

***St. Paul's Lutheran School
Family Handbook
2023-2024***



*500 6th Ave. S.W.
Perham, MN 56573*

*Phone: 218-346-2300
Email: schooloffice@stpaulsperham.org
Web: www.stpaulsschoolperham.org*

MISSION STATEMENT

“Impacting lives forever spiritually, intellectually, emotionally, physically, and socially with the love of Jesus”

PHILOSOPHY OF CHRISTIAN EDUCATION

In order to fulfill the mission of our Lord’s Church, St. Paul’s Lutheran Church and School offers a program of quality Christian education. Our curricular and co-curricular programs strive to express Christ’s love and grace throughout. Our teachers are Christians who witness God’s love to the children and families. Students, preschool through grade eight, have numerous opportunities to witness their faith to friends and to participate in worship through classroom devotions and chapel services. Daily instruction in the Word of God provides an opportunity for all children to grow in their faith and knowledge of their Savior. We partner with parents to build a strong Christian base upon which their children can be firmly grounded in their faith.

We provide challenging curriculum, quality teaching techniques, and relevant classroom materials and equipment. St. Paul’s Church and School strives to help each child meet the increasing demands of life in an ever changing society. We help each child to realize his or her God-given potential to the greatest degree possible- spiritually, intellectually, emotionally, physically, and socially with the love of Jesus.

SCHOOL PURPOSE

“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6

St. Paul’s Lutheran School is an integral mission of St. Paul’s Lutheran congregation. The words below shape and direct all policies and programs of St. Paul’s Lutheran School. The purpose of St. Paul’s Lutheran School is to provide Christian Education in partnership with parents so that:

- 1. Children will be provided with a challenging and engaging comprehensive program of education so that they may develop, understand, and appreciate their God given talents and skills for responsible Christian living and service.*
- 2. Children will be nurtured in the Word in a safe and healthy environment.*
- 3. Children grow in faith to learn to know and love Jesus Christ.*
- 4. Children by God’s grace, may experience a full Christian life on earth and be assured of eternal life.*
- 5. Children learn to recognize themselves as persons of worth made by God in His image.*

This Handbook serves as a guide for both the students and parents of St. Paul’s Lutheran School. While it is unlikely any changes need to occur during the school year, the school administration reserves the right to make corrections, additions, subtractions, or revisions as deemed necessary. These will be communicated with families if/when they occur during the school year.

SCHOOL CONTACTS

SCHOOL INFORMATION:

School Phone	218-346-2300
Church Phone	218-346-7725
School Website	stpaulsschoolperham.org
Facebook	St. Paul's School – Perham, MN

BOARD OF EDUCATION -

Brett Glawe, Chair	brettglawe@yahoo.com
Katie Hennagir	katie@baywindowquiltshop.com
Jamie Holzer, Secretary	tommies_03yahoo.com
Becky Hoefs, Treasurer	becky@hillsideifts.com
Tiffany Voigt	tvoigt12@gmail.com

SCHOOL STAFF -

Candice Bicondoa, Principal	candice.bicondoa@stpaulsperham.org
Andrew Ratcliffe, Pastor	andrew.ratcliffe@stpaulsperham.org
Christopher Brown, DCE	chris.brown@stpaulsperham.org
Justine Guck, Preschool	justine.guck@stpaulsperham.org
Elizabeth Augustus, Kindergarten	elizabeth.augustus@stpaulsperham.org
ReNae Tangen, 1 st Grade	renae.tangen@stpaulsperham.org
Brooke Adamczyk, 2 nd Grade	brooke.adamczyk@stpaulsperham.org
Jolene Wagner, 3 rd Grade	jolene.wagner@stpaulsperham.org
McKenzie Schmitz, 4 th Grade	mckenzie.schmitz@stpaulsperham.org
Mary Spencer, 5th Grade	mary.spencer@stpaulsperham.org
Shari Brown, 6-8th Grade	shari.brown@stpaulsperham.org
Angie Ratcliffe, Music	angie.ratcliffe@stpaulsperham.org
Rachel McLemore, Paraprofessional	rachel.mclemore@stpaulsperham.org
Deb Meyer, Paraprofessional	deb.meyer@stpaulsperham.org
Administrative Assistant	schooloffice@stpaulsperham.org

I. Administration

A. Lutheran Church Missouri Synod (LCMS)

St. Paul's Lutheran School is an LCMS school. It will teach the beliefs of the LCMS to the students who attend.

B. Mission Statement

The mission of St. Paul's Lutheran School is *"Impacting lives forever spiritually, intellectually, emotionally, physically, and socially with the love of Jesus."*

C. Nondiscrimination Policy

St. Paul's Lutheran School admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission and other school administered programs.

II. Admission

A. General

St. Paul's Lutheran School provides a Christian education to everyone in the community who wishes to attend. St. Paul's Lutheran School teaches and nurtures a child in the Christian faith and life as defined by the Holy Scripture and the Lutheran Confessions of the Lutheran Church-Missouri Synod.

All children are expected to fully participate in the regular course of studies, which would include the religion class of his/her grade level, devotions, memory work, and chapel services. Students who are not members of a Lutheran congregation will be participating in religion classes as a school subject and will not be required to change their religious beliefs, nor be required to be confirmed in a Lutheran congregation. There will be no requirements that the family join the congregation.

St. Paul's seeks to strengthen students in the Good News of the Gospel, applying the teachings of Scripture to life's situations in an age-appropriate manner. It is the responsibility of the child's parent(s)/guardian(s) to determine if they agree with and accept the doctrinal teachings of St. Paul's Lutheran School.

B. Enrollment Policy

An application for enrollment at St. Paul's School will need to be completed and returned promptly to the school office. Upon review of the application, a final decision will be communicated to the parent/guardian. St. Paul's Lutheran School reserves the right to accept or decline enrollment determined by whether the school can meet the child's needs. All new students enrolled are accepted under a three-week probationary period. The teacher and/or principal will be in contact with the family regarding the transition to St. Paul's. If at any point during the probationary period it is evident St. Paul's will not be a good fit, a meeting will be held to inform the family.

Enrollment is first opened to current families then opened to new families. When classes fill quickly, preference will be given first to St. Paul's members, sister congregations affiliated with LCMS, and all others.

Transfer students need to allow authorization for a transfer of records, including a report card of prior school upon admission. They will be placed in the grade recommended by the previous school.

C. Requirements to Complete

1. Kindergarten

Students must be five years of age on or before September 1 to enroll in Kindergarten. Minnesota state law requires that children entering Kindergarten must be preschool screened. Record of this screening must be on file at St. Paul's.

2. Health Records

The state of Minnesota has established immunization guidelines that must be met before students are permitted to attend school. A form verifying proper immunization and current physical medical exam must be filed in the school office.

3. Immunizations

a. Requirements for students entering Preschool

- 4 DTaP/DT
- 3 Polio
- 1 MMR
- 1 Hib
- 1 Hepatitis A
- 3 Hepatitis B
- 1 Varicella or history of chickenpox disease

b. Requirements for students entering Kindergarten

- 5 DTaP/DT (5th not required if 4th dose given on or after 4th birthday)
- 4 Polio (4th not required if 3rd dose given on or after 4th birthday)
- 2 MMR
- 3 Hepatitis B
- 2 Varicella or history of chickenpox disease

c. Requirements for students entering 7th grade

- 2 MMR
- Tdap booster
- Series of 3 Hepatitis B
- 2 Varicella or history of chickenpox disease

d. Exemptions

Parents may file a medical exemption signed by a health care provider or a non-medical exemption signed by a parent/guardian and notarized.

D. Re-Enrollment Policy

Beginning March 1, re-enrollment is open to all current families. There is a registration fee for each student returning. Where outstanding tuition exists, a family is required to make mutually acceptable payment arrangements with the principal to complete such payments prior to the next school year.

The re-enrollment of a student from year-to-year is not guaranteed. If a student's academic, social, or behavioral needs have changed, ongoing enrollment may need to be reconsidered. All students are re-enrolled based on the school's ability to meet the needs of the student. The final determination will be made by the school principal.

Probationary periods may also be enforced for returning students if a teacher and/or principal deems it necessary. If at any point during the probationary period it is evident St. Paul's will not be a good fit, a meeting will be held to inform the family.

III. Behavior Expectations

A. Discipline

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of the St. Paul's Lutheran School Discipline Policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

1. Standards of Behavior

In order to show respect, maintain safety, and focus on learning, I will:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to myself.
4. Be where I am supposed to be.
5. Take care of school property and personal belongings.
6. Walk quietly in the hallways so I do not disturb other classes.

While most students consistently observe the school behavior standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken.

2. Prohibited Behaviors

The following are prohibited behaviors which, if exhibited, will result in disciplinary action:

Bullying or teasing	Hitting or touching another person inappropriately
Disrespectful language	Profanity, filthy or crude language
Derogatory ethnic references	Drawing objects or images that are offensive or anti-Christian, ethnic put downs
Physical and verbal assault	Pushing, shoving, punching, hitting, kicking, spitting, taunting, or name-calling
Threat of violence	All threatening statements will be taken seriously and not dismissed as a joke

A student may be suspended or expelled for any of the following reasons, but not limited to these reasons:

- Bullying or harassment
- Willful disobedience
- Defiance of authority
- Profanity or vulgarity
- Stealing
- Reoccurring refusal to do assigned school class/homework

Refusal to obey school rules
 Truancy
 Vandalism

If students are displaying these prohibited behaviors, the following consequences will be served.

Grades Kindergarten – 4th Grade	Grades 5 – 8th
1st Offense: Teacher will contact parents	1st Offense: Sent to the principal’s office and student will make a phone call to parents to report what has happened.
2nd Offense: Sent to the principal’s office and student will make a phone call to parents to report what has happened.	2nd Offense: Detention will be served.
3rd Offense: Detention will be served.	3rd Offense: Student will be suspended.
4th Offense: Student will be suspended.	4th Offense: Consequence will be determined on a case-by-case basis by the principal.
5th Offense: Consequence will be determined on a case-by-case basis by the principal.	

Any student known to be engaging in any of the following activities on school property or at school activities could be subject to immediate suspension or expulsion:

- Use or in possession of tobacco or tobacco products
- Use or in possession of alcoholic beverages
- Use or in possession of illegal drugs, look alike drugs, or drug paraphernalia
- Use or in possession of weapons
- Other serious school violation not mentioned above

Minor Inappropriate Behaviors:

- Distraction in class
- Not having a quiet voice when/where required
- Inappropriate behavior while at lunch
- Not keeping hands to self while in line
- Inappropriate behavior in hallways or restrooms
- Unacceptable language

There are certain words or phrases that are acceptable in society, but not acceptable in our school. Depending on the grade level, communication to the students about these words will vary. One or more of the following options may be used: a class discussion, speaking to individuals, and dealing with the issue in Religion or Health class.

Possible Examples of Consequences: *not limited to this list

- Removal from situation
- Loss of privilege in class
- Sent to principal

Parent/Teacher meeting
Detention
Meeting with principal and parent meeting to follow up

The type and length of the consequences will depend on the misbehavior and the student age. If an inappropriate behavior persists beyond the third incident, more serious disciplinary action will be taken.

B. Bullying/Harassment Policy

Bullying is a form of harassment. All individuals and guests at St. Paul's Lutheran School are to be treated with respect and dignity. St. Paul's must be an environment that is free from bullying/ harassment and violence. It is a violation of St. Paul's standards for students or anyone else, to bully or harass a person through conduct or communication that is demeaning or physically harmful. Harassment is considered to be words and/or actions directed toward an individual or group of individuals which intimidates, degrades, and or fails to respect another person's dignity. Bullying/Harassment includes, but is not limited to, references made to a person or group based upon a person's age, sex, race, religion, or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs, and spreading sexual rumors directed toward an individual or group are also considered to be bullying/harassment. Consequences for harassing another person may range from an informal talk to suspension or expulsion from school. If an offense rises to the level of Human Service intervention, it will be reported.

Since God has commanded us to show love towards all our fellow St.Paul's family, no verbal, sexual, or physical harassment or bullying will be tolerated. The following steps have been set up to assure a community of respect by staff, parents, and students towards others.

- The person being harassed should tell the person to stop.
- If the behavior does not stop, it should be immediately reported to a teacher or the principal.
- If the behavior continues, a meeting will be set up with the parents and students to look at ways to resolve the problem.

The following corrective measures may be used, depending on the severity or the problem:

Discipline Parent Report sent home with consequences
Suspension
Recommendation to the School Board for Expulsion

IV. Communication

A. General

For a child to have the greatest success possible at school, teachers, support staff, and parents must work together as a team in a variety of ways. We want to hear from you and share information with you. Communication between home and school helps both the parents and teachers better understand, support, and encourage the child.

Schoolwide information will be shared via ClassTag as warranted. Weekly newsletters titled *Panther Press* will be sent to families every Friday afternoon.

B. Office Hours

The school office will open at 7:45 a.m. each morning.

The administrative assistant will *not* be available during the following times:

11:00 a.m. to noon - lunch duty

12:30-1:30 p.m. – afternoon recess

Phone calls are welcomed and you are encouraged to leave a message. Someone will return your call. The office will be open again from 1:30 pm until 3:15 pm.

C. Parent-Teacher Conferences

Parent-teacher conferences will be held after the first and third quarter. Every effort should be made for both parents to be present at the conference and the appointed time be kept. Ongoing communication with parents is done every quarter as needed.

D. Questions and Concerns

If you have concerns, feel free to contact us. When we don't hear about a problem or concern, we cannot work with you to address the problem or situation. There are times when we cannot respond to a concern in the exact way a parent hopes. We will, however, work with you to fix the problem to the best of our ability to come up with a plan or solution.

E. Grievance Policy

St. Paul's Lutheran School adheres to the Biblical policy of Matthew 18 to solve disputes - *If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church...* Concerns must be taken to those who are in a position to resolve them. Discussing concerns in an open manner with those who are not directly involved promotes misunderstanding, misrepresentation, and gossip. It easily leads to a situation where a false witness may be accepted as truth. In Christian obedience to the commandment against bearing false witness, we must observe Martin Luther's admonition to *put the best construction on everything*. All parties at St. Paul's Lutheran School agree to make every effort to live in harmony and to resolve disputes with each other in private or within our Christian community.

The following procedures shall be used when a student or parent has a grievance:

- If the grievance is with a teacher, contact the teacher immediately and discuss the problem.
- For all other grievances, including unresolved teacher grievances, contact the principal and set forth in detail either written or verbal, the action or policy that is the basis for the grievance.
- If the grievance is not settled, the parent shall contact the Board of Education chairperson. The Board chairperson may either refer the matter back to the principal or set up a meeting with the principal, the teacher, the parent, and other appropriate parties.
- If the grievance is not settled, the parent may file a written statement with the Board of Education to request a meeting with the Board of Education. The Board of Education may elect to call a special meeting to deal with the dispute. The Board's decision is final.

F. Weather Related Announcements

In the event of a late start, early release, or cancellation of school due to weather, an announcement will be made via ClassTag and Facebook. The public school also sends out dialer announcements to families. Days missed due to weather may need to be made up during the school year or at the end of it.

V. Curriculum

A. Curriculum Used in Classrooms

Subject	Grades	Program/Curriculum	Publisher
Religion	PK-8	Enduring Faith	Concordia Publishing House
Math	K-6	Math Expressions	Houghton Mifflin Harcourt
	7-8	All Things Algebra	Gina Wilson
Reading	K-5	Benchmark Literacy	Benchmark Education Company
	6-8	Literature	BJU Press
Writing	K-5	Writer's Workshop	Benchmark Education Company
Language Arts	6-8	Writer's Choice	Glencoe/McGraw Hill
Spelling	K-6	Word Study	Benchmark Education Company
	6-8	Spelling Connections	Zaner Bloser
Handwriting	K-5	D'Nealian	Scott Foresman
Science	K-6	Science	Christian Schools International
	7-8	Life & Earth Science	BJU Press
Social Studies	K-8	Social Studies	McMillian/McGraw Hill
Health	K-8	Second Step	Second Step
Art	K-8	Arts Attack	Arts Attack Publications

B. Band

Students in grades 5-8 are invited to participate in Band taught by the public school band director. Students will have individual lessons and weekly group instruction at the public school with St. Henry's students.

C. Chapel

Wednesday mornings the students and staff unite in a special worship service in the church at 8:45 a.m. Pastors from the area will be leading the chapel services along with other commissioned church workers, or the teachers and students from the classes of St. Paul's Lutheran School. Chapel offerings will be taken each week and the offerings are designated for a specific outreach or mission each quarter.

D. Religion/Memory Work

In keeping with the purpose and philosophy of our school, all subjects are taught in light of God's Word. Every child takes part in daily devotions and chapel. St. Paul's offers traditional subjects commonly taught to Prek-8th grade levels with the addition of a religion curriculum, which includes memory work. Students have memory assignments learning selected Bible verses. Students also learn the six chief parts of Luther's Small Catechism and the books of the Bible. Since it is part of our curriculum, a separate grade is given for memory work.

E. Choir

Children in Grades K -8 sing a couple of times during the school year at St. Paul’s Lutheran Church services Sunday mornings at 9:00 a.m. When singing is scheduled, attendance is expected.

F. Academic Extra Curricular

Students are encouraged to take part in academic extracurricular programs offered through the school. Students in Grades 3-8 can participate in a Spelling Bee, students in Grades 4-8 have the opportunity to participate in a Bible Bowl.

G. Field Trips

Field trips are an important part of education. One permission form will be signed at the beginning of the year for all trips. Notes from classroom teachers with detailed information for each trip will be sent close to the event date.

VI. Financial

A. Tuition and Registration Fee General Information

Tuition is due the 1st of the month and should be turned in to the office by the 15th. After the 15th, you will receive a notice. Statements are not routinely sent, only for late payments. Families have the option of paying with direct deposit, cash or check, or online at the church website. Tuition can be paid all at once at the beginning of the year or over 9 months. Direct deposit forms are available in the office.

Registration fees are due by the first day of school. Please talk with Miss Bicondoa or the administrative assistant if this is a problem and a different payment plan to cover this fee needs to be implemented.

These rates reflect the Board of Education’s attempt to offer quality Christian education that is both affordable and feasible for the congregation. The actual annual per pupil cost is estimated at \$4,500.00 a year.

B. Adopt A Child Program

St. Paul’s Lutheran Church and School has an established program called the Adopt-A-Child Fund, in which tuition assistance is available. Application for assistance is available from the school office.

We strongly believe that no child should be denied an education at St. Paul’s Lutheran School because of lack of funds; therefore, if the tuition policy is a burden for you, please talk to Miss Bicondoa or a member of the Board of Education. We are sensitive to your needs and confidentiality will be kept. St. Paul’s Lutheran School is very special and an important part of St. Paul’s congregation. We would like to work with you to keep it that way.

C. Current Tuition Rates and Registration Fees

Preschool Tuition:

Registration fee: \$75

3 Year Old Option (8:15-11:15am)

Monthly Tuition

Wednesday/Friday

\$120

4 & 5 Year Old Full Day Options

Tuesday/Thursday	\$240
Monday/Tuesday/Thursday	\$360
Monday-Thursday	\$440

*If you have another child enrolled in K-8, there is a \$50 deduction of the above FULL DAY rates.

K-8th Grade Tuition:

Registration fee: \$175

Tuition is based on the number of children in your family in grade K-8 and whether or not you are a member of our church.

Number of Children	Member	Nonmember
1	\$270	\$320
2	\$400	\$500
3	\$470	\$620
4+	\$550	\$675

VII. Food Services

A. General

Lunches are catered in by the Perham Public School High School. The office orders only the number of lunches we need each morning from the lunch count taken in the classrooms. If your child is late or going to be tardy for any reason, the office needs to know by 8:30 if you would like a hot lunch added on. There are no extra lunches brought over, so plan on sending a cold lunch with your child if one is not ordered by 8:30 each day.

Parents are welcome to come and eat with their child but the school needs to know by 8:30 am so an additional lunch can be ordered.

The lunch menu will be sent home at the beginning of each month. Meals are subject to change without notice. St. Paul's has no control over this, so please let the students know and be aware of this. St. Paul's School does not have the authority to change or alter the menu.

Students can also bring a cold lunch and they may also purchase milk. This can be paid out of your child's hot lunch account.

If you do not know your account information with the public school, please contact: Jodee Ebeling at jebeling@perham.k12.mn.us, to gain access. All lunch payments are to be made with your online account. St. Paul's School will not take lunch payments.

B. Pre-Paid Meal Policy

Perham Public Schools operates a pre-paid meal policy. This means that students must have a balance in their account before eating meals. It is the responsibility of parents to make direct lunch account payments to the public school.

C. Snack Milk

Morning milk break is separate from the hot lunch program. There is a cost for milk for grades 1-8. Kindergarten is free, paid through a state run program.

If you have any general questions, please call the school secretary at 218-346-2300. If you have a question on how much money you have in your account, please call the Perham Public School to speak with the Hot Lunch Program Coordinator.

VIII. Fundraising

A. General

There are many ways that families and friends can help the school with raising funds. We expect families to take part in two major fundraisers each year. (Marathon and Gala)

B. Non-Public School Marathon

Early in October students will take part in the Non-Public School Marathon held at the softball fields north of Perham. Students are expected to ask for pledges to take part in the marathon.

C. Gala

The Gala takes place in the spring and is our largest fundraiser. Families help with soliciting and/or donating raffle and silent auction items. Students/families help sell raffle tickets and are encouraged to sell a minimum of 40. Families attend the Gala and are encouraged to invite family, friends, neighbors, and co-workers to join in on the fun.

D. Other Sources

a. Arvig Internet

If you have ACS internet access you may designate St. Paul's Lutheran School as your school and the school will receive \$1/month for each subscriber to the internet and \$2/month for high speed internet. All you need to do is stop into the retail office or call and sign up. You do not need to be a new customer to do this.

b. Box Tops

Tear off the label on the tops of the boxes that say "Box Tops for Education" and bring the tops to school. The school receives money for each box top sent in.

c. We Care

Bring your stamped receipt from Central Market to school and place it in the WE CARE containers found outside the offices in both the school and church.

IX. Health

A. Wellness Policy

The purpose of this policy is to assure a school environment that promotes and protects students' emotional, social, and psychological health.

- Students are encouraged to bring healthy snacks and lunches.
- Students will participate in physical education and recess.
- Second Step Curriculum will be taught in grades K-8 to promote social and academic success.
- Pastor Ratcliffe and DCE Christopher Brown are available to visit with students and parents/guardians when the need arises.

- Freshwater provides services to St. Paul's Lutheran School students when needs are assessed and identified through testing by the Perham Public School.
- When counseling services are needed, we recommend Lakeland Mental Health (218-736-6987) or Christian counseling at The Center for Family Counseling located in Wadena, MN (320-253-3540).

B. When To Stay Home From School

Please keep your child home if he/she currently has or has had these symptoms in the past 24 hours:

- Temperature of 100 degrees or more
- Sore throat
- Pain
- Chills
- Diarrhea
- Earache
- Vomiting
- Persistent cough
- Rash

If a child has been diagnosed with a communicable disease, he/she must remain at home until symptom free for 24 hours. If the child returns to school with any of the above symptoms, we will need to send the child home immediately. This is for the welfare of the sick child, the other students, and the school staff.

We are asking that you do **not** send in a note requesting that your child stay in for recess because they are not feeling well or just getting over an illness. If your child is not well, they should not be in school. We also do not have the staffing to watch children who are not outside with their classmates.

C. Medication

1. Minnesota law defines medication to include the following:
 - Prescription drugs
 - Non-prescription drugs
 - Over the counter remedies
 - Aspirin/Tylenol
 - Cough Drops/throat lozenges
2. Administration of medications by school personnel can only be done by authorization from a licensed physician and written authorization of a parent/guardian.
3. All medication must be brought to the school office by the parent/guardian in the **original bottle** properly labeled by a pharmacy or physician. Students may not keep medications in their classroom.
4. Only the administrative assistant and administrator may administer medication to students.

X. Physical Activity

A. Recess

All students in Preschool- 8th grade have recess during the school day. Preschool- 3rd graders have a morning and afternoon recess. 4th-8th graders have a thirty minute afternoon recess. An important aspect of play is the inter-relating with other children. A child will benefit greatly from a few minutes of outdoor play throughout the school day as it increases alertness for his/her class work.

a. Recess Expectations

In an effort to keep all of our students safe, the following expectations are in place for recess.

- Stay away from the trees and stay out of the cemetery
- Sand stays in the play area
 - Empty your shoes before you enter the school
- Swings are for swinging only
 - No jumping off the swings, standing on them, or sharing with partner
 - No climbing on the poles of the swings
- Slide down the slide on back pockets, feet first
 - One person on the slide and one person on the steps at a time
 - No blocking the top of the slide or swinging on the top
 - No climbing on the poles of the slide
- No climbing or sitting on the rope or bar above the log
- No climbing or sitting on the top of the tunnel
- No playing tag on the playground equipment
- No tackling or horseplay with other students
 - No grabbing clothes of other students
- All balls should be put back into the storage room after recess
 - If you bring the ball outside, you are responsible for putting it back
- No toys are allowed outside unless a student gets approval first
- Stay where you can be seen
- Winter - Students must have a jacket, snow pants, boots, hats and gloves to play in the snow
 - Students will stay on the sidewalk if they are not properly clothed
- Winter - No throwing snowballs or playing with icicles
- Winter - Recess is outside if the windchill is above 0 degrees Fahrenheit
- Winter - No digging tunnels in the snow piles

CONSEQUENCES

- First Offense – Verbal Warning
- Second Offense – Stand against the wall for the remainder of recess
- Third Offense – For repeated offenses the student(s) will meet with the Principal and make a phone call home.

B. St. Paul's Sports Programs

St. Paul's Lutheran School hosts a Lutheran School track meet in May. All students in K-8 participate. Beginning in 5th grade, students may also participate with other Lutheran Schools in track, softball, basketball, and volleyball.

C. Public School Sports Programs

Students in all grades are invited to participate in the after school programs at the Perham Public Schools. Letters are sent by the Public School to all our students for each sport. Look for notes coming home with your child.

XI. Safety

A. Accident Insurance

St. Paul's Lutheran School has purchased student insurance for all students in preschool through eighth grade. This insurance covers injuries that occur during the school day and during school related activities. It will cover costs that a family's insurance does not cover. More information is available in the school office. The company is also offering Optional Extended Accident and Dental Coverage to the parents at an additional cost to the parents.

B. Drills

The required number of practice fire, tornado, and lockdown drills are held during the school year.

C. Weapons

Weapons, or weapon replicas, are not allowed in the building or on the grounds of St. Paul's Lutheran School or at any school function. A weapon is defined as any object that, by its design, use, intended use, or brandishing could cause bodily harm or property damage or could intimidate other persons. Weapons include, but are not limited to, firearms, (whether loaded or unloaded, whether operational or not, and whether genuine or not), as well as knives and knife look-a-likes, chains, martial arts equipment, dangerous chemicals, and explosives.

Items not designed as weapons will be regarded as weapons under this policy if their use causes another person bodily harm or property damage, or if the items are used with the intent of causing bodily harm or property damage, or if they are used to intimidate others. Such items included are, but not limited to: belts, sprays, pens and pencils, scissors, and other sharp objects.

Two Exceptions to the Policy

1. A weapon under the control of a law enforcement officer acting in an official capacity.
2. A weapon handled legally for the purpose of education approved by the school principal.

D. Background Checks

All teachers and staff must pass a background check. Others needing to pass include:

- Substitute teachers
- Volunteers that spend time alone with individual or small groups of students
- Volunteers or parents supervising overnight trips

E. Cubbies & Lockers/Searches

Students are assigned the use of cubbies or lockers for the purpose of storing items appropriate for school. Cubbies and lockers are school property and are therefore subject to search by school personnel or law enforcement.

XII. School Attendance

A. General

Regular school attendance is the foundation for academic achievement and success. Regular attendance is also the law! Coming to school on a regular basis must be a priority in your house for your child to see the value in coming to school.

B. Absence

If for any reason your child is absent from school, we ask that you call the school by 9:00 am in the morning at 218-346-2300. Please leave a voicemail if you do not reach someone. If we do not hear from you, the administrative assistant will call your home and inquire about the absence. If communication between school and home is not possible, you will need to send a note upon your child's return to school explaining the absence. If we do not receive a note, the student will be given an unexcused absence.

If you know in advance that your child will be absent, or it is evident that a child will be absent for a longer period, it is necessary that parents notify the teacher to discuss make-up work.

a. Excessive Absences

Excessive or Continuing Truancy is defined as when an elementary student is absent from instruction in a school without a valid excuse within a single school year for three days. The following steps will be taken:

- After three unexcused absences a contact from the principal will be made. This contact is to encourage and problem solve with the parents a new plan for ensuring that their child is at school each day. A contract will be established.
- After seven unexcused absences there will be a meeting with the parents, principal, and a representative from the school board to discuss the situation. Under Minnesota Law, students with seven or more unexcused absences qualify as truant, and schools may make a formal referral to Human Services of Otter Tail County.

C. Tardy

Students are expected to be in their classrooms by 8:20 a.m. Failure to do so constitutes tardiness.

The school doors will be locked at 8:30 a.m. A student who arrives after 8:30 a.m. will need to ring the doorbell and be admitted into the building. If the student does not bring a note from home or the office has not received a phone call, the tardy will be unexcused. Anyone entering the classroom after 10:00 am will be counted as ½ day absent. Any child leaving the school before 1:30 pm will be absent for ½ day.

a. Excused Tardy

An excused tardy includes a serious illness or death in the student's immediate family or close friend, medical/dental/orthodontic, or mental health treatment, court appearances occasioned by family or personal action, family/physical conditions (fire, storm...), and any tardiness for which the student has been excused in writing by the principal or teacher.

b. Unexcused Tardy

An unexcused tardy is failure to be in the classroom at 8:20 a.m. without a valid written or called in excuse.

Although parents may not see tardiness as a problem, their child misses out on the beginning of the day classroom procedures, suffers the embarrassment of walking into their classroom late, and the teacher needs to attend to this student for lunch count and other items that are part of the daily classroom routine. This not only affects the late student, but the teacher and the class as a whole.

c. Three Tardies

A note will go home after three times of tardiness. A phone call will be made if the situation does not improve and a plan will be devised to help the child be at school on time.

D. Family Trips

We encourage you to use scheduled days off for family trips. However, if it is necessary to take a family vacation during regular school days, students will be required to obtain classroom assignments. Please contact the individual teacher about when assignments can be obtained and when they would be due. Not all assignments will be given before the trip occurs.

XIII. School Arrival and Departure

A. School Hours

Classes begin at 8:20 am
Dismissal time is 3:05 pm

B. Closed Campus

St. Paul's has a closed campus policy. Doors will be open daily at 7:45 am and will remain unlocked until 8:30 am. Doors will be locked from 8:30am until 3:00 pm. Parents are asked to remain in the area outside of the offices at the end of the day when picking up children. Teachers will walk their students to the entry and bus area.

C. Arrival

The doors to the school will be opened at 7:45 a.m. Students that come to school before 8:00 a.m. will go directly to the gym and sit on the bleachers. A teacher will supervise students from 7:45-8 am in the gym. All students will enter and exit the school through the Main School entrance.

D. Departure

All students will be dismissed from their classrooms at 3:05 pm. The bus departs the school by 3:15 pm.

We expect all students to be picked up no later than 3:20pm. Families may be charged if they are frequently late. We ask that you be respectful of our teachers' time.

Students who are walking home are to leave the building promptly and walk directly home. There will be **no** playground supervision by the teachers of the school after the regular school hours. Children who wish to use the playground after school will be required to go home first, after which they may return under the direction of their parents. Children who are picked up by their parents are also welcome to play on the playground with their own parents supervising them.

E. Change in After School Plans

We understand that from time-to-time circumstances arise that can cause a change in after school plans. Changes in after school arrangements create uncertainty and stress for both the students and staff. If your child has to make changes to their daily routine, please try to do the following:

- Review the arrangements with the child each morning.
- Send a written note to the classroom teacher noting the change in the routine.
- Create a list on a small chart for your child that they can keep at school as a reminder.

You cannot and should not rely on ClassTag messages to teachers for changes in dismissal during the school day. If you have a change in plans, you should contact the office by ClassTag or phone before 2:30 (always leave a voicemail if no answer, voicemails will be checked before dismissal).

Students are not allowed to call home to change after-school plans at the end of the school day.

Calls made to the school at dismissal time will most likely go unanswered as all St. Paul's staff has the responsibility to keep our students safe in the car and bus lines. If you have a message about dismissal plans, you must call the office by 2:30.

F. Pick Up During the Day

If you have an emergency or need to get your child from school before 3:05, you must call the office or ClassTag the administrative assistant. Teachers do not have the time to check messages throughout the day.

XIV. Student Evaluation

A. Report Cards

Report cards will be issued four times a year for each of the quarters. Report cards are designed to give parents an understanding of their child's progress. Grades are determined by a combination of classwork, homework, projects, class time participation, and test scores.

B. Grading Scales

A	100-93	M	Meets expectations
B	92-83	P	Progressing
C	82-73	N	Needs improvement
D	72-63	NA	Not assessed
F	Below 62		

C. Testing

Formal testing occurs three times a year in grades 1-8 using NWEA Map testing. Reading and Math tests are given in the Fall, Winter, and Spring. Preschool and Kindergarten utilize ESGI testing. First Grade uses NWEA testing in the Spring. These assessments give teachers relevant usable data to individualize instruction throughout the year. Data results will be shared with parents after each assessment.

XV. Student Policies/Procedures

A. Dress Guidelines

a. Clothing

Students are expected to be dressed and groomed appropriately to reflect good taste and Christian values. As Christians, our dress should reflect that our bodies are the temples of the Holy Spirit. If a student's dress is not appropriate in the opinion of the principal, he/she will be asked to change. The dress code rules apply to all school events. Please help your child to select clothing that follows these guidelines:

- Appropriate for activities such as physical education and recess
- Can be worn for messy activities such as painting or science experiments
- No clothing that is offensive, obscene, or advertises alcohol, cigarettes, or other drugs
- Correct clothing for the variety of temperatures
- Clothing should be modest in style. No tank, halter, tube, low cut, or midriff clothing
- Shorts must be at least fingertip in length, so they reach the end of the fingers when the arms are extended completely at one's side
- Shirts should properly cover leggings if worn

b. Shoes

Tennis shoes are required for PE and recess.

Shoes are required to be worn in the building and on the playground at all times. Students should wear shoes that are comfortable and practical. Students are required to have athletic shoes for recess and physical education. We STRONGLY suggest all students wear tennis shoes throughout the day.

c. Outdoor Clothing

All students are expected to go outside for recess during the winter months. Recess will be outside if the wind-chill temperature is zero degrees or above. Necessary items for winter recess include a warm jacket, mittens or gloves, hat, boots, and snow pants.

If a student does not have snow pants or boots they will be expected to go outside, but will have to stay on the sidewalk.

B. Cell Phones/Smart Watches

Devices capable of connecting to the internet and/or cell phone services (ex: cell phones, smartwatches) must be turned off during the school day and stored in backpacks and/or lockers. Calls or texts are not to be made during school hours. Students who are unable to follow classroom and school rules will have their devices taken from them and a parent will be contacted to pick it up at school. If a student needs to contact a parent, they must ask permission from the classroom teacher to use the classroom or office phone.

C. Birthdays

a. Party Invitations

Birthday party invitations should not be handed out at school unless ALL the classroom students are invited, or ALL the girls or ALL the boys are invited. The school requires this due to some children being left out. If your child is going to have a party and not everyone or not ALL the girls or not ALL the boys will be invited, we ask that you mail the invitations.

b. Special Treats

Treats may be brought in to share with the class for a birthday. Please communicate with your child's teacher if a treat will be brought in. **All treats must be store bought, not homemade.** This is a state requirement.

D. Animals

Animals are not to be brought into the building. Special arrangements can be made to meet outside.

E. Items to Leave at Home

a. Toys

All toys, including fidget spinners, should be left at home. The school is not responsible for lost, stolen or broken items.

b. Valuables

Valuable items should be left at home to avoid the risk of loss or damage. If the student has brought an item to play with on the bus, this item *must* stay in their backpack until they get on the bus. Absolutely no lasers, beepers, ipods, cd/DVD players, or electronic games will be used during school days. Cell phones will be turned off and kept in backpacks during school hours. Any items brought to school that interrupts the instructional day will be taken from the student and kept by the teacher until they are reclaimed by a parent.

F. Lost and Found

All found items that are identified with the child's name will be returned. Items found that are not labeled will be placed in the lost and found. Please encourage your child to check for lost items. At the end of the school year lost and found items will be donated to local charitable organizations.

G. Technology Agreement

All students and parents are expected to review technology agreements given out in the beginning of the school year. Signatures are required before students are allowed to use devices in the classroom. Students using technology inappropriately and/or not in line with expectations may lose privileges as determined by their teacher and/or administrator.

XVI. Transportation

A. General

Bus transportation is available for children served by our school. For further information regarding bus service, contact Kent Zitzow (Z Transportation) at 218-346-4599.

Due to the fact that a bus is an extension of the classroom, students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with these policies.

B. Student Responsibilities

1. Treat all drivers with respect and follow their instructions
2. Treat all other riders with respect
3. Ride only the assigned bus. Extra riders, such as friends, are not allowed to ride without written authorization. These riders can be prohibited from traveling on any bus other than their normal bus route.
4. Get on and off the bus at the appropriate stops.
5. Take your seat promptly and remain seated.
6. If eating/drinking is allowed, students will clean up prior to leaving the bus.
7. Keep your head, arms, and hands inside the bus.
8. Refrain from shouting, fighting, spitting, teasing, shoving, pushing, throwing objects, using tobacco and chemicals, and behaving in any other disruptive manner.
9. Stay back from the curb before boarding and after leaving the bus. Refrain from walking or running alongside a moving bus.
10. Walk at least 10 feet in front of the bus when it is necessary to cross the road.
11. Objects that may be hazardous such as firearms, firecrackers, etc. are not allowed.
12. No selling of merchandise which is not part of school fundraising efforts.
13. Electronic devices with headphones are allowed only if they don't disturb others and driver.
14. Keep aisles and emergency exits free of all objects.
15. No standing or walking while the bus is in motion.

Disciplinary action for violations of school rules may include but are not limited to following progressive levels, depending on the individual situation. Levels may be skipped or repeated, at the discretion of the teacher, Bus Company or Principal.

STEP 1 – VERBAL OR WRITTEN WARNING from the bus driver with student

STEP 2 – PINK SLIP sent to parent/guardian and faxed to school and discussion with the Principal.

STEP 3 – ONE TO THREE DAY SUSPENSION from bus privileges. Communication between parent/guardian, student, Principal and Bus Company.

STEP 4 – THREE TO FIVE DAY SUSPENSION from bus privileges. Communication between parent/guardian, student, Principal and Bus Company.

STEP 5 – FIVE TO TEN DAY SUSPENSION from bus privileges. Meeting with parents before the student regains bus privileges.

STEP 6 – TEN DAY OR LONGER SUSPENSION from bus privileges on an individual basis.

XVII. Volunteers

A. General

In order to enhance our educational program and the relationship between parents and our school, parents and guardians are asked to serve at St. Paul's Lutheran School. Volunteer time can be helping in the classroom or on a field trip, serving on a board/committee, helping with improvement projects on the school premises, serving as volunteer athletic coaches, or helping at school sponsored events. Many opportunities exist. **A form is included with the "forms packet" at the beginning of each school year for parents to fill out where they are able to serve.**

B. Guidelines

In order to better assist with instruction, supervision and discipline, we ask that all our volunteers comply with the following guidelines:

- Be concerned with the faith and life of the young people assigned to you.
- Be a Christian example not only to the children entrusted to your care, but to all our students.
- Approach volunteering with a positive attitude.
- Maintain a calm and rational temperament when dealing with students.
- Report continuous behavior disturbances to the teacher(s).
- Let the classroom teacher(s) carry out disciplinary measures.
- Confidentiality of students' needs, progress, and behavioral situations is expected.