavior

Classroom discipline policies are created and enforced by the teachers and are specified for primary grades (PreK-5) and middle school grades (6-8). Teachers in all grades have agreed to follow consistent classroom guidelines for discipline. Should a student not conform and submit to these classroom rules and guidelines, parents will be notified and, if necessary, a conference will be set up between parent, child, and teacher. Behavior that may result in immediate disciplinary action includes but is not limited to:

- Disobedience (defiance)
- Dishonesty
- Cheating
- Disrespect
- Profane language

Behavior that may result in an immediate suspension or expulsion includes but is not limited to:

- Vandalism
- Smoking, vaping, or possession of tobacco products
- Possession of a weapon
- Skipping class (truancy)
- Bullying
- Possession of alcohol or other illegal drugs
- Fighting
- Dangerous behavior to others
- Inappropriate use of the internet
- Sexual misconduct

Expulsion will be the decision of the principal, in consultation with the school board.

Reporting of instances of illegal drugs to local law enforcement officials is required by the School Reporting of Drug Violations Act. Reporting of illegal firearms shall additionally be reported to the Illinois State Police within three days of each incident through the School Incident Reporting System.

MIDDLE SCHOOL DISCIPLINE

In Middle School the students are expected to act in a mature, Christian-like way. We want our classrooms to be engaging and fun, while maintaining a Christ-centered, safe, nurturing, and learning atmosphere. When students do not act appropriately, it takes away from other students' experiences and academic success. Students who do not follow this policy will be disciplined accordingly.

LEVEL ONE INFRACTIONS

HANDLED BY: The classroom teacher and their individual disciplinary guidelines. (Can result in verbal warnings, sentences, referrals and detentions)

EXAMPLES:

- Inappropriate Christian behavior
- Talking out of turn
- Uniform violations
- Unprepared for class
- Inappropriate use of/possession of toys, personal belongings, or school supplies
- Inappropriate hallway behavior
- Disrespecting other students
- Unauthorized use of electronics
- Tardiness (See tardiness policy)
- Name calling/teasing
- Passing notes
- Out of seat without permission

LEVEL TWO INFRACTIONS

HANDLED BY: Principal (Can result in detention and possible suspension.)

EXAMPLES:

- *CHRONIC LEVEL ONE BEHAVIOR*
- Non-compliance
- Cheating of any kind
- PDA
- Inappropriate physical contact
- Racial/sexual/excessive name calling
- Vandalism, writing or defacing school property, signs, bulletin boards, bathrooms, etc.
- Theft of any kind
- Excessive tardiness
- Lying
- Disrespecting teacher's personal space/belongings
- Bullying

LEVEL THREE INFRACTIONS

HANDLED BY: The Principal and/or School Board (Will result in out-of-school discipline and could lead to possible expulsion)

EXAMPLES:

- *CHRONIC LEVEL TWO BEHAVIOR*
- Physical aggression
- Weapons
- Off School/campus w/o permission
- Skipping school
- Serious threat/intimidation of others
- Inappropriate internet sites and/or print material
- Fighting
- Matches/lighter
- Defiance
- Destruction of property
- Smoking, drugs, or alcohol use
- Sexual behavior/harassment
- Not representing our school in athletics, field trips, performances, etc. in a Christian, appropriate way

Our teachers, Assistant Principal, Principal, and School Board will do their best to handle any disciplinary infractions in a Christian and fair way. Our goal is to be able to work side by side with our parents to provide a safe, educational, Christian environment.

MIDDLE SCHOOL HOMEWORK AND CLASS PREPAREDNESS POLICY

Homework not turned in on time or incompletely submitted is a behavioral issue, not an academic one, and is the result of a child not fulfilling his or her educational responsibilities as a student at St. Paul Lutheran School. Teachers have clear policies on homework, the supplies students need to bring with them to each class, and classroom rules and procedures. As a result, students in junior high (grades 6-8) can receive a detention for missing, late, or incomplete work and also for coming to class unprepared by not having the proper books and supplies. Failure to complete and submit homework by the date and time it is due or coming to class unprepared and missing books or supplies will result in a 30-minute lunch detention. If a student receives more than two lunch detentions per semester, he or she will then be required to serve an after-school 60-minute detention for each subsequent missing, late, or incomplete homework assignment or instance of being unprepared for class. A detention referral form will be sent home to inform parents of the after school detention, which will typically be served the following school day. Forms must be signed by parents and returned the following school day. Unsigned detention forms will result in another 60-minute detention. Detentions will be held after school on Monday through Thursday, from 3:30 p.m. to 4:30 p.m. (no detentions on Fridays). If a student receives more than three after-school detentions per teacher, an out-of-school suspension may result.

Bullying and Harassment

St. Paul Lutheran Church and School is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that promotes equality and is free from discriminatory practices.

We are so committed because God views our bodies, souls, and all that makes us up as sacred to Him. He calls us “temples of the Holy Spirit” and people who belong to God (I Cor. 6:19-20). We have been purchased with the blood of Jesus, and set aside to honor the Lord in word and deed. Most particularly as people who now love the Lord and desire by His Spirit to honor His will, there is not to be even “a hint of sexual immorality or any kind of impurity” among God’s people (Eph. 5:3). This is to include “obscenity, foolish talk or coarse joking which are out of place.” Furthermore, because we are God’s possession and His holy ones (I Peter 2:9-10), we are rather to live as children of the light (Eph. 5:9) who “show the fruit of goodness, righteousness, and truth.” Therefore, the Church strongly condemns, opposes, and prohibits bullying/harassment of individuals, whether verbal, physical, mental, or emotional. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Students who believe they are being harassed are encouraged to notify their parents and/or teacher. Parents and teachers will work together to follow Matthew 18:15-20 for all concerned.

The school defines bullying as *a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort.*

Types of bullying/harassment include but are not limited to:

- 1) Physical – Harmful actions against a person’s body
- 2) Verbal – Speaking to a person or about a person in a way that is unkind and hurtful
- 3) Non-Verbal – Behaviors that upset, exclude, or embarrass another person

- 4) Intimidation – Behavior or repeated acts that cause fear or physical or psychological discomfort
- 5) Cyberbullying - Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs/Facebook) which have the effect of:
 - Physically, emotionally, or mentally harming a student or staff member
 - Placing a student in reasonable fear of physical, emotional, or mental harm
 - Placing a student in reasonable fear of damage to or loss of personal property
 - Creating an intimidating or hostile environment that substantially interferes with a student's educational experience.

Procedure: All forms of bullying are unacceptable. To the extent that such actions, even when perpetrated off campus, are disruptive of the educational process of St. Paul Lutheran School, offenders shall be subject to the appropriate staff intervention, which may result in administrative discipline. A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the ***Christian Discipline Policy***, which may include suspension, expulsion, or the notification to the appropriate authorities.

Dress Code

Philosophy and Rationale

The dress code at St. Paul is designed to promote modesty (1Cor 6:19-20), equity, and a healthy learning environment. The commitment and cooperation from our school parents/guardians is essential for our policy to be successful. Parents/guardians should carefully read through the dress code with their children, and should be vigilant in ensuring the children are following the dress code requirements each morning as they prepare for school. It is the parents'/guardians' responsibility to ensure their children comply with this policy.

St. Paul's dress code follows a practice that requires students in grades K through 8 to wear some prescribed clothing. Attractive school clothing promotes school spirit, inclusion, and a sense of family, while maintaining a neat appearance of the student body. This wardrobe further identifies students as members of the school community and fosters a spirit of cooperation, participation, and safety.

All Students

Footwear

- Shoes must be worn with socks or tights at all times (exception: sandals)
- No flip flops, slippers, shoes designed to make noises, shoes that have wheels, or athletic slides
- Heeled shoes must be less than 1" high
- Shoes must have a back
- Athletic shoes must be available to students at all times for P.E. class and any time students are in the gym.
- Other inappropriate footwear will be addressed as deemed necessary.

Hair, Makeup, General Hygiene, and Accessories

- Students should come clean and fresh, ready for the school day

- Students with ongoing observable issues with odor, appearance, or other hygienic concerns will not be permitted in class (see School Covenant).
- Hair shall be of a natural color only (white or grey are not considered 'natural' colors) This includes **colored** highlights, colored strands or braiding, etc. (naturally-colored braids, ponytails, etc. are acceptable).
- No excessive jewelry
- No hats or accessories that cover the entire head, including hoodies (hair bands for girls are acceptable)
- No visible tattoos or writing on skin
- St. Paul does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Boys

- Hair shall be neatly kept and **above the shoulders** and clear of the eyes (no facial hair)
- No hair designs (buzzed or shaved markings), **mohawks**, or ponytails
- No earrings or piercings
- No nail polish

Girls

- Bangs shall not be below eyebrows
- Light makeup is acceptable
- Earrings shall not exceed 1" in length
- No additional piercings (nose, lips, etc., including magnetic jewelry)

Preschool Dress Code

Children in Preschool are encouraged to wear play clothes to school. Comfortable clothing that allows movement and participation is best. Preschool can be messy as children explore the materials. Wearing clothing that the student can handle independently is very helpful. Elastic waist clothing without belts or buckles is an asset when striving for independence.

Teachers will assist with belts, snaps, etc. when necessary, but are not allowed to assist with personal bathroom needs. Children should be self-sufficient with bathroom needs as well as being completely potty-trained. A child **may not** wear diapers or pull-ups to class. Reliance on pull-ups indicates that children are not fully potty-trained as required.

Shoes should provide support and traction as children participate in the daily activities. All shoes should have a back strap for safety on the playground. Wood chips cushion the playground and may bother the children if they wear sandals. Children should not wear cowboy boots for their own safety as well as the safety of others.

Your child will need to have an extra change of clothing in their backpack or cubbie box at all times. This extra clothing should include an extra change of underwear, socks, and clothing suitable for the weather. Spills and accidents do happen on occasion.

A backpack or tote bag large enough for the change of clothing plus papers and projects should be brought to school each day, and clearly marked with your child's name for easy identification.

Primary and Middle School Dress Code (Grades K through 8)

The St. Paul Lutheran School Uniform Code is as follows:

Please visit the St. Paul Web Store at Initial Impressions, Inc. for uniform tops at:

<https://stpaulutheranaurora.itemorder.com/shop/home/>

Please visit the French Toast St. Paul Web Store for uniform bottoms at:

<https://www.frenchtoast.com/schoolbox/schools/st.-paul-lutheran-school-QS61IGL>

to purchase the uniform pants, shorts, and skirts for your child (no tops). Pants, shorts, and shirts may also be purchased from other retailers as long as the style complies with the clothing articles shown on the French Toast St. Paul Web Store.

PTL will oversee an annual used uniform clothing market, which will run on Fees & Records Day every July, so please feel free to donate and take advantage of that resource as well next year.

ST. PAUL LUTHERAN SCHOOL UNIFORM CODE:

FOR PURCHASING ALL UNIFORM TOPS, PLEASE USE THE FOLLOWING WEBSITE ONLY:

<https://stpaulutheranaurora.itemorder.com/shop/home/>

Tops (for Boys and Girls): Maroon short-sleeved polo shirt with embroidered St. Paul Logo

 Maroon long-sleeved polo shirt with embroidered St. Paul Logo

 Maroon sweatshirt with embroidered St. Paul Logo

Students in Grades 3-8 are required to have both styles of polo shirt tucked in at all times. Sweatshirts are not required to be tucked in.

FOR ALL BOTTOMS, PLEASE USE THE FRENCH TOAST UNIFORM WEBSITE AS A STYLE GUIDE:

<https://www.frenchtoast.com/schoolbox/schools/st.-paul-lutheran-school-QS61IGL>

Bottoms: For Boys or Girls, navy blue full-length pants (must match the styles on the French Toast website)

 For Boys or Girls, navy blue uniform shorts (must match the style on the French Toast website)

 For Girls, navy blue scooter skirts (must match the style on the French Toast website)

Socks (for Boys and Girls): Socks must be solid Black, White, or Navy in color and can be purchased from any source.

- Leggings (for Girls): Leggings must be solid Navy in color and can be purchased from any source.
- Belts: Belts must be worn by all students in Grades 3-8 when wearing uniform pants or shorts. Belts must be solid black in color and can be purchased from any source.
- Shoes: Any athletic or casual shoe may be worn with this uniform. No flip-flops or open-toed shoes of any kind are allowed. Shoes with laces must be tied at all times.

All uniform clothing must be in good condition, with no holes or damage.

Accessories or additions to the uniform of any kind are prohibited.

Damaged clothing must be repaired or replaced.

SPECIAL NOTE: For uniform bottoms, please feel free to use any retailer that offers navy blue pants, shorts, and skirts in our uniform style. SKIN-TIGHT OR LEGGING-STYLE "SKINNY" STYLE PANTS, SHORTS, OR SKIRTS ARE NOT ALLOWED.

Middle School P.E. Uniform

Students in grades 6-8 are required to wear a P.E. uniform for P.E. class consisting of a gold St. Paul t-shirt and maroon shorts, which are available for purchase in the school office. During cool weather, if P.E. class is held outside, students may wear solid color sweatshirts and sweatpants over their P.E. uniform. No other apparel may be substituted for a P.E. uniform, and the P.E. uniform may not be altered in any way. If students do not have their P.E. uniform at school for P.E. class, they will not be allowed to participate and will receive a zero grade for that day.

Monday Spirit Days

Polos may be worn but are not required on Mondays. Any St. Paul Spiritwear, Global Schoolwear, or St. Paul-related gear (camps, athletics, cheer, etc.) may be worn as the base layer or outer layer. Dress code bottoms remain in effect unless otherwise noted.

Casual Days for a Specified Fee

Casual Days commonly occur throughout the school year. The same philosophy of modesty we use for our school uniforms applies to casual wear on these days. Specifically, when jeans or other bottoms are worn with holes in them, the holes should be no higher than the tip of a student's longest finger when held straight down on the sides, which is our general rule for the length of all uniform skirts.

Students who are not in dress code (and who cannot correct a violation during homeroom) will receive a written notice.

1. First violation - written documentation
2. Second violation - written documentation and communication from homeroom teacher
3. Third and subsequent violation(s) - written documentation and sent to principal's office

**This policy will reset at the end of each quarter.*

All items specified and not specified in this dress code are subject to the teacher's discretion and ultimately the discretion of the school principal.

Entrance Requirements

St. Paul admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. St. Paul does not discriminate on the basis of race, color, or national and ethnic origin in administration of our educational policies, admissions policies, and athletic and other school-administered programs. St. Paul Lutheran School adheres to Plyler vs. Doe (Illinois School Code 105 ILCS5) in that it does not deny undocumented immigrant students from enrolling and receiving an education at St. Paul.

- Pre-Kindergarten students must be three years old to enter the Pre-Kindergarten class by September 1 of the school year in which the student intends to enroll. Students who wish to enroll in the program must have certain hygienic habits firmly under control to enter the program.
- Five-Year-Old Kindergarten students must have reached the age of five by September 1 of the school year in which the student intends to enroll.
- Students entering St. Paul Lutheran School from grade one to grade eight must have records indicating scholastic achievement or the need for any special services (504 plan, IEP, etc.) at a particular grade level. Placement at St. Paul will be based on the records, a placement test taken by the child at the discretion of the administration, and the recommendation of the child's past teachers.
- Students who have been educated at home prior to their enrollment at St. Paul may be required to complete a placement exam prior to enrollment.
- All students must provide a copy of their birth certificate.
- All students must be immunized with the proper immunizations as required by the State of Illinois. A physical exam is also required of students entering a school environment for the first time and for any student participating in sports.

In addition to the above requirements all new students and their parents will be asked to meet with the principal prior to enrollment.

Terminating Enrollment

The school reserves the right to terminate the enrollment of any child if:

- The responsibilities of the parent or guardian to the school are not met.
- The needs of the child cannot be met.
- In meeting the needs of the child, the needs of others are compromised.

To Withdraw before June 30

- When enrollment circumstances change, the parent or guardian must notify St. Paul in writing via email or letter.
- Meeting this deadline will release the family of all tuition obligations for the upcoming school year.

- The non-refundable enrollment fee will be forfeited.

To Withdraw between June 30 and the First Day of School

- When enrollment circumstances change, the parent or guardian must notify St. Paul in writing via email or letter.
- The non-refundable enrollment fee will be forfeited.
- Failure to inform St. Paul by the first day of school will result in the account being assessed an amount equal to the 10 percent of the annual tuition obligation.

To Withdraw After the First Day of School

- The parent guardian must notify St. Paul in writing via email or letter by the first of the month if the child will be leaving during the upcoming month.
- The annual tuition obligation will be prorated accordingly, with tuition due for the entire last month, whether or not the child is in attendance for the full month.
- Failure to meet the first-of-the-month deadline will result in an additional month of attendance to be included when calculating the tuition obligation.
- Account balances must be paid in full and all school property returned by the final attendance day.
- Refunds due to prepayment will be mailed to the family after the final attendance day.

Accounts and Fees

Initial Payment

Upon enrollment, an enrollment fee must accompany the application.

Past Due Accounts

Families of the students of St. Paul make a financial commitment to the school when they enroll their child. St. Paul will make every effort to allow every family who desires a Lutheran Christian education for their children to receive one. Financial aid information is available by contacting the office.

Should fees and tuition not be received in a timely manner, the Principal and Executive Director will review the accounts of those families. As determined by the Principal and Executive Director, a student may not be allowed to attend classes until all fees have been paid, or proper and fitting arrangements have been made to collect delinquent fees.

Students who have outstanding balances from the previous school year will not be eligible for enrollment in the following school year, or any subsequent year. Student accounts will have a lien placed upon all records until all balances are paid in full.

Financial Aid

St. Paul provides financial aid for members of St. Paul who have limited financial resources and desire their children to have a Lutheran Christian education. Families who are not members of St. Paul can also

be considered for financial assistance but there is no guarantee that they will receive assistance. Financial aid information is available from the school office.

School Safety

The safety of our students is of the utmost importance. Cooperation of students and parents is expected in order to maintain a safe environment for our students. The following are basic safety measures that are in place for each school day:

- Students, parents, or any volunteers must not open an exterior door for anyone unless instructed by school staff to do so.
- All exterior doors remain locked during school hours except during specific drop-off times.
- Students are not allowed to leave the school with anyone other than who is listed on your contact sheet. In the event the student will be riding home with someone other than a parent/guardian, please notify the school prior to the event. Children will not be allowed to call and ask permission to leave with someone other than their designated party. Please refrain from calling the school to make after-school arrangements unless it is an emergency. After-school arrangements should be made in advance so that written documentation is available.

Campus Safety

- The principal will immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel at the school. The administrator shall also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System.
- The principal shall immediately notify a local law enforcement agency of firearms incidents at St. Paul. The principal shall also notify the parents or guardians of students in possession of firearms on or near the St. Paul campus.
- The principal shall notify the Aurora Police Department of any incidents involving drugs occurring on or near the St. Paul Campus within 48 hours of the occurrence.
- The Illinois State Police will be notified of incidents using the School Incident reporting System at ISBE.
- The physical facilities occupied by the school comply with the applicable local building code and fire safety requirements.
- During the academic year, the school conducts a minimum of three school evacuation drills to address and prepare students and school personnel for fire incidents, bomb threats and hazardous material events. One of the three school evacuation drills must require the participation of the appropriate local fire department/district.
- During the academic year, the school conducts a minimum of one severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.

- During the academic year, the school conducts a minimum of one law enforcement drill to address incidents, including reverse evacuations, lock-downs, shootings, bomb threats, or hazardous materials.
- These drills must be conducted according to the school's emergency crisis response plans, protocols, and procedures, with the participation of the appropriate law enforcement agency. These drills may be conducted when students are not present in the school building.
- St. Paul's governing structure or its designee submits a copy of the annual report to each party that participates in the annual review process and to The Office of the State Fire Marshall.
- The school complies with the requirements of the Toxic Art Supplies in Schools Act:
- Toxic art supplies are not used in grades Preschool-6.
- Art Supplies containing toxic substances should be used in grades 7-8 only if the materials are properly labeled.
- Eye protection is provided to students and staff as required. Sanitation of the glasses is performed by the teacher after usage.

Student Reunification

In the case of an emergency in which the students must be evacuated from the school for their safety (i.e. fire, structural damage to the building) the students will be sent to Washington Middle School. In the event of a hazardous material contamination, the students will be sent to Freeman Elementary School. Should students need to be evacuated, the teachers and staff will have class rosters with phone numbers which will be used to phone parents to let them know where to pick up their children. For those parents providing us with their e-mail addresses, we will also send a notification via e-mail. In the case of an evacuation of the school premises, parents should not go to the school, but rather to the pre-designated reunification area. Traffic in and out of the school would interfere with emergency personnel.

Student Support Services

Students needing support services such as counseling and social work are evaluated when school staff believe consideration is needed, such as when there are changes in the student body or stresses within the surrounding community, and the school's staffing configuration shall reflect decision-making about how those needs should be addressed.

When there are changes in the student body, stressors within the surrounding community, or individual events that may require intervention, teachers will bring this to the attention of the building principal or the principal's designee. Parent contact will be made to address concerns and to develop individual support plans.

Stressors, environmental factors, and individual issues will be discussed at regular staff meetings. The principal will seek support services through the following avenues: West Aurora School District 129, Lutheran Social Services, and the LCMS Northern Illinois District.

School Visitors

Parents and other adults are not allowed in the building during school hours when children are present.

School Volunteers

We are thankful God has provided a great number of dedicated volunteers for our various school programs. Our programs would not be successful if we did not have our wonderful volunteers. The following procedures are required of all St. Paul volunteers:

Injuries

- Report all injuries to the appropriate teacher for the injured child.
- Administer first aid if needed.
- Contact 911 and then notify appropriate staff in a life-threatening situation.
- Fill out the appropriate written incident report. (Available in the school office)

Open Door Policy

- When meeting with children, always stay visible to at least one other adult and keep the door to the room open .

Never Meet a Student Off Campus

- For a variety of reasons, contact with students for school purposes should only happen on the St. Paul campus.

No inappropriate touching at any time, including corporal punishment

Background Checks

- All volunteers will be background checked against the National Sex Offender Database.

Promptness/Reporting Absences

- Even though no pay is exchanged, we are counting on you to be present at the agreed upon time. Your promptness is expected and a good example for the children.
- Contact the school office as soon as you know that you are unable to attend the volunteer event.
- Sign in at the school office each time you report for duty.

Attire

- No inappropriate or suggestive clothing is to be worn.
- Dress for the activity in which you will be participating.

Behavior of Volunteer

- Christian behavior is expected from all adults.
- Coming to school while intoxicated or under the influence of drugs is grounds for dismissal from volunteer duties.
- No profanity or harsh language is permitted.
- Outward expressions of an unchristian life-style will be addressed.
- Ridicule of others is NOT allowed.

Dealing with Inappropriate Student Behavior

- Never physically discipline a child.
- Report inappropriate behavior to the student's teacher.
- Seek the advice of the teacher if inappropriate behavior persists.

The Principal is Your Supervisor

- If you have any questions, suggestions, or complaints, please contact the principal.
- Similarly, the principal will discuss suggestions and complaints with you.
- In many of our volunteer positions, the classroom teacher or another staff person will have daily direct contact and supervision with the volunteer.

Missing Children

Upon notification by the Illinois State Police that a person born in this State is missing, the secretary shall flag the birth certificate record of that person in such a manner that whenever a copy of the birth certificate or information regarding the birth record is requested, the requesting Registrar shall be alerted to the fact the certificate is that of a missing person. The Registrar shall also notify the appropriate municipality or county custodians to likewise flag their records. Upon notification by the Illinois State Police that the missing person has been recovered, the secretary shall remove the flag from the person's birth certificate record and shall notify any other previously notified municipality or county custodian to remove the flag from the record.

Mandatory Reporting: Child Abuse or Neglect

St. Paul Church and School of Aurora personnel are required to report cases of suspected child abuse or neglect. According to Illinois state law, a neglected child means a child whose parents, guardian, legal custodian, or other person exercising temporary or permanent control over the child neglects, refuses or is unable for reasons other than poverty to provide the necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.

Cases shall be reported in accordance with these procedures:

- When child abuse or neglect is suspected, staff is required to report the suspicion to the principal or the state authorities.
- St. Paul staff will continue to work with the state to bring each case to conclusion.
- If the staff member believes that the child is in immediate danger, the police shall be notified immediately.

Pastor(s), principal, teachers and staff who are approached by children concerning possible abuse shall take each incident seriously and respond according to the above policy.

CPR Certification

In compliance with State Guidelines, St. Paul agrees all staff will be CPR trained.

Health and Wellness

Guidelines for Sick Children

If a child develops any of these symptoms listed below while at school, he/she will be sent home:

- a fever over 99.9 degrees or more
- vomiting
- diarrhea

Children with contagious diseases and infections should be kept at home until the doctor releases them to return to school. A doctor's note is required.

- Under no conditions should children with a fever over 99.9 degrees or above be sent to school. Children should be fever free (without medications--for example, Tylenol or Motrin) for 24 hours before returning to school.
- A child who has vomited within the last 24 hours must stay at home.
- Children with diarrhea should stay at home.
- If a child has been diagnosed with strep throat, he/she must have been treated with antibiotics for 24 hours before returning to school.
- Children with head lice will not be permitted to return to school until all nits are removed.

Children will be sent home if, in the opinion of the staff, a child is too ill to remain in child care/school. Parents whose children have the following symptoms will be asked to pick them up: diarrhea, vomiting, fever over 99.9, rash (unless parent brings a note from a doctor specifying that the rash is not contagious), pink eye, and head lice. Students displaying these symptoms must remain out of school for no less than 24 hours and may not return until symptoms have resolved.

Medication

The primary responsibility for administering medication to students rests with the student's parents. If at all possible, medications should be administered by parents before and after school.

- When a child must take any type of prescription medication, during school hours, the school MUST have a formal medication request from the student's doctor on file in the office. Each form of prescription medication should be in the original container from the pharmacy, which includes: doctor's name, patient's name, pharmacy, type of medication, dosage date, and the circumstances under which the medication should be given. The school should be notified of any changes in the prescription and a new medication request form filled out. *The exception to this is asthma inhalers and cough drops.*
- A note from the student's doctor is also required in order for the school office to dispense any over-the-counter medication to the student. The only exception is for cough drops.
- Written permission from the parent/guardian requesting the school to comply with the physician's order must be obtained. Permission for ongoing medication must be renewed each year.

- The medication will be kept in the school office and administered by the administrative or school staff. Students are not allowed to have medication in their lockers, desks, or on their person. The parents will be responsible to pick up any unused medicine.
- Exceptions: In cases of asthma, students may have inhalers with them, provided the physician writes a note for school stating that the student has been educated in its proper use and is mature enough to use it independently. A special form available in the school office must also be filled out for students to be allowed to use their inhalers. Cough drops also may be kept by the student and used, only if the teacher has received a written note from the parent/guardian.

Emergency Asthma/Allergy Protocol

If a student in school has an episode of life-threatening asthma or anaphylaxis, all school staff are trained to respond to the treatment of symptoms of life-threatening asthma or anaphylaxis. At the beginning of each school year, during teacher meetings, a refresher course or assessment of life threatening allergy reaction and the administration of EpiPens will be provided.

The protocol requires that 911 is called, and a school designated and trained nonmedical individual is to implement the protocol. The airway is assessed, as well as breathing and then medications are administered. Epinephrine (EpiPen and EpiPen Jr.) have been select for use, because it is easy to use, administer, and store, and available in two strengths to support weight-based dosing. EpiPens will be available in the school office and in extended care.

Under Illinois School code 105, Section 22-30, St. Paul authorizes a trained person/persons to administer an undesignated epinephrine auto-injector to any person that trained personnel in good faith believe is having an anaphylactic reaction, using an EpiPen prescribed by a physician and obtained using the "EpiPen 4 Schools Program". When trained personnel administer an undesignated epinephrine auto-injector to a person whom the trained personnel in good faith believes is having an anaphylactic reaction, notwithstanding the lack of notice to the parents or guardians of the pupil or the absence of the parents or guardians signed statement acknowledging no liability, except for willful and wanton conduct, St. Paul and the trained personnel are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the use of an undesignated epinephrine auto-injector regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician assistant, or advanced practice registered nurse.

Hearing/Vision Screenings

Hearing and vision screenings are conducted for various grades at the beginning of the year. Parents are notified if there is a deficiency in any area that needs the attention of a doctor.

St. Paul requires students to receive health examinations within one year prior to entering kindergarten or first grade; upon entering the sixth grade, prior to entrance into preschool, and irrespective of grade, immediately prior to or upon entrance into new class. New students may submit a current record from their former school. **In accordance with the regulations of the State of Illinois, a child is excluded from**

attending school if requirements for health examinations and immunization records have not been met by Oct. 15 of the school year, no exceptions. The health examination may include a tuberculosis skin test screening if the student resides in an area designated by the Illinois Department of Health as having a high incidence of tuberculosis. The Department of Public health shall promulgate rules and regulations specifying the examinations and procedures that constitute a health examination.

St. Paul requires students to present proof of having received such immunizations against preventable communicable diseases as the Department of Public Health shall require by rules and regulations pursuant to Section 27-8.1 of the School Code and the Communicable Disease Prevention Act.

The school shall report to the State Board of Education, by November 15, information on students who have and have not received necessary immunizations and health examinations. The State Board shall dictate the manner in which the information is to be submitted.

The school requires students in kindergarten and in the second and sixth grades to have a dental examination. Each of these students shall present proof, before May 15 of the school year, of having been examined by a dentist in accordance with Section 425 of the School Code, Section 27-8.1 of the of the School Code and the rules of the Illinois Department of Public health.

St. Paul requires students to receive an eye examination when enrolling in kindergarten and when enrolling for the first time in school. Each of these students shall provide proof, before October 15 of the school year, of having been examined by a qualified physician or licensed optometrist within the previous year in accordance with Section 425.30 of the School Code, Section 27-8.1 of the School Code and the rules of the Illinois Department of Public Health.

The school shall report to the State Board of Education, by June 30, information on students who have and have not received required dental examinations. The State Board shall dictate the manner in which information is to be submitted.

Students are to be excluded from school by October 15 if requirements for health examinations and immunizations have not been met.

Accidents and Emergency Care Policy

Accident and emergency situations will be handled according to the following procedures:

- Minor accidents or injuries such as bumps, bruises, or cuts that seem not to require stitches or further medical care will be treated by staff who will offer comfort, wash wounds, and apply necessary band aids. These incidents may be reported in writing to the parents on the day that it occurs.
- Parents, guardians, or persons listed on the medical emergency care permission form will be called for accidents requiring further professional medical attention. The person contacted will be told to pick up the child for further assessment. Examples of such injuries would include deep cuts that may require stitches, uncontrollable nosebleeds, large bumps or bruises (particularly to the head), and possible broken bones. An accident report will be completed by a staff member.

- In emergency situations such as fractured bones, unconsciousness, extreme fever, large or deep cuts, and serious head injuries followed by vomiting and/or dizziness, the staff will call for ambulance service (paramedics) and an adult will accompany the child to the hospital. The parent, guardian or emergency care person will be informed immediately.

Injuries that require an immediate call to 911 are as follows:

- The child is unconscious, semi-conscious or unusually confused.
- The child's airway is blocked.
- The child is not breathing.
- The child is having difficulty breathing, shortness of breath or is choking.
- The child has no pulse.
- The child has bleeding that will not stop.
- The child is coughing up or vomiting blood.
- The child has been poisoned.
- The child has a seizure for the first time or a seizure that lasts more than five minutes.
- The child has injuries to the neck or back.
- The child has sudden, severe pain anywhere in the body.
- The child's condition is limb-threatening (for example, severe eye injuries, amputations, or other injuries that may leave the child permanently disabled unless he or she receives immediate care).
- The child's condition could worsen or become life-threatening on the way to the hospital. Moving the child could cause further injury
- The child needs the skills or equipment of paramedics or EMTs.

Record Requirements

- Section 4 of the Abused and Neglected Child Reporting Act: School personnel are informed that they are mandated reporters of child abuse and neglect and all school personnel hired on or after July 1, 1986 have signed the statement required by the Department of Children and Family Services acknowledging this obligation.
- Sections 5(b) and (c) of the Missing Children Records Act; Section 5 of the Missing Children Registration Law; and State Board rules promulgated pursuant to Section 2-3.13a of the School Code. The school maintains copies of birth certificates for each student enrolled.
- Records requests for current or former students that are suspect shall be checked against the National Missing and Exploited Children's website.
- Forms for requesting transfer student's records will be given to parents at financial registration. The parent must complete the form and give to the student's former school ASAP. Records requests submitted to St. Paul will be fulfilled within no less than 10 days of the formal request.

Communication

Regular communication to parents is an expectation at St. Paul. Below are some of the communication standards from St. Paul staff:

- *Sycamore* - St. Paul's online grading management system, accessible by families 24/7
- *The Cougar Connect* - Weekly and other communication from the principal regarding critical announcements, events, policies, etc.

- *Classroom Newsletters* - weekly classroom newsletters, upcoming events, announcements, weekly homework, and test due dates
- *Friday Folders* - homework, announcements, permission slips, physical notes from teachers/staff, etc.

Messages to Students

If you need to contact your child during the school day, please contact the office and the message will be relayed to your child as soon as possible. If you are emailing your teacher with a message for your child, please copy the school office as well, as the teacher may not be able to check their email in time.

Inclement Weather and Closures

St. Paul Lutheran School will communicate with parents and staff if school is closed due to inclement weather or an emergency using the following methods:

Telephone: If the school is closed due to inclement weather, St. Paul will notify parents and staff by phone blast. If you have a current phone number on file with the school, our system will automatically call you and leave a voicemail message as soon as a decision is made.

Text: If you have a current mobile number listed with the school, we will notify you via text.

Email: St. Paul will also notify parents and staff of school closings via email.

Online: Emergency Closings Center <https://www.emergencyclosingcenter.com>

Closings are typically posted beginning at 6:30 a.m. Please do not contact your child's teacher for closing information.

Cold Weather Recess Procedures

Students will have indoor recess when the weather is rainy or too cold. Temperatures under 20 degrees will keep students inside for recess (at the teacher's discretion). Please make sure your child has the appropriate winter clothing and accessories (gloves, scarves, hats, boots, etc.), as they will be going outside for recess when temperatures are above 20 degrees. When there is snow on the ground, students will need boots and snow pants to be able to go out.

Miscellaneous

Field Trips

Field trips are an important part of our educational programming and are curriculum-oriented. Through these excursions, students see what they are learning in the classroom applied in real life. It is a time to develop skills. It is also a time to develop skills in manners, courtesy, safety, and good citizenship. If your child's class is planning a field trip, you will be asked to sign a permission slip to go with the group. The permission slip will also indicate the cost of the field trip. Children younger than eight years old must be secured in an appropriate child restraint system, while being transported during the field trip. If parents are chaperoning or driving for field trips, forms must be completed, which are available in the school office and submitted prior to volunteering for the field trip.

Internet and Device Usage

Internet access is available to students and teachers at St. Paul. Our goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Internet brings nearly limitless educational opportunities, but it also brings potential dangers. Because it is the user who controls the search criteria and the material accessed, students are not allowed to access the Internet without direct teacher supervision.

Students at St. Paul Lutheran School should be aware that St. Paul has policies and guidelines regarding the use of its computers. Students must agree that they will not access information that is considered to be forbidden and will not change or modify computer defaults, set-ups, or make hardware or software modifications without the direct supervision of a qualified teacher. Should a student violate any part of this agreement we understand that his/her access privileges will be revoked and that school disciplinary action will be taken.

Google Student Accounts

Students in grades 1 through 8 are given St. Paul student accounts through Google. These accounts allow access to limited G-Suite applications such as Docs, Slides, Sheets, etc., and limit email to internal communications only. These accounts are heavily monitored, filtered, and to be used for academic purposes only.

Lost and Found

Each year many items find their way to our Lost and Found. Parents can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps, and boots with his/her full name.
- Trying to locate the item immediately upon discovering it is lost. Do not let too much time elapse.
- Using caution in allowing articles of sentimental or significant value to be brought to school.

Birthdays

The following guidelines must be followed for all classroom birthday parties.

- Teachers must be given at least one week's notice prior before students bring in food.
- Foods intended to take the place of students' lunches, may only be distributed Monday – Thursday.
- Any treat for the classroom should arrive as pre-packaged, individually wrapped, or sealed directly from the source (ex. a container of pre-made store bought cupcakes would be acceptable).
- Parents are always welcome to opt out for their child by letting the teacher know ahead of time.
- Please also keep in mind we do not allow food containing nuts of any kind.

Invitations

Invitations to events outside of school may be passed out as long as the entire class is invited. Please mail invitations for birthday parties if the entire class is not invited. Feelings can be easily hurt when some students are invited to a party, and others are not. St. Paul will not provide contact information for any of our families.

Classroom Parties

During the school year, teachers may decide to have various classroom parties for holidays and other special occasions. How a teacher chooses to utilize adult volunteers is at the teacher's sole discretion.

- Parents may be asked to contribute food and/or supplies needed for classroom parties.
- Adult volunteers who are authorized to assist with parties in the classroom must secure childcare for any younger siblings or other children as siblings are not allowed to attend these events.
- Adult classroom volunteers must first sign in as a visitor in the school office.
- In order to maintain a safe environment for our students, St. Paul uses the RAPTOR security system. The RAPTOR system runs background checks on individuals who are volunteering for any school activities. All outside access to the school section of the building will be locked during the school day.

After-Hours Student Access

It is the responsibility of every student to make sure they have all required materials before leaving school at 3:15 p.m. dismissal. Students who need to re-enter the building after school may do so until 3:30 p.m. Parents should not ask teacher or other staff for admittance to the building after 3:30 p.m. for reasons pertaining to retrieving books, homework, or other school related items.