

# St. Paul Lutheran School

## K-8th Handbook 2021-2022



***“All things were created through Him and for Him. And He is before all things, and in Him all things hold together.”***

**St. Paul Lutheran School  
85 S Constitution Dr  
Aurora, IL 60506  
(630) 896-3350**

**Dear Students and Parents:**

**Welcome to St. Paul Lutheran School for the 2021-2022 school year. We hope this information is helpful as we begin our new school year together. If you have questions concerning programs or policies, please do not hesitate to give us a call.**

**The Staff of St. Paul Lutheran School**

**Please note that the school maintains written descriptions of its governance structure and its policy-making procedure, maintains its policies in written form and will make its policies available to the parents of the students enrolled upon request.**

### **St. Paul School Staff List**

SCHOOL OFFICE 630-896-3350 CHURCH/SCHOOL WEBSITE [www.stpaulaurora.org](http://www.stpaulaurora.org)  
SCHOOL EMAIL: [school@stpaulaurora.org](mailto:school@stpaulaurora.org)

1. Mr. Eric V. Rogers (Principal) [erogers@stpaulaurora.org](mailto:erogers@stpaulaurora.org)
2. Mrs. Lori Erickson (School Office Manager) [lerickson@stpaulaurora.org](mailto:lerickson@stpaulaurora.org)
3. Mrs. Kelli Quaid (pre-K) [kquaid@stpaulaurora.org](mailto:kquaid@stpaulaurora.org)
4. Mrs. Frances Honess-Grab (pre-K) [fgrab@stpaulaurora.org](mailto:fgrab@stpaulaurora.org)
5. Mrs. Sharlyn Deombeleg (Kind.) [sdeombeleg@stpaulaurora.org](mailto:sdeombeleg@stpaulaurora.org)
6. Mrs. Tina Branning (1st Grade) [tbranning@stpaulaurora.org](mailto:tbranning@stpaulaurora.org)
7. Miss Cami Heinisch (2<sup>nd</sup> Grade) [cheinisch@stpaulaurora.org](mailto:cheinisch@stpaulaurora.org)
8. Miss Jane Miller (3<sup>rd</sup> Grade) [jmiller@stpaulaurora.org](mailto:jmiller@stpaulaurora.org)
9. Mrs. Lora Price (4<sup>th</sup> Grade) [lprice@stpaulaurora.org](mailto:lprice@stpaulaurora.org)
10. Miss Molly Jordan (5<sup>th</sup> Grade) [mjordan@stpaulaurora.org](mailto:mjordan@stpaulaurora.org)
11. Mrs. Roberta Dobbins (Middle School) [rdobbins@stpaulaurora.org](mailto:rdobbins@stpaulaurora.org)
12. Mr. Timothy Oliver (Middle School) [toliver@stpaulaurora.org](mailto:toliver@stpaulaurora.org)
13. Mr. David Grab (Algebra) [dgrab@stpaulaurora.org](mailto:dgrab@stpaulaurora.org)
14. Mrs. Susan Wyeth (Art) [swyeth@stpaulaurora.org](mailto:swyeth@stpaulaurora.org)

**\*Please note that email addresses should not be used as the sole form of communication with teachers and school staff.**

## **Absences**

**Please call the school at (630) 896-3350, before the start of the school day if your child will be absent from school. If we do not hear from you, our office manager will telephone you to verify the absence. When you know in advance the student will be absent, the office must be notified in writing prior to the day of absence. Your cooperation helps us ensure the safety of our students. Please call us if your home, work, or emergency phone number changes.**

**The school requires students who are enrolled to attend daily during the entire regular school term. Parents are discouraged from taking students out of school for vacation or non-school sponsored events. EVERY EFFORT SHOULD BE MADE TO SCHEDULE VACATION TO COINCIDE WITH SCHOOL VACATIONS.**

**A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. A “chronic or habitual truant” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 176 school days. Any child who accumulates combined unexcused absences of more than nine attendance days will be considered for grade level retention. If a student’s attendance approaches the truancy level, the parents will be contacted by the principal. At this time, The Kane County Regional Office of Education truancy may be notified and measures from that office be invoked.**

**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**
- **Absences 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, practice, games and tournaments).**

- 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, students must present a written excuse from a doctor.
- Homework will be given to student upon return.

### **Academic Term**

The ISBE requires an academic term of at least 176 days of pupil attendance annually, with at least five clock hours of instruction daily or at least 880 clock of instruction annually. St. Paul offers 978 hours of instruction annually.

### **Accreditation**

The Lutheran School system is an integral part of the American Educational Program. In Illinois, St. Paul Lutheran School is bound by the same curricular standards as the public schools. St. Paul meets the educational standards of the State, and is recognized by the Illinois State Board of Education. St. Paul Lutheran School has also received full accreditation from NLSA (National Lutheran School Accreditation), an organization of the Lutheran Church, Missouri Synod.

### **Activities and Organizations**

**Sports:** Our school competes with other Lutheran, public, and Catholic schools in athletics. Students in grades 5-8 are eligible for participation. Sports include the following (based on numbers of participants):

1. Volleyball- Fall (girls)
2. Soccer- Fall (boys)
3. Basketball- Winter (boys and girls).
4. Cheerleading- Winter (girls)
5. Cross Country – Fall (co-ed) / Track- Spring (co-ed)

Athletic policies and waiver forms will be distributed to the parents of athletes at registration or will be available in the school office.

**Musical Groups:** Children in grades 1-5 are given opportunities to participate in school musical groups and performances.

**Band:** Instrumental instruction is given. Students in grades 4 through 8 are eligible to participate.

### **Admission Procedure**

Initial contact with the school may be made by phone or in person. Discussion regarding necessary records, tuition and other informational matters will be shared. A visit with the principal will then follow. The student(s) and parents should be in attendance for this meeting. If possible,

the teacher will also be present. For the principal visit, parents should bring the following items:

- a. A copy of the student's birth certificate.
- b. Copy of the previous school's report card.
- c. Records of any special services for the learner.

A decision regarding enrollment will be determined within a few days of the interview. At that time, parents will be asked to complete an Enrollment form, a Release of Records form and a Probationary Enrollment form. Parental signature on the Probationary Enrollment Form must be given in order that both the student and St. Paul School may use the six weeks of time to make certain our learning environment is suitable to the student. A \$150.00 nonrefundable, registration fee will then be required.

**Arrears**

Payment of fees should be current. If payment is seriously in arrears when quarterly report cards are distributed, report cards may be withheld and the child removed from class until payment is made. At the conclusion of the year if all fees (tuition, extended care fees, textbook damage fines, book fines) are not paid in full and all sports uniforms are not turned in, report cards and diplomas will not be distributed. If fees for preschool students are two months or more in arrears, the students will not be allowed to attend class. Arrangements may be made for special circumstances. Please call the office if you are having unforeseen trouble paying tuition and we will make every effort to accommodate your situation.

**Arrival-**

**Departure Time**

**School begins at 8:30 A.M. ALL K – 8<sup>th</sup> GRADE STUDENTS ARRIVING AND DEPARTING WILL USE DOOR #3. Please follow the car-line from Constitution Dr down the driveway and drop off and pick up children at Door #3. Children may be dropped off beginning at 8:15 A.M. School begins at 8:30 a.m. Dismissal time is at 3:15 P.M. PLEASE EXERCISE EXTREME CAUTION IN THE PARKING LOT AT ALL TIMES.**

**Athletic Eligibility**

Student athletes at St. Paul are students first. Participation on athletic teams is dependant on the student's academic achievement. A participant must carry an acceptable average grade (C- or higher) in every core subject area. Every two weeks, no fewer than ten school days, a grade check is made of current student athletes. The homeroom teacher

will notify any student with any 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.

### **Music Education**

Introducing children to music is the goal of Music Education Services. MES is an outside service that St. Paul utilizes so that we may offer band. All students in fourth grade through eighth grade are offered the opportunity to participate in the school instrumental program on a fee basis. Classes in the following instruments are available: trumpet, trombone, alto sax, clarinet, flute, and snare drum. Children learn cooperation, teamwork, creativity, and success through playing an instrument.

### **Birthdays**

We love a good party! Please remember to let the teacher know ahead of time if you would like to send treats.... but no chewing gum. Please keep in mind the allergies of children. Check with the teacher first. Invitations for birthday parties must be mailed, not delivered at school. Feelings can be easily hurt when some students are invited to a party and others are not.

### **Board for Educational Ministry**

St. Paul Lutheran School is under the jurisdiction of the Board for Educational Ministry. This board supervises the training of the children of the congregation. The members of the Board communicate school needs to the Church staff and ministries as needed, safeguard the health and safety of the children and bring the school to the favorable attention of the members of the congregation and the general public. Policies of the school are established by the Board. They keep themselves informed through reports from the principal and faculty members in matters of policy and practice. The board makes regular reports to the Voters' Assembly of the congregation.

**Cell Phones/  
Electronics**

Preschool through 5<sup>th</sup> grade students are prohibited from bringing cell phones or any electronic devices to school and extended care. Junior High students are discouraged from bringing cell phones or other electronic devices to school. For safety reasons, each classroom has the ability to make emergency contact with the school office at any time. The office is also able to deliver phone messages to students during the day and students are able to make required phone calls free of charge. However, if a Junior High student's cell phone is brought to school, it is the responsibility of the student to ensure that it remains off during the entire school day and that it be kept in the student's locker at all times so that it is not a distraction to the learning environment. If a cell phone or other electronic device is found on any student or is heard, the device will be confiscated and taken to the school office. Confiscated devices may be retrieved by a parent for a \$25 retrieval fee. The school assumes no responsibility for the safety of any personal property, lost or stolen, but ensures that reasonable measures are in place to keep this from happening.

**Church/  
Chapel**

Since religious instruction is an integral part of the school's mission, it is extremely necessary that all pupils attend worship services regularly and faithfully. Parents are urged to attend worship services with their children either at St. Paul, San Pablo, or their home church.

Parents are expected to set the example for their children concerning the regular attendance at weekend worship services. Those families who do not attend church at least 50% of the weekends during the school year will not be able to re-enroll their children the following year under "Lutheran status." They will be charged the full tuition cost of a non-member. An active member is charged a fee much less than a non-member tuition fee. We encourage regular church attendance.

A children's chapel service is held at approximately 8:40 A.M. each Wednesday. Parents are welcome and encouraged to attend. The offering at each service is designated for some mission or charitable purpose. Students are to dress neatly for chapel days as a gesture of respect.

**Curriculum**

St. Paul Lutheran School meets and exceeds Common Core Standards.

Students receive instruction in these core subjects: Language Arts (reading, language, spelling, handwriting) Religion, Mathematics, Social Studies, and Science and Health. Technology is integrated with some subject areas of the curriculum and is available as a tool to help students learn. Spanish is taught at the junior high level.

**Instruction is provided in English in the branches of education taught to children of corresponding age and grade in public schools. This includes the language arts, mathematics, the biological, physical and social sciences, the fine arts, and physical development and health.**

**The school provides instruction in American patriotism, the principles of representative government (U.S. and State Constitutions). No student shall receive a certificate of graduation from the 8<sup>th</sup> grade without passing an examination on these subjects. No student shall be graduated from the 8<sup>th</sup> grade unless he or she has received instruction in the history of the United States and has given evidence of a comprehensive knowledge of the subject.**

**Discipline/  
Bullying**

**It is a privilege to be a student at St. Paul Lutheran School. At St. Paul, we believe every child has the right to learn and that right should not be taken away. We want our students to have the finest education possible, presented by a teacher who is well prepared and is given the optimum opportunity to teach in an environment that will produce the best possible learning.**

**With posted rules, rewards, and consequences, the classroom teacher will oversee and maintain a classroom that is Christ-centered, safe, and age-appropriate for the maximized learning of all students. To establish this environment, our philosophy of discipline includes the Student/Parent/Teacher Covenant for Christian Education. Our goal is to provide a Christian community for children, and to further the partnership between school and home as primary places of faith development. Another goal is to teach our students self-control when confronted with a situation that might otherwise cause them to act out.**

**The Covenant statements below require commitment to the promises God has made to us: Because of what God has done for us through Christ, we will want to respond to His love and receive the blessings He has in store for us. As partners in the Christian education of our children, we the parents will encourage our children to keep the covenant and:**

- 1. Show RESPECT for God and His word.**
  - Faithfully attend worship and Bible study.
  - Learn, memorize and obey the Word of God as it directs our daily living.
  - Use God's name appropriately.
  - Actively support the church and school with God-given treasures and sacrificial offerings.
- 2. Show RESPECT for those in authority.**
  - Support the philosophy and policies of the school.



- Cooperate with the parents, teachers, principal, and others in authority in matters of discipline, in a willing and prompt manner.
3. Show RESPECT for classmates and other people.
    - Pray for and with fellow students, parents, and teachers.
    - Lead a God-pleasing life through showing love and forgiveness toward others.
    - Use helping language.
  4. Show RESPECT for my body and my God-given talents.
    - Model Christian values by monitoring T.V., music, clothes and appearance, food, language and activities.
  5. Show RESPECT for the learning process and the classroom environment.
    - Assume responsibility for completion of homework.
    - Care for spiritual, physical, social, emotional, and academic growth of fellow students – enable classmates to develop their God-given abilities to their potential.
  6. Show RESPECT for school and personal property and the property of others.
    - Keep the school a safe, nurturing, Christian learning environment.
    - Care for the supplies and equipment used inside and outside the facility.

Classroom Rules that coincide with our Covenant will be posted in the classrooms.

Rewards and Consequences will vary for the different grade levels. Academic honesty and a relationship of trust between teacher and student are very important to the learning environment at any school. Incidents of cheating will therefore be taken very seriously and significant consequences will result.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important goal of St. Paul School.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Places the student in reasonable fear of harm to the student's person or Property
2. Causes an adverse effect on the student's physical or mental health
3. Interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by St. Paul.

**Students are prohibited from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.**

**Bullying is prohibited in each of the following situations:**

1. During any school sponsored education program or activity
2. While in school, on school property, on buses or in any other vehicle being used for transportation for a school function or at school sponsored or school sanctioned events or activities
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment

**Bullying is considered a major violation of student's rights and safety. According to the "Discipline Policy" in our handbook, the principal will be involved immediately. Of course there are isolated incidences of inappropriate behavior that a teacher can handle and correct in the classroom, but any gross or persistent intent to harm physically or emotionally will be dealt with immediately. The student will be removed from class, a parent notified and a meeting set up between principal, student and parent. Disciplinary action will be decided at this time that could include, *but is not* limited to, suspension from school.**

**General  
Discipline  
Steps**

**Appropriate consequences will be applied, which could include, but not be limited to:**

- a. loss of a classroom privilege
- b. loss of recess time
- c. conference with principal
- d. notification of parents
- e. after school detention
- f. solution focused intervention plan
- g. probationary status
- h. suspension
- i. expulsion
- j. athletic suspension

**SUSPENSION/EXPULSION**

**The principal may deem it necessary to suspend or expel a student based on the severity of the offense or lack of repentance and desire to change behavior. A suspension may be "in-home or in-school" and not last longer than three school days. Students will be required to complete all**

missed work assigned during the period of suspension, but will receive 0's for the work. A record of the suspension will be placed in the student's official file. It is suggested, but not required, that the Board for Educational Ministry be involved in any decision that would remove a student from the school for any length of time.

Possession of and/or use of smoking materials, drugs, alcohol, fireworks, weapons and the like will result in an immediate suspension and referral to the Board for Educational Ministry for disciplinary action.

## 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 the signed Covenant 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 our 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.

**Damages**                      **Students will be required to reimburse the school for damaged property, including books. The cost of any other damaged property will be at the discretion of the principal.**

**Dispensing Medicines**

**Procedure:**

- 1. 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.**
- 2. 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. (See number four below.)**
- 3. 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.**
- 4. 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.**

5. **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.**
6. **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.**

### **Dress Code Grooming**

**We strongly believe the appearance of our students reflects an impression of our school in the community. We want to create a positive self-image in a child, which is vital to good Christian growth. To accomplish this, we need to encourage cleanliness and dress that is becoming of young ladies and gentlemen, in accordance with the principles of modesty set forth in Scripture. The Dress and Grooming Code for St. Paul School is as follows:**

- (1) All school apparel must fit the uniform descriptions available in the St. Paul Lutheran School Uniform Dress Code.**
- (2) St. Paul polo shirts may be worn. St. Paul hooded sweatshirts may be worn during school as outerwear only or on Spirit Days.**
- (3) The length of shorts, skirts, skorts, and jumpers should be of such a length so that when arms are held straight down on sides, the garments are no shorter than the wearer's longest finger.**
- (4) The uniforms may not be altered or accessorized in any way.**
- (5) Belts are required for Grades 3-8 students if the pants have belt loops. Shirts must be tucked in.**
- (6) Shoes must be worn at all times. No flip-flop sandals are to be worn. Shoes must have a back. Shoes with laces must be tied. Athletic shoes must be available to the students at all times for P. E. class and any time students are in the gym. A separate pair of gym shoes is required for grades 1-8. Other inappropriate footwear will be addressed as deemed necessary.**

- (7) Hats, jackets and sweatshirts are not to be worn in the classrooms during the school day.
- (8) Hair should be clean and neatly groomed. Hair must not interfere with student's vision. Boys' hair should be neatly and evenly trimmed. It should be no longer than shirt's collar length. No tails, patterns or designs will be allowed. Only natural hair coloring if dying hair.
- (9) Nail color, tattoos (permanent, temporary, or hand-drawn), chains, earrings, or body piercing (including any magnetic jewelry) are not permitted for boys.
- (10) Tattoos (permanent, temporary, or hand-drawn), body piercing (including any magnetic jewelry) other than earrings are not permitted for girls.
- (11) Students in Grades 6 – 8 are required to wear a gym uniform for gym class consisting of the gold t-shirt and maroon gym shorts, which are available for purchase in the school office. During cool weather, if gym is outside, students may wear sweatshirts and sweatpants over their gym uniform. No other apparel may be substituted for a gym uniform, and the gym uniform may not be altered in any way. If students do not have their gym uniform at school for gym class, they will not be allowed to participate in gym and will receive a zero for that day.

Teachers will enforce the above Dress/Grooming Code. Teachers may send students who are out of dress code to the office to call home for the correct clothing or send home a dress code violation form.

## **St. Paul Lutheran School Uniform Dress Code**

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://www.companycasuals.com/StPaulLutheranAurora/start.jsp>

The procedure for ordering shirts from this site is as follows

:

- A. Go to the website and add the pieces you want to your cart, enter your contact information, and submit the order on the site.
- B. You will be contacted soon with a follow-up email confirming that your order was received, letting you know the turnaround time for the order, and giving you the total amount you will owe.

C. Payment will not be able to be submitted online this year (that will be coming in a more advanced website next school year). In the follow-up email, you will be asked if you would like to pay with cash, check, or credit/debit card.

D. Cash and check payments and deliveries of orders will be processed via school. Cash and check payments will be sent with your child, given to the teacher, and they will submit them to the office where they will then be sent to Initial Impressions. Credit/Debit card payments will be made directly to Initial Impressions after you are contacted in your order confirmation email. Deliveries of clothing will be given to the office and will be distributed to your child to take home at the end of the school day.

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, beginning in 2022, so please feel free to donate and take advantage of that resource as well next year.

St. Paul Lutheran School uniform code clothing items:

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 shirts tucked in at all times. Sweatshirts are not required to be tucked in.

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.

**Early Dismissal/  
Late Arrival**

**Safety for our students is our prime concern. If your child is to be dismissed early, please notify the teacher in writing the morning of the dismissal. To pick up your child, PLEASE come to the school office and sign your child out. They will be called to the office from the classroom and meet you there. Please do NOT go directly to the classroom to pick up your child. This rule applies **only** to the **KPK-8<sup>th</sup>** graders. ~~Beginning with the 2019-2020 school year, this rule will also apply to preschool students as well.~~**

**All parents and visitors in the school building after 8:30 a.m. must sign in at the church office. Late arriving students will be checked in and receive a pass and then may proceed to their classroom. All parents and visitors in the school building during school hours must receive a visitor's badge from the church office. Upon leaving, visitors must sign out at the church office.**

**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 on 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 selected 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.**

**Emergency Closing** 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 School will also notify parents and staff of school closings via email.

**Media**

You may go to any of the following resources to obtain school closing information:

<u>AM Radio Stations</u>	<u>FM Radio Station</u>	<u>TV Stations</u>
WGN – 720	WKKD – 95.9	NBC – 5
WBBM – 780		
WMAQ - 670		WGN – 9

WBIG – 1280  
WKKD – 1580

FOX  
CBS – 2

Closings are usually posted beginning at 6:30 a.m. Please do not call your child's teacher.

#### Extended Care

Our Christian Extended Care Center is a service intended to care for children in grades Preschool – 8, before and after their formal school hours: Monday – Friday, from 6:30 a.m. – 8:15 a.m. and from 3:15 p.m. – 6:00 p.m. Care is provided on half-days of school only from 6:30 a.m. – 8:15 a.m. The cost is \$4.40 per hour or \$1.10 per quarter hour. All parents intending to use extended care on a regular or occasional basis must enroll their child (children) 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 about extended care, see our Extended Care Handbook, available in the school office.

#### Field Trips

Field trips are an important part of our educational program and are curriculum oriented. Through these excursions, students see what they are learning in the classroom applied in real life. It's a time to develop skills in 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 allow your child to go with the group. The permission slip will indicate the cost of the field trip. Children younger than 8 must be secured in an appropriate child restraint system while being transported during the field trip. If parents are chaperoning or driving on field trips, there are 3 forms available in the school office that must be completed prior to volunteering for the field trip.

#### Health

Hearing tests and visual tests 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.**

**Any medication a child is to be given must be taken to the school office and given to the secretary. Medication is dispensed only with written parental permission and a note from the doctor. Parents must complete a medication form in the school office. The only exceptions are for an emergency inhaler, which shall be kept by the student and an epi-pen, which shall be kept by the student's teacher. St. Paul and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.**

**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.

**Accidents and emergency care policy: Accident and emergency situations will be handled according to the following procedures:**

- 1. 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.**
- 2. 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.**
- 3. 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.**
- 4. 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 won't 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/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.**

**Homework** Students may have homework when assigned work during the school day is not finished or as a reinforcement of a skill. Homework may also be an enrichment activity that extends classroom activities.

**Homework during an absence:** Homework will be given to the student on the day he/she returns to school. For each day of illness, there will be one day allowed to make up the work, immediately following the illness.

**Example:** If a student is ill on Monday and returns Tuesday, Monday's work will be due on Wednesday. If Monday's work is not done on Wednesday, there may be consequences at the discretion of the teacher.

**Absences for Family Vacations:**

Student vacations during the scheduled school calendar will be unexcused (Please see Absences). Families should plan their trips/extended vacations during normal non-attendance periods such as summer vacation, spring break, or winter vacation. Teachers will NOT issue the homework in advance of vacation. Any make-up work will be given upon return from vacation.

**High Honor Roll  
Honor Roll**

Students in grades 6-8 are eligible for the High Honor Roll and the Honor Roll. To achieve the High Honor Roll a student must attain a 3.66 average (on a 4.0 point scale with A=4, B=3, C=2, D=1, F=0) for all report card grades each quarter. To achieve the Honor Roll a student must attain a 3.33 average. To receive an award at the end of the school year, a student must have attained that level 3 of 4 quarters.

Explanation of Number Value for determining High Honor and Honor Roll is as follows:

A 3.84-4.0	C+ 2.17-2.49
A- 3.50-3.83	C 1.84-2.16
B+ 3.17-3.49	C- 1.50-1.83
B 2.84-3.16	D+ 1.17-1.49
B- 2.50-2.83	D- 0.50-1.16

Grades 1-5 are eligible for the following awards: Citizenship Award, Church Attendance (75% or more), Book-It Awards, Academic Excellence (Straight A's 3 of 4 quarters), Academic Effort Award  
Other achievements may be recognized as deemed appropriate.

## Information

### Concerns

If you need information or have a concern about your child, the first person to contact is your child's teacher. A listing of teachers' email addresses is included in this handbook. If, after talking to the teacher, you still have questions, talk to the principal.

### Lost and Found

*Bet we know where the missing gym shoe, mitten, or hat is!*

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 their full name.
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.
- Using caution in allowing articles of sentimental or monetary value to be brought to school.

### Messages

Each day we receive many requests to get a message to students. We know that sometimes important family things come up and it is necessary to contact your child. However, learning time is important and classroom interruptions need to be kept to a minimum. Therefore, if you need to contact your child, please contact the office and the message will be relayed as soon as possible. If you are emailing a teacher during the school day, please copy the school office as well.

## 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.

**Mission:** To Make Disciples Who Make Disciples

Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your god with all your heart and all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates. Deuteronomy 6: 4-9

## Vision:

This 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. Community

## Missing Children

Upon notification by the Illinois State Police that a person born in this State is missing, the Office Manager 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 that 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 Office Manager 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 his record.

## Money

Except for small amounts, we appreciate financial transactions to be handled by checks made out to school. Checks eliminate the problems of money lost on the way to school. When money is sent with younger children, please put it in an envelope with the child's name and grade (or teacher's name) written on the outside. For the last two weeks of school, payments may need to pay in cash. Please emphasize with your children the danger of leaving any valuables in their desks, coat pockets, etc.

## Non-

## Discrimination

St. Paul Lutheran School serves the entire community. St. Paul Lutheran School does not discriminate on the basis of race, color, sex, disability, or national ethnic origin in admission of students; in the right to privileges, programs, and activities generally made available to students in the school; in administration of educational and employment policies; and in administration of athletic or other school administered programs.

St. Paul Lutheran School takes its non-discrimination policy seriously. The School Advisory Committee of St. Paul Lutheran School is responsible for implementation of the non-discrimination policy and addresses any concerns in this area. If a parent or student feels that

discrimination by a staff member is occurring or has occurred, the parent or student shall contact the school office for the contact information of the School Advisory Committee members. It then becomes the responsibility of the School Advisory Committee to take down, in written form, the complaint from the parent/student within 3 work days. The Advisory Committee will then provide the Board of Directors (BOD) for the Congregation with a copy of the written complaint. The BOD will have 3 work days to review the complaint and set up a time with the Advisory Committee to meet and discuss possible solutions to the problem. It will be the responsibility of the Advisory Committee to keep the student/parent updated at all stages of the review as to what is occurring. A meeting with the Advisory Committee, BOD and the student/parent should occur no later than 2 weeks after the initial complaint occurs.

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.

#### Nuisances

Comic books, squirt guns, and all electronic paraphernalia should not be brought to school. Such items will be confiscated and disciplinary action will follow.

Please leave appropriate toys in your book bag to enjoy only at recess time. Class time is for learning.

All gum chewing is forbidden on school property.

#### Parent Participation Groups

The PTL (Parent-Teacher League) is made up of faculty members and any parent or guardian of a student at St. Paul School. The league meets several times per year. A variety of programs are presented. Service projects are conducted in which parents are encouraged to participate. Hot lunch days are occasionally scheduled for the school community.

Sports Boosters: Any parent may be a member of the Sports Boosters. Parents of school athletes are expected to participate. 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.

#### Parent-Teacher Conferences

Parent-Teacher conferences are one of the most important channels of Communication between school and home. Conferences will be required for all students at the end of the 1<sup>st</sup> quarter.



**We are happy that so many parents attend conferences each year. You will get the most out of your conference if you:**

- 1. arrive on time;**
- 2. make a list of items you want to discuss or questions you would like answered;**
- 3. ask for clarification of any information the teacher gives that you do not understand;**
- 4. follow-up with the teacher in the weeks to come.**

## **Playground And Parking Lot Safety**

**The following safety precautions are in place whenever the playground/parking lot is in use. We do not allow rough games, fighting, hardballs, snowballs, baseball bats, skateboards, or other objects that may cause injury in a congested area. School rules of courtesy and respect apply to the playground as well.**

**If a student breaks a safety rule, he/she will be warned, and the parent/guardian will be informed by a phone call or letter.**

**We are concerned for the safety of each child at our school. Please discuss the importance of following our playground safety rules with your child/children.**

## **Records Requirements:**

**The school complies with the student records requirements of:**

- 1. 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.**
- 2. 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.**
- 3. Records requests for current or former students that are suspect shall be checked against the National Missing and Exploited Children's website.**
- 4. 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.

**Reporting  
Maltreatment  
Of Minors**

State law requires school personnel who know or have reason to believe a child is being physically or sexually abused or neglected by a caretaker, to report it to the local child protection agency or law enforcement agency. Mandatory reporting procedures must be followed for suspected abuse or neglect.

**Report Cards**

Report cards are issued at the end of each quarter. Report cards may be withheld until all commitments to the school have been met. The report card reflects the student's performance in terms of maturity and ability. The students are graded in the academic areas as well as those of study habits and social growth.

The grading scale is as follows:

Grades 1-8:

Effort: + Outstanding; / Satisfactory; - Unsatisfactory

Academic:

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

F 59% and below

**School  
Newsletter**

Our school newsletter will be emailed weekly. Most school related news and weekly schedules will be published. From time to time other memos or flyers may be sent home. It is important that parents check the backpack or take-home folder and check emails from the school and church in order to be informed of school events.

**School Pictures**

Our school contracts annually to have pictures taken of each child early in the school year. Information regarding prices, times and days is distributed by a flyer from school.

**School Visitors**

Parents and other adults are not allowed in the building at this time. When dropping off or picking up a student at other times during the day, please call the school office and inform Mrs. Erickson. You can alert the school office that you are here to drop off or pick up your child via the door buzzer at Door #3.

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, especially field trip drivers, etc. All outside access to the school section of the building will be locked during the school day.

#### **Staff Safety/Student 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:**

- 1. Toxic art supplies are not used in grades K-6.**
- 2. 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.**

**Statement of Cooperation**

**We believe that enrollment in St. Paul Lutheran School is not a right, but a privilege. There are standards that must be maintained for the welfare of each student as well as for the entire school. Parents are encouraged to become acquainted with the classroom policy for discipline. We expect student behavior to be upheld in a manner that is consistent with Christian principles.**

**Student Safety/  
Social Media**

**We have instituted the following measures to ensure student safety:**

- 1. All school doors are always locked and secured.**
- 2. All visitors are required to sign in at our school office.**
- 3. Students who leave school early must be properly signed out at our office. Preschool and childcare will sign out with the teacher or teacher's aide. K-8 students will be signed out in the office and not leave directly from the classroom.**
- 4. Students will not open doors for any adults.**
- 5. A security system is in effect at school entrances.**

**We believe the added effort of these measures, although inconvenient, to be necessary for a safe school environment.**

- 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 networking 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 network account violates the school's disciplinary policy; and,**
- St. Paul may require the student to share content in the course of such an investigation.**

## **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**

**Student's needs for 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 his/her 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/or Taking Control counseling services.**

### **Tardiness**

**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. If a child arrives after 8:30 a.m., they will NOT be allowed to enter the classroom until they have checked in with the school office, and have received a pass to enter the classroom.**

**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.\****

## **Viewing/Transfer of Permanent Records**

**Parents will be allowed to view a student's permanent school records upon request in the school office. A staff member must be present while the records are being reviewed. A formal records request signed by a parent is required before any of a student's permanent records may be copied or transferred to another school or organization.**

## **Volunteers**

**We are thankful that God has provided a great number of dedicated volunteers for our various school programs. Our programs would not be as good as they are if we didn't have our wonderful volunteers.**

- A. Student Safety: Student safety is of paramount concern at St. Paul Lutheran School.**
  - 1. Injuries**
    - a. Report all injuries to the appropriate teacher for the injured child.**
    - b. Administer first aid if needed.**
    - c. Contact 911 and then notify appropriate staff in a life-threatening situation.**
    - d. Fill out the appropriate written incident report. (Available in the school office)**
  - 2. Open Door Policy:**
    - a. When meeting with children, always stay visible to at least one other adult and keep the door to the room open unless hallway noise makes that too difficult.**
  - 3. Never Meet a Student Off Campus:**
    - a. For a variety of reasons, contact with students for school purposes should only happen on the St. Paul campus.**
  - 4. No Inappropriate Touching**
    - a. St. Paul does not allow corporal punishment by anyone.**
    - b. As relationships are built with students, a hug or similar gesture may be appropriate, but always make sure it is done within sight of other adults.**
- B. Background Checks:**

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

**C. Promptness/Reporting Absences:**

1. 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.
2. Contact the school office as soon as you know that you will be absent. The sooner, the better.
3. Sign in at the school office each time you report for duty.

**D. Attire:**

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

**E. Behavior of Volunteer:**

1. Christian behavior is expected from all adults.
2. Coming to school while intoxicated or under the influence of drugs is grounds for dismissal from volunteer duties.
3. No profanity or harsh language is permitted.
4. Outward expressions of an unchristian life-style will be addressed.
5. Ridicule of others is NEVER allowed.

**F. Dealing with Inappropriate Student Behavior:**

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

**G. The Principal is Your Supervisor:**

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

**Weapons and  
Illegal Items**

All illegal items, such as drugs, guns, weapons, laser pointers, and instruments that have the appearance of a weapon, are prohibited within the St. Paul School environment. This prohibition also applies to locations of school-sponsored activities such as field trips, sports events, or co-curricular events, wherever they occur.

Consequences for violation of this policy will include a report to the appropriate law enforcement agency, confiscation of the item/s and possible suspension or expulsion from St. Paul School.

**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 3 days of each incident through the School Incident Reporting System.**

**There is so much more to know about our school. If you have questions concerning any portion of our school program, we encourage you to call. When schools and parents work together, children benefit. Nothing is more important to us than your children and the partnership between home and school.**