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WELCOME TO ST. PAUL LUTHERAN SCHOOL

Dear Students and Families,

Welcome to St. Paul Lutheran School! We are glad you have chosen St. Paul for a Christian academic education. We are committed to providing a quality education for every student. By your enrollment you have committed to the values and philosophy of a Lutheran Christian education.

The faculty and staff of St. Paul Lutheran Church, School, and Early Learning Center look forward to working with you to provide Christian academic excellence and spiritual development in the context of the teachings of The Lutheran Church—Missouri Synod. We will equip, educate, and encourage one another to live with purpose through Jesus Christ.

STATEMENT OF BELIEF

St. Paul Lutheran Church, School, and Early Learning Center is part of The Lutheran Church—Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of Biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, board of directors, ministry team) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and

bylaws of St. Paul Lutheran Church, School, and Early Learning Center of McAllen, Texas, govern our decision-making and policies. A copy is available upon request.

Christian beliefs, as understood and taught in the LCMS, extend to everything that is done at St. Paul. Christian instruction is not only carried out formally but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, pastors, and staff members who strive to have their very presence be a testimony to the Christian faith and our distinctively Lutheran manner of expressing that faith.

We know that each of us sins daily, that we have a sincere need to repent of those sins and that we need to be reconciled with God and with one another. We know that Jesus Christ died and rose again to forgive all sins. Not one of us is better than another. This said, we recognize there are sins that are more obvious than others. We believe and teach that when obvious sins are not dealt with in a Scriptural manner (repentance, forgiveness, and reconciliation) they can seriously damage the Christian community.

The LCMS is a creed-based church body with definite beliefs on many points of Christian faith. For instance, we affirm: the sanctity of human life from conception, the importance of a stable family life, faithfulness in marriage, and abstention from those things that would harm our physical bodies. God's Word shows us that cohabitation, homosexual relations, and sexual relations outside the marital relationship are opposed to the plan that He established at creation. While we will not shy away from any of these teachings, we also will not deny admission as a result of these sins. This is a place where all sinners can find relief.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

At St. Paul Lutheran Church, School, and Early Learning Center our Christian faith, as expressed in the teachings and beliefs of the LCMS, is central to who we are and will be consistently incorporated into all classes, activities, and school functions. Students and their families are not required to believe or agree with the teachings and beliefs of the LCMS to attend our school or participate in school activities; however, we do expect that, while on school property, on school trips, or at school events, students and their families will not speak or act in a way that directly contradicts the teachings of our school in matters of religious faith and personal conduct, or otherwise undermine the Christian culture being developed at our church, school, and Early Learning Center.

PURPOSE OF HANDBOOK

This Family Handbook is a useful resource to familiarize you with school policies. Good policies allow for a safe and orderly school day, an efficient school office, and provide pertinent information to parents regarding school practices. St. Paul makes every effort to comply with state law and accreditation standards to which the school is subject.

"Speaking the truth in love, we will in all things grow up into Him who is the head, that is, Christ." Ephesians 4:15
Parents – the success of our ministry ultimately rests with YOU. Your participation in the academic and spiritual education of your child is the single most important factor in the entire process of raising Christians, not just children. Please read and discuss this handbook with your child(ren) so that all are familiar with the policies of the school. It is recommended that this handbook be kept available for ready reference.

Disclaimers: First, this handbook does not create a contract and therefore does not serve to contractually bind St. Paul Lutheran Church, School, and Early Learning Center in any way. Second, this handbook may be revised periodically during the school year, if necessary, as determined by the Christian Education Lay Ministry Team. Parents and students will be notified in writing of any changes made.

Your signature on the Handbook Agreement signifies that you have received a copy of the handbook or accessed the digital format online and that you consent to and will submit to all governing policies of the school, including all applicable policies in this handbook.

VISION STATEMENT

St. Paul Lutheran Church, School and Early Learning Center will **fulfill God's Great Commission** by leading people to **KNOW** God, to **GROW** in Him, and to **SHOW** His love to others.

MISSION STATEMENT

The mission of St. Paul Lutheran School is to **provide Christian academic excellence** while **equipping, educating, and encouraging** one another to live with purpose through Christ.

SCHOOL COLORS

Blue and Gold

SCHOOL MASCOT

Eagle

2025 – 2026 SCHOOL THEME

MADE 2 GLORIFY

"I will praise you Lord my God, with all my heart; I will glorify your name forever." - Psalms 86:11-12

ACCREDITATION

St. Paul Lutheran School and Early Learning Center is fully accredited by the Texas District Lutheran School Accreditation Commission (LSAC) and the National Lutheran School Accreditation (NLSA) Commission. The Texas Private School Accreditation Commission (TEPSAC) and the Texas Education Agency (TEA) recognize the accredited status of St. Paul Lutheran School.

PHILOSOPHY

We believe that:

- Christian education is vital to the mission God has given to His church, which is stated in the words of the Great Commission (Matthew 28:19, 20).
- As Christ is the center of Christian life, so He must be the center of Christian education for children of all ages.
- As it teaches for eternity, the Lutheran Early Learning Center and School is distinctive because:
 - The Word of God (Bible) is to be taught in its truth and purity by trained teachers.
 - The Holy Spirit works through the Word to change hearts and lives and brings victory and comfort to individuals who are declared totally and unconditionally righteous for Christ's sake.
- The Lutheran Early Learning Center and School teaches children the Christian faith, helps them search the Word of God and apply it in their daily walk with the Lord.
- Children learn their proper relationship to God and others by sharing and living the Word of God in love, patience and forgiveness.
- Each child is recognized as a special creation with unique needs and spiritual gifts.

- The educational program is to assist in strengthening and supporting parenthood and the family, which are the very foundations of society. It should provide families with a variety of educational and care options.
- Children learn from the example of Christian educators and from each other.
- As an extension of the ministry of the congregation, the Lutheran Early Learning Center and School help fulfill each of the congregation's five functions: education, worship, evangelism, fellowship, and service.
- Children and teachers view each other as fellow redeemed sinners.
- God the Father created all people in His own image - holy and capable of living in perfect harmony with God. However, by their own will people disobeyed God and lost this relationship, which affected their entire being. God, the Son, restored this harmony with God through His death and resurrection. God, the Holy Spirit, brings us to faith and helps us to live a life of confidence in His promises.
- God's Law was put in place to show people their sin, their need for a Savior, and to bring them to repentance. The Gospel brings them to faith in the Lord Jesus, to be assured of that forgiveness, and to nurture them in spiritual growth.
- The educational program helps children identify the roles and relationships expected of the individual, family, school, congregation, and community and prepares them to live in these roles.
- Trained Christian teachers are committed to provide a complete education for God's children which includes their spiritual, academic, social, physical, and emotional needs.

GOALS

St. Paul Lutheran School seeks to fulfill its mission to provide an excellent Christian education, striving to:

- Teach children the way of salvation through Jesus Christ as it is found in the Word of God.
- Implant a rich love of God in the children through the Holy Spirit as they face life and eternity.
- Foster a thirst for God's inspired Word and guide our students in the study of the Word of God.
- Empower students to share God's Word with love, patience, and forgiveness.
- Guide children to be witnesses of Christ and to share the assurance and hope of life eternal.
- Instill in the students a desire to express their love for their Lord Jesus Christ through faithful stewardship and regular worship at home and at church.
- Fulfill the requirements of the Texas District of The Lutheran Church—Missouri Synod, the State of Texas, and the Christian Education Lay Ministry Team with regard to education.
- Provide methods of instruction and nurture that are adjusted for individual differences and the various stages of growth and development.
- Create a classroom atmosphere of love and joy where children and adults will work together and feel safe.
- Encourage families to follow the model for family living as given in God's Word.
- Encourage church, home, and school to be a cooperative influence on the child's life.
- Assist in developing God-given spiritual, intellectual, physical, and social-emotional potential.

SCHOOL GOVERNANCE

St. Paul Lutheran School is an institution of St. Paul Lutheran Church. It is at all times under the supervision and control of the congregational Christian Education Lay Ministry Team (hereto afterwards referred to as CELMT).

The CELMT consists of members of the congregation and current parents of St. Paul students. The principal serves as an advisory member of the CELMT. The CELMT determines school policies, informs other boards of the needs of the school, safeguards the health and safety of the children, and brings the school to the favorable attention of the congregation members and the general public. The CELMT members keep themselves informed on matters of policy and procedures by maintaining close contact with the school and through reports from the principal. They may visit the classrooms while classes are in session. A regular report concerning school matters is made by the CELMT to the Board of Directors and the Voters' Assembly of St. Paul Lutheran Church. Please note that the CELMT operates in its official capacity only during scheduled meetings.

PARENT CODE OF ETHICS

Understanding that policies are developed, and procedures are implemented for the welfare and safety of the individual children and the school as a whole, parents will follow the St. Paul Lutheran School policies and procedures as outlined in this Family Handbook.

In both written and verbal communication, parents will represent St. Paul Lutheran School, the faculty and staff, and school families in a positive light.

Negative talk by parents, whether written or verbal, is unbecoming to St. Paul Lutheran School, is a form of gossip, and could jeopardize the enrollment of the student(s), resulting in their removal.

Parents are expected to support St. Paul Lutheran School through purposeful prayer, financial gifts, and volunteer effort, as God has blessed and as time allows.

Parents are encouraged to be active participants in the education of their children. Whenever a need arises for clarification of a policy or procedure, or if a concern becomes apparent, parents are always asked to discuss the situation with their child's teacher as soon as possible. In this way, we will establish and maintain a climate of collaboration and trust.

PARENT RESPONSIBILITIES

- Respect authority (from Student Responsibilities).
- Respect school policies/procedures.
- Follow the proper process of sharing concerns when problems arise: Teacher – Principal – CELMT.
- Keep account balances current.
- Follow Uniform Policy for your child(ren).
- Follow arrival and dismissal policies.
- Bring the student to school daily and on time. Students should arrive no later than 8:00 a.m.
- Assure your child is prepared for the school day by helping them get proper rest and nutrition and by remembering their belongings, homework, and signed papers.
- Provide adequate study time and an appropriate study environment.
- Avoid school and classroom disruptions.
- Refrain from unauthorized snacks or meals.
- Assist with classroom/school projects.
- Call the school office if you need to get a message to the classroom teacher during the school day. We ask that these parent/guardian calls be kept at a minimum.

PARENT INTERACTION WITH STUDENTS

Parents are not to address concerns they may have to a student who is not their own child. Such concerns should be directed to the classroom teacher, the principal, or the parent(s) of the student in question. Christian conduct and the peacemaking process should apply.

PARENT/GUARDIAN HARASSMENT

Under normal circumstances, a student will not be deprived of an education at St. Paul Lutheran Church and School as a result of attitudes or behaviors of the student's parents, guardians, or relatives. However, a situation could arise where the uncooperative, defiant, or disruptive parent, guardian, or relative could so hinder the educational environment of the school that it could jeopardize a student's continued education at St. Paul. Such situations include, but are not limited to a statement, series of statements, action or actions, posting of comments to social media or online forums such as, but not limited to Facebook, Instagram, Twitter, etc... by a parent, guardian, or relative that insults, threatens, or abuses any teacher or staff person of the church, school, or Early Learning Center.

ENROLLMENT

2025-2026 FEE SCHEDULE

Tuition & Instructional Fee

Per child annually, payable as follows:

Pre-Kindergarten	\$7,800
Grades Kindergarten – 5 th	\$7,000
Grades 6 – 8.....	\$7,500

NOTE: Discount of \$150 yearly or \$15 per month off for 2nd child(ren) and any additional children enrolled

Enrollment Fee.....	\$500
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**Discounts are available for early registration.*

New Students

Application/Testing Fee (Non-Refundable)	\$80 per student
Valley Independent School Association Sports Fee.....	\$45 per sport

(charged only if participating)

School families will have the following payment options to pay tuition:

Payment in full by August 15 (~~with~~ a 2% discount) ~~given~~

Two (2) one-half year payments due August 15 and January 1

FACTS – monthly payments (10 or 12) with an annual fee of \$55

*Special Note: Students have an opportunity each week (usually on Wednesdays) to bring a monetary offering (donation) for the designated Chapel project. Various mission projects from the community and around the world are selected each school year. Offering envelopes and information about each project is sent home with students typically on Tuesdays.

All credit card or debit transactions will be charged a 3.75% fee if a card is used in the office to pay tuition or incidentals. There is no charge to make an ACH payment on your account via FACTS or to pay in the office with a check or cash. If a credit card or debit is used to make payments online with FACTS, a 2.95% service fee will be charged.

For the fiscal stability of St. Paul Lutheran School, all accounts must be kept current. All fees and other charges must be paid in full before final report cards are issued or before records of students transferring out of St. Paul will be forwarded to another school. St. Paul Lutheran School reserves the right to withhold the privilege of attending classes for non-payment of tuition and other

appropriate fees. Enrollment for the next school year cannot take place if the family account is not current. There are no exceptions to these policies.

NON-DISCRIMINATION POLICY

St. Paul Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Paul Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its education policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ADMISSION POLICY

St. Paul Lutheran School is open to children who are members of St. Paul Lutheran Church as well as to community members who are seeking a Christ-centered educational program and who subscribe to the philosophy and objectives as stated in this Family Handbook. St. Paul Lutheran School follows the beginning age standards applicable to the State of Texas. Academic placement testing is required for all new students, and an Application/Testing Fee of \$80 is due at the time of application. This test will help determine the grade level placement of the student. When there is a question of social adjustment, psychological testing and/or counseling by a qualified psychologist may be required at cost to the parent. Application fees are non-refundable.

ENTRANCE REGULATIONS

- All students must take part in the religious instruction, worship experiences, and devotions of St. Paul Lutheran School.
- Proof of date of birth with a valid birth certificate must be presented at the time of enrollment. No student will be permitted to attend school without official proof of date of birth.
- Before the school year begins, proof of immunizations must be presented. (See Immunization Requirements under Student Health for details). No student will be permitted to attend school without proof of required immunizations. For a conscientious exemption, an affidavit for the Exemption for Reasons of Conscience must be provided. If the established time for achieving the requirements cannot be met, approval by the principal is required.
- A completed TB questionnaire is required before a student will be permitted to start school. For students who may have been exposed to tuberculosis, proof of a tuberculosis examination is required.
- Students entering St. Paul Lutheran School must be toilet trained.
- Pre-Kindergarten students must have reached the age of four (4) on or before September 1st.
- Kindergarten students must have reached the age of five (5) on or before September 1st.
- First-grade students must have attained the age of six (6) on or before September 1st.
- Children who have not attended St. Paul Lutheran School during the previous school year must show evidence of successful completion of the prior grade level and complete the Admissions Test administered by a member of the St. Paul Lutheran School staff.
- A record of performance (report card, grade transcript) and discipline records must be received for all transferring students on the day of registration or no later than the established time for meeting the requirements. Such transferring students will be registered under conditional terms until performance and discipline records are received. St. Paul

maintains the right to contact the student's former school to aid in determining a student's performance and discipline status at that school.

- Two letters of recommendation (forms provided in the Application packet) from the previous school will be required of all new applicants before admission is granted.
- Academic placement testing will be done as soon as possible after the application has been completed and before enrolling and attending classes.
- Any student who has been expelled, suspended, or has left their present or most recent school attended under conditions that would violate St. Paul policies for continued enrollment will not be accepted for enrollment.
- Student age must not exceed two years over the standard age of the class level for which enrollment is requested.
- Students will only be allowed to skip a grade level upon the recommendation of the classroom teacher and principal, and then only after the child has been in that teacher's classroom for a minimum of four weeks.

FINAL APPROVAL

The principal, in possible consultation with the CELMT will give final approval for student enrollment. Each student is accepted into St. Paul Lutheran School on a six (6) week probationary period. Final acceptance will be determined by the principal, at the conclusion of the probationary period, based on the recommendation of the student's teachers that the student is doing satisfactory work and that behavior is acceptable.

In the event St. Paul offers more than one class per grade level, the principal will make the final determination of students who will be in each classroom. The principal's decision will not be changed unless extenuating circumstances are present, as determined by the CELMT.

GENDER IDENTITY

A copy of the student's birth certificate is required for enrollment. St. Paul Lutheran School will follow the gender listed on the birth certificate.

LEGAL CUSTODY

Families with child custody restrictions in which the school may become involved are required to provide and maintain all pertinent legal documents with the administrative office. Sensitive information and documents are confidential and referenced with discretion on a case-by-case basis. It is solely the parents' responsibility to inform the school office about child custody issues. Involving faculty and staff in personal custody matters outside of school is discouraged due to the absence of teachers and staff from the school campus and the cost incurred.

FAMILY SERVICE HOURS

Each family is required to perform six service hours during the school year to help with activities that generate funds for the school. Three hours are to be completed in the Fall and three hours in the Spring. If the hours are not completed by December 15 and May 15, respectively, the family account will be billed for the remaining difference of \$50 per hour prior to the end of each semester. There is no rollover of hours from fall to spring. The minimum age requirement for family members to complete service hours is ninth grade. Volunteer guidelines are included in this Handbook. For a list of possible service opportunities, see the Front Office.

DELINQUENT ACCOUNTS

Families should do all they can to ensure prompt payment of all fees. When an account becomes delinquent without prior notification to the Business Manager, the following steps will be taken: A reminder letter/email will be sent a few days before the 15th, reminding you that your payment is due.

If payment is not received by the 15th, a \$30.00 Late Fee will be assessed, and you will have until the end of the month to pay the account in full.

If the account is then not brought up to date by month end, the child(ren) will not be able to return to school until payment is made or arrangements are made with the Business Manager with CELMT approval.

St Paul reserves the right to refer all past-due accounts to a collection agency, to report the same to a local credit bureau, and to take any legal action necessary to collect any such debt.

FINANCIAL AID

St. Paul Lutheran School may provide aid to parents who are experiencing financial difficulty. Applicant families will be asked to complete an application, which the CELMT will use in determining the amount of financial aid that is awarded on an annual basis. Please contact the principal if you have any questions or need an application. Funds are limited, and families must apply with requested financial information by **June 15** before the new school year begins or **December 15** for mid-year applications. Only completed applications will be reviewed. Funds are on a first-come first-served basis. Therefore, there may be limited or no funds available for financial aid requests made after the deadline.

CHURCH MEMBER SCHOLARSHIP

Members of St. Paul Lutheran Church may request the Church Membership Scholarship by submitting a scholarship application to the Business Manager by **July 1** before the school year begins. Mid-year applications are due by **December 1**. Families applying for Church Member Scholarships should be aware that the Lay Ministry Team of St. Paul Lutheran Church has established expectations for members of the congregation. These expectations, as for all Christians, include regular involvement in worship, fellowship, and service opportunities. Requirements for eligibility, including a minimum of six months membership at St. Paul Lutheran Church after being received as a member, are included on the application form. These elements will be used to determine eligibility for the discounted member rate. When approved, member-discounted rates will go into effect beginning next semester. Additional information on this subject may be obtained from the Lay Ministry Team.

ENROLLMENT FOR NEXT SCHOOL YEAR

All families with students currently enrolled at St. Paul Lutheran School will be given priority to enroll their children for the next school year. Enrollment opens mid-year for the following year. In October, PK – grade 7 students currently enrolled at St. Paul Lutheran School will be automatically re-enrolled for the next school year. Enrollment is complete when the enrollment fee paid. A student must be officially withdrawn at the end of December if not returning for next school year. Parent/guardian must complete an interview with the principal and sign the withdrawal form in the office.

All families with students currently enrolled at St. Paul Lutheran School are given **priority enrollment** for the following school year. Enrollment opens **mid-year** for the next academic year.

In **October**, students in **PK through Grade 7** who are currently enrolled will be **automatically re-enrolled** for the upcoming school year. Enrollment is considered **complete** once the **enrollment fee has been paid**.

If a student will **not return** the following school year, the family must **officially withdraw** the student **by the end of December**. The withdrawal process includes:

- A **parent/guardian interview with the principal**, and
- Completion and signature of a **withdrawal form** in the school office.

ATTENDANCE POLICY

SCHOOL ATTENDANCE

St. Paul follows Chapter 25 of the Texas Education Code which requires a 90 percent attendance rate (18 days absent or less per school year) for students in order to be given credit or a final grade for a class, and therefore considered for promotion to the next grade level. Violations of compulsory school attendance laws will be reported to the proper authorities. A parent may petition the CELMT if their child will be automatically retained because he/she does not meet the 90 percent mandatory requirement for attendance because of extenuating circumstances.

The official school day begins at 8:00 a.m. when the bell rings and ends at 3:30 p.m. Students will be allowed to enter the building as early as 7:00 a.m. They must report to the cafeteria and remain in this designated area for before school care unless attending another activity being supervised.

Following the pledges, prayer and announcements at 7:55 a.m. the teachers will escort students to their classrooms.

Any student arriving after 9:30 a.m. (1½ hours after school starts) will also be considered absent ½ a day. Any child leaving before 2:00 p.m. (1½ hours before school dismisses) will be considered absent ½ a day. If a student shows signs of illness such as fever, rash, or vomiting, he/she should be kept home or if at school, will be sent home. If a student is absent for more than 3 total hours in a day, they will be given a full day absence.

School Hours

7:00 a.m. Cafeteria open for Before School Care

7:40 a.m. Faculty/staff devotions

7:55 a.m. First Morning Bell, Pledges, Prayer, Announcements

8:10 a.m. Tardy Bell Rings (*Students who are tardy should report to the office to have a tardy slip issued to them before they report to class.*)

3:25 p.m. Dismissal Warning Bell, Classroom prayers

3:30 p.m. Dismissal Bell – Students escorted to the Gym for pick-up or After School Care

3:45 p.m. Students not picked up escorted to After School Care program

6:00 p.m. After School Care closes

TARDINESS

A bell will ring at 7:55 a.m. Students should arrive in the cafeteria by 7:55 a.m. for pledges, prayers and morning announcements. They will then go with their teacher to the classroom and prepare for the day. All school doors except the outside door by the front office automatically lock at 8:00 a.m.

Students will be counted tardy if they are not in their classroom and ready to work by 8:10 a.m. Tardiness disrupts the classroom and decreases teaching time. Therefore, **to discourage repetitive occurrences, after the third unexcused tardy in a quarter, there will be a \$10.00 fee assessed per tardy, per student.** The front office also keeps records of students who are tardy as well as updates the records for ½ day absences due to late arrival or early departure and for absences. Teachers also keep their own records of student absences and tardiness. A student is considered tardy even if the tardiness is the parent's fault. Excessive tardiness could result in a student being blocked from future enrollment.

ABSENCES

Parents or guardians should provide a written note, send an email, or call the school office each time a student is absent from school. The secretary will share the information with the child's teacher. When there is an absence of more than 3 days due to illness, a doctor's excuse must be presented for the student to re-enter the school. When a student is absent for more than 2 days, parents are to request missed assignments from the teacher.

Parents should be aware that homework requested at any time during the day will not be ready to be picked up until after the end of the school day to allow teachers time to gather assignments, assign student helpers to record assignments, and to facilitate getting the homework to the front office. All homework that is requested is to be picked up from the front office.

Upon returning from an absence, the student or parent must contact the teacher to obtain any additional assignments which may have been missed. The student will be expected to make up all reports, assignments, and tests missed during the absence. The student will have one day for each day missed in order to turn in all missed assignments or complete make-up work, tests, etc. (e.g. one day absence = one day to complete make up work; two-day absence = two days to complete work; three day absence = three days to complete work.) Assignments/make-up work not completed in the scheduled time will result in a "0" on those assignments, tests, etc. unless other arrangements have been made with the teacher.

We strongly encourage parents to plan family vacations and events during school holidays to not disrupt the learning process and so children can be regular in their school attendance. When there is a planned absence, whether it is for one day, over an extended weekend, or periods of longer duration, the teachers must be contacted at least one week before the date the student will be absent. On the last day of attendance before the student's absence, with the proper advance notice, the student will be given as many assignments as possible covering the period to be missed. Parents should be aware that other assignments may be given while the student is absent. The student will have one day for each day missed to turn in all missed assignments or complete make-up work, tests, etc. so they can receive feedback from the teacher and assistance in comprehending material.

CURRICULUM AND INSTRUCTION

EMPHASIZING OUR FAITH

Within our church, school, and Early Learning Center community of St. Paul, faith is continually emphasized. Prayer is a part of our every day. The Holy Scriptures are read as part of daily learning. Corporate chapel is included every week for all students in Early Learning Center through *grade eight*, as well as for the staff, church members, and family members who instruct and support these children. In addition, the following activities support the emphasis on faith formation at St. Paul Lutheran Church, School, and Early Learning Center:

- Daily announcements that include student-led prayer using the Faith 5 structure
- Daily classroom devotions

- Regularly held Bible lessons/Religion classes
- Confirmation – taught by the pastoral team
- Baptisms
- Prayer before sporting events
- Religious artwork and posters are displayed throughout the hallways and classrooms of the campus
- Character Trait program emphasizing character education and faith formation
- Communication (website, social media, newsletter, brochures) shares Christ continually
- Discipline processes include consequences, forgiveness, grace, and prayer

St. Paul provides a comprehensive program of education that includes the core areas of reading and language arts, mathematics, science, and social studies along with health, spelling, physical education, art, music, and religion. The Holy Bible is the basis of our religion curriculum and is taught at all levels. All subjects are taught with a Christian approach and are given a Christian interpretation. All students participate in religion classes since they pertain to our Christian teachings and values. This includes children from families who are do not have a Christian/church background, who are non-denominational, or who practice non-Christian beliefs.

CURRICULAR MATERIALS

Each year one or more specific areas of the curriculum are researched and evaluated by the teachers and the administration. As a particular area is modified, a part of the modification may include the adoption of a new textbook and other curricular materials. Generally, we review materials and textbooks from both Christian and secular publishers. Teachers are involved in writing curriculum guides and integrating the Christian faith into their lesson structure.

RELIGION

The religion curriculum at St. Paul is Bible-centered and supports our objectives of Christian education. St. Paul Lutheran School utilizes the Enduring Faith religion curriculum for schools from Concordia Publishing House for PreK – *Grade 8*. Children attending St. Paul Lutheran School will participate in daily Bible study classes and weekly chapels. As the students’ progress through the grades, they will enhance their understanding of God’s Word. Students completing the first grade receive a gift copy of the Faith Alive Bible (English Standard Version). This Bible is a required book for all students in grades 2nd - 8th. It is used with and complements the Enduring Faith student workbooks. In order to further help the students in their spiritual lives, the students will be asked to memorize prayers, Bible verses, hymns and songs, and other religious thoughts.

CHAPEL SERVICES

Worship services for students, staff, and guests are held in the chapel weekly; normally on Wednesdays at 8:15 a.m. Parents are invited and encouraged to attend these worship opportunities. At these services, the children learn from experience how to conduct themselves in the House of God. Efforts are made to have the children take an active part in the service. The message endeavors to emphasize a practical lesson in Christianity that the students can apply to their daily lives. Each week an offering is collected for missions, charitable institutions, and other church related organizations. Offering envelopes are usually sent home the day before chapel. Parents can help students develop a sense of giving to the Lord through their weekly chapel offerings.

MUSIC

- PreK – 2nd grades: General Music
- 3rd – 4th grades: General Music and Recorder
- 5th grade: General Music, Intro to Band, and Choir

*6th – 8th grades: Choir and Band or Music Seminar
Band instruments are not provided and are at the student's expense.*

PHYSICAL EDUCATION

It is our philosophy that each student's body is the temple where God dwells. A well- directed program of physical education aids in the awareness of this fact. Physical education classes are regularly scheduled for PreK through *Grade Eight*. All students must participate in P.E. activities unless the office secretary is provided with an excuse written by the parent for three days or less or a written notice from a physician for longer than three days. The PE teacher will be notified. Should a student become sick on the day of the activity and not desire to participate, the PE teacher may excuse the student.

TECHNOLOGY

St. Paul provides network access for the classroom, Computer Lab, and personal devices. Parental permission allowing computer use is required, and a Log-In number and password are assigned to each student before access to the Internet is permitted. Access to the Internet is strictly monitored by assigned staff and software. Student access to campus devices will be denied when misuse occurs (i.e., giving away or sharing passwords, accessing inappropriate content based on administrator or teacher discretion, etc.) which ultimately may affect course grades. Each student and parent/legal guardian must read and sign a Network Use Agreement at the beginning of the school year or at the time of enrollment if enrolling later in the school year.

ACCELERATED READER

St. Paul offers a reading enrichment program called Accelerated Reader (AR) for children in grades 1st - 8th. Through AR, children are urged to read books and then take a short computer-generated comprehension test. Testing is done during the school day in the classrooms and on some days after school when teacher supervision is available. After school, parents must be present with the child during reading time, but the testing must be under the supervision of a teacher. The following percentages are used for passing the tests:

- 1st Quarter = 70% or higher
- 2nd Quarter = 75% or higher
- 3rd Quarter = 80% or higher
- 4th Quarter = 85% or higher

SPELLING BEE

St. Paul participates in the Scripps National Spelling Bee at the local level. Our school spelling bee winner is eligible for further competition levels if approved by the winning student's parent/guardian. All registrations and expenses for participation beyond the school level are the responsibility of the parent/guardian.

LIBRARY

The school provides a library with many volumes of both fiction and non-fiction books. There is an attempt to provide books that are both educational and spiritually nourishing. Regular purchases of new books are made each year. Computers for the Accelerated Reader program is also found in the library. Parents are always encouraged to donate books or money gifts to the library. A fine will be imposed on books that are not returned within the two-week checkout period. Students will be billed for lost or damaged books at the replacement cost of the book. Fines and fees will be assessed

at the end of each quarter and are payable within 30 days. Report cards and school records are not released until all books are returned and/or fines and payments are paid.

FIELD TRIPS/SCHOOL FUNCTIONS

Field trips are an important part of the curriculum at St. Paul Lutheran School. Field trip days count as regular school days. Classroom teachers, in consultation with the principal, decide how many field trips will be taken during the year. Most field trips are taken to historical sites and places of educational interest to enhance learning. Trips complement student learning and allow the teacher to extend the classroom beyond the walls of the St. Paul school building. They promote class unity and build camaraderie. In the weeks preceding a trip, some class time may be spent preparing for the trip.

Field trips are a privilege offered to students in good standing. Students who are invited to participate in school-sponsored field trips will be given a Parent Permission Form. Signed parent permission forms are required for all field trips. No student will be allowed to participate on a trip unless the form has been properly signed by the parent/guardian and returned to the teacher by the due date. Phone calls will not be allowed as parental permission cannot be given over the phone. Payment by the student's family is required, usually in advance, to cover costs that may include but are not limited to transportation, cost of event, and food. Students are not to bring money along on a trip unless the teacher gives written permission. Parent chaperones typically pay the same amount as each student but may be required to pay a little more when admission rates are higher for adults than for students. Fundraising by students and their parents can help reduce the cost of the trip.

Teachers will oversee all trip arrangements. Parents are asked to aid by volunteering to drive students on field trips. Adults must be over the age of 21 to chaperone or drive for field trips. Parents are to drive directly to the location and back to the school due to liability issues. Parents are not to buy any items for a small group unless it is purchased for everyone. It is required that children wear seat belts when being transported to and from field trips or school functions. All other Texas Department of Public Safety laws are to be followed to ensure the safety of all students. All volunteers must submit to a Criminal Background check before having contact with students. The following procedures have been established to provide structure, accountability, and to keep our students safe whenever they are away from our campus:

- Effort will be made to involve as many different chaperones as possible during the year so that the opportunity exists for all students to have someone "special" accompany them on a class trip.
- The number of chaperones assigned for an event will be determined/limited by the classroom teacher.
- Chaperones may not bring younger/older children (siblings) and/or other family members or friends along on a class trip. The purpose of chaperoning is to assist in the supervision of an assigned group of St. Paul students. Others can distract from this important responsibility.
- Chaperones may be asked to pay their equivalent cost of the field trip.
- All students will use the mode of transportation that has been planned by the teacher for the trip.
- Chaperones will be required to complete a background check and provide a copy of their driver's license and proof of automobile insurance at least one week before participating on the field trip. This information will be kept on file in the school office for the school year. (See Background Screening Policy)
- Chaperones are required to follow the guidelines as prescribed by the school and teacher and shall not deviate from their responsibilities or rules for the trip.

In the event that a student is not able to attend a field trip due to special family commitments (wedding, funeral, illness, etc.) or for disciplinary reasons, he/she will be asked to write reports on the topics that correspond to the trip activities. Any student who does not earn the privilege to go on a field trip will be required to attend school at St. Paul on the day(s) of the trip. The student will be assigned to another teacher's classroom, or if necessary, a substitute teacher will be employed at the parent's expense to monitor and/or assist with the completion of the required schoolwork. The school work will be due the first day the class returns to campus.

Should the student not attend school on any trip day, he/she will be marked absent, the required work will need to be done, and disciplinary actions will be taken, if necessary. Students are not excused from these required class trips unless the parent/guardian has made arrangements with the teacher and the principal prior to the event and has presented a valid written excuse.

STUDENT VOLUNTEERS

All of the students of St. Paul will be expected to be actively involved in community volunteer efforts as directed by the classroom teacher. Activities will range from visiting nursing homes to letter writing. In these ways we hope to help each student understand that the gifts they have been given should be shared with other people. Along with weekly chapel offerings, this helps a child grow by returning to God a portion of the time, talents, and treasure that they have been given. Fourth and fifth grade students will be given certain responsibilities such as leading the pledges, reading Scripture lessons in Chapel, and assisting in other areas as needed to model being a servant like Christ, to develop leadership skills, and as a reward for being upper classmen. These privileges will be taken away if not handled with proper respect and dignity. During the 2025-2026 Academic year, these responsibilities will transfer to the *middle school* students.

EXTRA-CURRICULAR ACTIVITIES

To enrich the entire educational program, extra-curricular activities are offered to students. Students and parents will be required to make a commitment to the activity throughout the time period it is offered. Students who, by action or word, do not support the major goals of the activity will not be allowed to participate. Extra-curricular activities will be offered after the school day and on some weekends.

PSIA (Private School Interscholastic Association)

St. Paul Lutheran School participates in the Private School Interscholastic Association (PSIA). This association is like the academic competitions (UIL) held in the ~~public school~~[public-school](#) sector. Kindergarten through Grade 8 may qualify to participate in various contests at the district level. Students in Grades 1st - 8th may advance to the State level. Both levels require the need for a parent to travel along and act as an event volunteer. Fees are assessed initially for participation in the program and then prior to the District Meet for contests entered and are non-refundable. Students not attending practices or keeping up with grades may forfeit their privilege to participate at the discretion of the coach, principal, or teacher. For those students who qualify for the State meet, there will be related travel, housing, and meal costs. These expenses are the responsibility of the parent/guardian.

SPORTS

Students in grades 5th - 8th will have the opportunity to participate in various sports (e.g. volleyball, basketball, soccer, and track) throughout the school year, depending on adequate participation to hold the sport. Students in PreK - Grade 4 may also participate in track in the spring. Students and parents will be notified about specific events before the beginning of each sport season. A \$45.00

fee for each student per sport will be assessed to cover the costs of coaches, referees, and equipment. An annual school physical is required before participation in any sport. St. Paul participates in the Valley Independent School Association (VISA) Christian school league, which is comprised of teams from schools from McAllen to Brownsville. Games are normally held after school during the week or on Saturdays. Students who have failing grades will not be allowed to participate in the games until progress has been shown. (See Suspension below.) In the event a student is absent for part or all of a school day due to illness, family circumstances, or any other reason, the student will not be allowed to participate in any St. Paul extra-curricular or sports activity on that day unless permission to do so is obtained from the classroom teacher, the coach or other adult supervisor of the extra-curricular activity, and the principal. Students can stay to watch games only under the supervision of their parents or another adult family member designated by the parent. Siblings of players may not stay to watch practice without their parent/guardian present; they must go to After School Care or go home.

ELIGIBILITY

Students who receive a failing grade in any subject during any two-week grading period will be suspended from the athletic team, PSIA, or similar extracurricular activity the day after the report is released for a period not to exceed one (1) week. The PSIA coach, instructor, sports coach or Athletic Director will send notification to the parent/guardian announcing a suspension. During the suspension, the student should continue to attend practices, can attend home athletic games, but may not play during home games and cannot attend away games. Students who are not passing all their classes will not be allowed to participate in the PSIA District Meet or State Meet. A suspended student must indicate the ability to earn passing grades while maintaining the rigor of practice and in the case of athletes, also participating in games. A lack of improvement during the suspension will lead to additional suspension time and could result in full dismissal from the team, competition, or activity.

SPECIAL CONTESTS AND OPPORTUNITIES

From time to time, the school may choose to participate in contests and opportunities offered to the school under the approval of the CELMT. The school will endeavor to make parents/guardians aware of these opportunities and allow students to participate as fully as possible.

GENERAL INFORMATION

ANNOUNCEMENTS, PLEDGES, AND PRAYERS

Pledges to the Christian, USA, and Texas flags, morning prayer, and announcements are at 7:55 a.m. Parents who are present are asked to participate to show respect for our Lord, school and country and to be good role models for the students.

AWARDS

Students are eligible for a number of quarterly and end-of-school-year awards. Among those earned may be:

- A+ Attendance (1 or less absences) for School and Church
- Faithful Attendance (2 absences) for School and Church
- All A Honor Roll (90 – 100%)
- A/B Honor Roll (80 – 89%)
- Accelerated Reader (Grades 1st - 8th)

- Various other awards

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Consistent with the principles for which St. Paul was established, all students are expected to attend a Christian church and Sunday school. This is expected inasmuch as church and Sunday school are the normal extension of the Christian school program in the lives of the students.

In the event that a child is not enrolled in a Sunday School or their parents do not attend or hold membership in a Christian church, we invite them and others to attend St. Paul. The pastors of St. Paul hold classes regularly to explain the teachings of The Lutheran Church—Missouri Synod. All are cordially invited to attend these classes. All families new to St. Paul Lutheran School should consider these classes to understand more fully the teachings that their child will be exposed to in the classroom. St. Paul Lutheran Church's Worship Schedule is:

All Year
5:00 pm Saturday – Traditional Worship (Seasonal)
8:00 am Sunday – Traditional Worship
9:30 am Sunday – Christian Education Hour
11:00 am Sunday – Contemporary Worship

Please check with the front office or on the St. Paul website for a complete schedule including special services during Advent/Christmas and Lent/Easter.

EMERGENCY SAFETY DRILLS

Students, faculty, and staff practice fire, tornado/severe weather, evacuation/disaster, and lock down drills on a regular basis during the school year.

GRADUATION

A special evening worship service is held to praise God and recognize the accomplishments of our *eighth-grade graduates*. This special service celebrates each of our *eighth-grade* students who fulfill all the requirements necessary to graduate.

The recognition of our kindergarten graduates is held at the last Chapel service of the year.

HOMEWORK

All students have homework; requirements will vary with subject, class, and grade level. Homework is designed to extend, enrich, and/or reinforce classroom learning. If a specific assignment is not given, homework time should be used to review previous materials or to read for pleasure. Although length of homework time will vary, students may have an average of ten minutes per grade level (e.g., grade 3 x 10 minutes = 30 minutes). Time should be set aside at home each night for homework. This time is only an average as each child approaches a task in a different way. Parents can assist their children greatly by establishing a study routine each evening. It is expected that parents will assure their child completes all homework assigned for each day and that the homework is returned to school by the due date. However, should a student not finish their assigned work, the parent is asked to send a note to the teacher explaining why it could not be completed. Students will not be penalized but will be asked to complete the work by the following day. This provision may be used once per quarter if necessary. Wednesdays are “no homework nights”- students will not have homework unless it is to review or to complete an assignment not completed during class.

LUNCH PROGRAM

St Paul Lutheran School operates a lunch program every day that school is in session. Menus are available on the school's FACTS website (under Student Information, Lunch, and the appropriate month). Menu prices are shown. We generally try to follow nutritional standards and there is no charge for extra vegetables and certain other items. However, additional helpings of the main dish, desserts, and some side items have a charge.

Please check the school's FACTS site by the last week of each month to order your child (ren)'s meals for the following month. Pre-ordering enables the school to cut down on mealtime staff hours and make food purchases more accurately. If you would like to be pre-charged for all meals every month please put that in writing to the front office and we will automatically bill you at the end of each month for next month.

If your child does not eat a school lunch, but brings one from home, the lunch should be nutritious and not include soda, candy, or breakable containers. If your child forgets lunch from home, a lunch will be provided from the cafeteria and your account will be charged. State Law requires, for health reasons, that food never be exchanged with other students.

St Paul prepares several special meals during the year and ~~our the~~ cost ~~may be~~ higher for those meals. ~~Any so there will be a~~ higher prices ~~will be~~ reflected on the menu for those meals.

AFTER SCHOOL CARE PROGRAM

The objective of After School Care is to provide an extended supervisory care option for families unable to pick up their child(ren) at the conclusion of the school day. The After-School Care Program provides a light snack for participating students. All students at St. Paul Lutheran School are eligible to be enrolled in the After-School Care Program. It is available both on a ~~drop in~~drop-in basis and a monthly basis. Parents desiring to utilize this service on a regular (monthly) basis should contact the school office. PK - Kinder Early Learning Center is administered by St. Paul Lutheran Early Learning Center and 1st - *Grade 8* is operated by St. Paul Lutheran School.

The After-School Care Program has its own rules and policies in addition to the applicable school rules and policies. Every student and parent using After School Care must obey the rules and regulations. The After-School Care Program closes at 6:00 p.m. The family of any student supervised thereafter will incur a substantial financial penalty of at least one dollar (\$1.00) per minute until the student is picked up. Parents may pick up fee schedules in the school office and/or Early Learning Center office for After School Care services. Early Learning Center services on early dismissal days begin at time of dismissal and extends to 6:00 p.m. Early Learning Center services for student breaks such as Christmas and spring break, and for school holidays when Early Learning Center is in session, will be handled by the Early Learning Center Office, and parents should pre-arrange needed care days through that office (956-682-2201) as early as possible to ensure that adequate staff will be available.

Current After School Care Rates:

- Daily Drop in - \$12.00/per drop-in day per child
- (Early release days After School Care is \$24.00/ per day per child.)
- Monthly - \$180.00/per month per child (Early release days are included in monthly rates.)

AFTER-SCHOOL SUPERVISION

When a parent arrives on campus after school, he/she assumes responsibility for supervision of his/her child. Students who are on campus after 3:45 p.m. without a parent/guardian and not in a supervised after school activity must report to the school After School Care program.

Children cannot wait in the front office or anywhere else in the building. Parents/guardians are required to supervise students remaining at school under their care, and both parents/guardians and students are to follow all school rules as if school were still in session. To prevent disruptive

behavior and for safety reasons, parents/guardians who have signed child(ren) out of After School Care must remove child(ren) from the playground immediately if the children in After School Care are using the playground.

STUDENT DROP-OFF AND PICK-UP

Parents are reminded that there is always a possibility that students may be in or near the parking lots. For their safety, parents must drive through the parking lots at no more than 5 miles per hour, must follow all directions of the staff and must obey the placement of all cones, traffic barriers, and other signs.

MORNING DROP-OFF

In the morning, students must report to the cafeteria. Parents should never leave a student in the school (cafeteria, classroom, hallway, gym, etc.) without a teacher present.

Please use the driveway by the Prayer Garden to drop students by the cafeteria door under the car port. Students should have backpacks, lunch boxes, etc. readily available to make a quick exit out of the vehicle on the passenger side. Parents are not to exit their vehicle. If students need items from the trunk or back of vehicle, please park in the parking lot to keep children safely away from other moving vehicles and not to slow down the drop-off line.

If you want to walk your child(ren) to the school cafeteria or need to go to the front office, please park your vehicle in the North lot by the Gym. Do not park in any fire lane or other areas marked "No Parking." Park in handicapped parking only if the vehicle has a handicapped placard or license plate. Do not leave valuables in your vehicle and please lock your vehicle. Walk behind the orange and white barriers to stay away from the drop-off lane to avoid being hit by a moving vehicle.

Cars are always to be moving as much as possible during drop off & pick-up. If parents need to come into the school, please park in the North parking lot by the gym. If a child has parental permission to go home with another student, the student must have a note from the parent stating approval. Due to the assurance of student safety, we will not allow students to be picked-up in the alley.

EARLY STUDENT PICK-UP

Parents are asked to send a note to the office and teacher if their child(ren) will be leaving early. Parents/Guardians must report to the front office whenever picking up a child before the 3:30 p.m. dismissal. Parents/Guardians will sign out the student, who will then be sent to the office by the classroom teacher. This is to ensure the safety of each student. Students will not be released to the care of another individual without written permission from their parent/legal guardian. Changes in pick-up procedures for students must be made with the front office staff prior to 2:00 p.m. If a student needs to stay in After School Care, please notify the school office/teacher as soon as possible so the student is not waiting outside.

VENDING MACHINES

Vending machines are not to be used by students during the school day. Parents may use the machine after school to purchase drinks for their child. Students may purchase drinks before and after athletic activities.

HOME-SCHOOL RELATIONS

CHANGE OF ADDRESS AND OTHER INFORMATION

The need for close contact between school and home is important and an accurate and up-to-date list of all family information is necessary. Parents must notify the school office and the classroom teacher immediately of changes in address, telephone numbers, custody changes, work numbers, marital status or any other information that could impede communication and the student's education. This information is extremely important should an emergency arise.

CUSTODIAL STATUS

Christian love and concern for our students and their families will be our priority when dealing with divorced and separated families. We encourage full participation and communication by both parents and are ready to assist whenever we can. We will uphold the FERPA laws which say guardians have a legal right to student records. The school office, principal, and teacher should be contacted whenever there is any change in the custodial status of a student. A copy of any court restrictions and/or court orders must be provided to the school office. The school administration and staff will follow only what is contained in a court order as we are not allowed to follow unwritten agreements of the parents or the parents' interpretations of a court order. Additionally, we will provide school records and other student information only to the parent or guardian who registered the student into the school. Requests for such information from the other parent should be directed to the parent who enrolled the child.

SEPARATED FAMILIES – NO COURT ORDER

Until such time that a court order declares who the custodial parent or guardian of a child will be, and the school is notified in writing, the school will release a child and provide information concerning the child to either parent or any person previously authorized by the parents or guardian to pick up the child without responsibility for such action. That is to say, the school will assume for all practical purposes that the parents have joint custody. It also will be the responsibility of the separated parents to communicate their activities to one another; this is not the responsibility of the teacher or principal. The school will not demonstrate bias in any way. The school will continue to send communication and information to all addresses provided to the school and will communicate with both parents until a court order declaring custody is provided to the school. It will be the responsibility of the custodial parent or guardian to provide necessary documents each year.

JOINT CUSTODY

For the purposes of this handbook, joint custody is defined as the care and keeping of a child for a given length of time. Joint custody does not refer to a parent who is simply given visitation rights. The school will recognize joint custody only if the court order affirmatively specifies joint custody and does not simply grant visitation rights.

If a court order grants custody to both parents, both parents may be involved in school affairs, have access to school records and seek conferences with teachers. The school will communicate with both parents if the addresses of both parents are provided to the school. It is the obligation of a parent to provide his or her new address. Children will be released from school to either parent unless a court order or legal document restricts such activity. It will be the responsibility of the custodial parent to provide necessary documents. It also will be the responsibility of the separated parents to communicate their activities to one another; this is not the responsibility of the teacher or principal.

NON-CUSTODIAL PARENTS

In the absence of a signed Court Order or Final Decree, the following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child, have contact with, or take custody of the child while the child is at school:

A non-custodial parent may not take custody of a child, remove the child from school premises, or have contact with the child unless the custodial parent or guardian presents either a written and signed court order, or a written authorization signed by the custodial parent or guardian, which permits such activity.

Report cards, conferences with teachers, information about school activities, etc. will not be shared with a non-custodial parent unless the school has written authorization signed by the custodial parent or guardian or a written court order.

Concerning student activities, which require parental consent, the school will accept consent only from the custodial parent or guardian, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

When the custodial parent or guardian or a written court order has given permission for non-custodial parent involvement in specified activities, it will be the responsibility of the custodial parent or guardian to provide necessary documents. It also will be the responsibility of the separated parents to communicate their activities to one another; this is not the responsibility of the teacher or principal.

NON-GUARDIAN ADULT

We will not communicate any information with a non-guardian adult (stepparent, boyfriend, girlfriend, etc...) without written consent from all legal guardians.

PROTECTIVE COURT ORDER

It is the responsibility of the custodial parent or guardian to provide legal documents to notify the school of a protective court order. If additional surveillance or protection of the child is deemed necessary, it will be the responsibility of the custodial parent or guardian to make these arrangements with the local police department and notify the school office. Students will participate in regular activities of the school such as outdoor recess, field trips, etc. unless the custodial parent or guardian requests, in writing, that the student remain in the school office or in a supervised classroom.

Custodial parents or guardians may make arrangements to pick up students from the school office at dismissal time. It is the responsibility of the custodial parents or guardians to make these arrangements with the school office each year.

EAGLE EXPRESS

The school newsletter, Eagle Express, is emailed to parents during the school year. The Eagle Express will also be available on the St. Paul website, via FACTS email, through School Status, and with the emailed church bulletin. Parents and students are encouraged to read each edition of the newsletter to stay informed as to all the activities of the school. Limited paper copies will be available outside the school office and on the welcome counter by the gym.

PARENT-TEACHER COOPERATION AND CONFERENCES

Cooperative effort is essential between parents and teachers. Close contact between school and home should be maintained to avoid misunderstanding. An official Parent-Teacher Conference will be held after the first nine-week reporting period. Conference times will be scheduled in advance and all families are expected to participate. Parents may contact teachers at any other time to set up

an appointment for a conference if they have any concerns. Teachers may also request a conference if one is needed.

Formal reporting of a student's progress to the parents is made by the report card issued every quarter (approximately every nine weeks). Progress can be followed weekly by looking online at St. Paul's FACTS site (<https://factsmgt.com/>). If you provide the school with an email, we will have FACTS send you a link to create your own username and password. Also, you can visit www.factsmgt.com or contact the front office if you need assistance with FACTS.

PARENT-TEACHER LEAGUE

The Parent Teacher League (PTL) organization at St. Paul Lutheran School is the parent support organization of the school. The PTL is under the authority of the CELMT and is involved with fundraising, special school events, and fellowship. It is a volunteer organization, and all families are considered to be members. Please attend and support all PTL functions and fundraisers as the efforts support your child(ren).

PARENT VOLUNTEERS

St. Paul provides the comprehensive program of instruction it does with the help of the many volunteers who come into the building each day. We are thankful for these people, especially for parents who volunteer their time and effort throughout the school year. We need parents to be involved to continue to provide an excellent, well-rounded program for students. Parents can help by organizing class parties and field trips, assisting teachers in the classroom, listening to students read, helping students for whom English is a second language, etc. Parents and volunteers may be asked by the classroom teacher, the principal, or the PTL to assist in helping in the classroom, around the school, and for different school events and we pray that these requests will be willingly accepted.

We ask that when parents volunteer that they adhere to the staff dress code. All parent volunteers, chaperones, and drivers will be required to submit to a Criminal Background check before having contact with the students. Volunteering at non-fundraising events/activities does not fulfill the Family Service Hours. (See the Family Service Hours/Volunteer Guidelines in this Handbook.)

PARTIES AND INVITATIONS

Party invitations should not be distributed at school unless all the boys or all the girls are invited, or the entire class is invited. The invitations should be given to the teacher who will distribute them at a convenient time. If party treats (limited to one treat) will be brought to school, the teacher should be notified at least two days in advance. Parents should not plan on hosting a class party at school. Gifts for children should not be sent to school because, as wonderful a statement as they are, they become an interruption for the class and a form of envy. We do encourage all families to consider giving a gift to the library in their child's name as a continuing birthday gift. **Flowers or gifts are not** to be delivered to the school for any student. Students may not be dropped off or picked up by a limo service for any reason. The Birthday Cart may be an option to use so that your child may celebrate their birthday. That information may be obtained through the teacher.

PEACE-MAKING POLICY

When a parent feels that there is a situation existing that causes conflict either between the teacher and a student or between the teacher and the parent, then the following procedures which adhere to Biblical (Matthew 18: 15 - 20) principles need to be observed.

Classroom Teacher grievance:

- The parent(s) should schedule a conference with the teacher so the conflict can be discussed and resolved.
- If after the conference the parent(s) feels the situation is still unresolved, they should inform the principal and discuss the problem.
- The principal will then assist with the conflict, and if it still remains unresolved, the principal will set a meeting with the teacher, parent(s) and principal.
- If after these steps, the parent(s) still feel the issue is unresolved, they may submit the grievance to the CELMT in writing and request permission to address the issue at the next regularly scheduled CELMT meeting. This request must be submitted one week prior to the meeting to the chairperson of the CELMT or the principal.
- After grievance hearing, the CELMT will meet in executive session to consider the issue presented and reserves the right to gather additional information prior to responding to the issue.

School Principal grievance

Anyone having a conflict with the way the principal administers school policy may file a grievance following the steps below:

- The parent(s) should schedule a conference with the principal where the conflict is discussed.
- If the conflict is still unresolved, the parent(s) may submit a grievance in writing and request that it be addressed at the next regularly scheduled CELMT meeting. The request must be made one week in advance of the meeting to the chairperson of the CELMT.
- After the grievance hearing, the CELMT will meet in executive session to consider the issue presented and reserves the right to gather additional information prior to responding to the issue.

FACTS (<https://www.factsmgt.com>)

FACTS is our school data website for all families. Each family is assigned a password and log-in I.D. either set up by the family or by the front office. The site will contain student information, homework assignments, teacher notes, grades, report cards, school calendar, online lunch order information, and much more. Please become familiar with FACTS as soon as possible and check daily for new information and homework. A computer station could be made available via the school office to check information while at school. This website contains private and confidential information about the student and family, it is the responsibility of student, parents or guardians in possession of the password and login to safeguard them to prevent the unauthorized access to the confidential and private information. If you believe that your password or login may be compromised, you must notify the school without delay.

REPORT CARDS

Parents/guardians assume responsibility for checking FACTS, examining any folders sent home, and contacting the child's teacher with questions. Parents/guardians are encouraged to maintain close contact with the teacher regarding their child's progress. Teachers post grades for assignments, quizzes, and tests to FACTS on a regular basis and grades for each quarter following the completion of each marking period. Grades may be viewed through FACTS for each student. Printed report cards are available each quarter and provide areas for teachers to report on behavioral traits and to write comments. These report cards are sent home with students at the end of the first three marking periods. The fourth quarter/year-end report cards and IOWA test results are mailed from the office.

SCHOOL VISITS BY PARENTS

Parents and teachers must cooperate if the student is to progress satisfactorily. The focus in school is the teaching of students and visits by parents make the learning process more difficult. Lunch time visits by family members can sometimes hinder a child's concentration and focus in the classroom before and after lunch. We request that such visits be limited to special occasions as much as possible. Visitors, including former students, just "dropping in" creates a situation where the progress of the entire class/school can be affected. All visitors must report to the front office, be cleared through the front office, and obtain a Visitor's Badge to enter the secure section of the building. Employees and volunteers to church and school are expected to follow these policies as well.

Teachers are not available to discuss an individual student's progress from 7:40 a.m. – 3:45 p.m. on school days. Parents are urged to make an appointment with the teacher at a convenient time for both the parent and the teacher before or after these hours.

The goal of both home and school should be to make each student, no matter how young, responsible for his/her own belongings, and to ensure classroom instruction is not interrupted. However, if a student should forget any item, a parent may deliver it to the front office.

STUDENT POSSESSIONS

As the purpose of St. Paul Lutheran School is to provide a quality Christian education for each child, students should bring to school only those articles that directly relate to their education. This restriction is put in place in order to protect all students and their possessions from loss or damage. Nuisance items will be confiscated and returned to a parent/guardian only. No money should be brought to school unless it is being used for a school-sponsored activity. No family pets are to be brought on campus unless prior teacher permission is given.

Because of the similarity of clothing, lunch boxes, and other personal belongings, children's names are to be placed on each of these articles. All lost and found articles are kept in the Lost & Found box located in the main hallway. Unclaimed articles will be given to charity.

OFFICE TELEPHONE

Parents are asked to use good judgment in making phone calls to school. Office telephones are to be used for emergency calls/important information only. Parents are requested not to have a child called to the telephone. The office secretary will take an urgent message, or the child will be asked to return the call. Children may not use any telephone without permission from their teacher and only in the case of an extreme necessity.

VISITORS TO SCHOOL PROPERTY OR EVENTS

SCHOOL PROPERTY

Parents and patrons of the school are welcome to visit the school and attend school events. The CELMT encourages the participation and input of parents and patrons of the school. All visitors during the regular school day shall sign in at the school office prior to receiving permission from the secretary to proceed elsewhere in the building, even if the visitor has received advance approval for the visit from the principal or designee. The school discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose. To ensure that building safety and an appropriate educational environment are maintained, the following additional procedures are required for visitors:

The principal or designee retains the right to restrict the time or manner of parent and patron visits to prevent a disruption, annoyance, distraction, hindrance, interruption or intrusion to any class or

other school activities including, but not limited to, any instructional process. The principal or designee may, with or without consultation with the classroom teacher, restrict the time or manner of such visits.

No visitors should engage in any conduct or activity or allow his or her presence to cause a disturbance, annoyance, distraction, hindrance, interruption or intrusion to any class or other school activities including, but not limited to, any instructional process. The building principal or designee retains the right to request that any such visitor leave the building upon a finding by the principal or designee that the visitor's presence causes such an effect.

Any person or persons who fail to leave the school premises upon the request of the principal or designee may be reported to the proper legal authorities. The principal or designee may file a report or sign a complaint on behalf of the school.

The CELMT and administration will not tolerate any person whose presence disturbs classes or school activities or hinders the instructional process. Visitors to school property may not possess weapons, including concealed weapons, on school property, on school transportation or at any school function or activity sponsored or sanctioned by the school unless the visitor is an authorized law enforcement official or is otherwise authorized by CELMT policy.

APPROPRIATE BEHAVIOR

St. Paul Lutheran School believes that school events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship, and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations. To this end, the CELMT encourages school patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all school events and at all times while on school grounds. The school will utilize guidelines from the Valley Independent School Association (VISA) as a resource to promote good behavior by the patrons.

Persons Prohibited on or Near School Property or Transportation

St. Paul Lutheran School prohibits all persons who have pled guilty or nolo contendere to or have been convicted of or found guilty of violating provisions of the Texas Penal Code dealing with offenses against persons or the family from being on or within 500 feet of school property, school activity or any vehicle used to transport students. Offenses include, but are not limited to the following:

- Sexual Offenses
- Incest
- Endangering the welfare of a child in the first degree
- Use of a child in a sexual performance
- Promoting a sexual performance by a child
- Sexual exploitation of a minor
- Promoting child pornography
- Furnishing pornographic material to minors

Despite the prohibition in this section, the principal may grant written permission for a parent, guardian or custodian of a student to be on school property for the limited purpose of attending meetings with the staff or other events. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be always supervised. If written permission is not granted, the parent, guardian or custodian may seek permission from the CELMT. The principal will inform relevant school staff of the scope of the permission granted. A copy of this written permission will be kept on file in the school office.

Registered Sex Offenders

Sex offenders required to be listed on the Texas sex offender registry, or who have pled guilty, pled nolo contendere or have been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on school property or at school activities without written permission from the principal or designee except to attend meetings of a public governmental body. This section may not apply to a student entitled by law to be on school grounds for educational services if the student's presence is necessary to obtain those services. This section does not apply if the person is otherwise prohibited or banned from school property by other sections of this Handbook. A copy of this written permission will be kept on file in the school office.

Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening or violent, the principal or designee may require the visitor to leave. In extreme situations, the principal or designee may inform the visitor that he or she is not welcome back on school property or at school events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on school property except to attend a meeting of a public governmental body. The principal may make exceptions for parents, guardians or custodians of students enrolled in the school if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. This paragraph does not apply if the person is otherwise prohibited or banned from school property by other sections of this Handbook.

Enforcement

If a visitor prohibited from school property or events under this policy is on school property, school staff will contact law enforcement and/or escort the person from school grounds and inform the person of the school policy prohibiting his or her presence.

The principal or designee may file a report or sign a complaint with law enforcement on behalf of the school. The CELMT grants the principal or designee the authority to consult an attorney for guidance and to seek a court order banning the visitor from school property if necessary. A visitor denied access to school property may request to address the CELMT on the matter in accordance with CELMT policy.

STUDENT ASSESSMENT

Grading Policy

The grading key used for students in lower elementary grades receive “E” for Excellent, “S” for Satisfactory, or “N” Needs Improvement for PE, Music, and/or Computers. All students in PK - *Grade 8* receive E, S, or N for Character qualities. Students in Grades K – 8th receive percentages that translate to the following letter grades for all subjects:

- A = 90 – 100 %
- B = 80 – 89 %
- C = 70 – 79%
- D = 60 – 69 %
- F = 0 – 59%
- I = Incomplete

Parents should view grades on FACTS often. Parents are encouraged to monitor their child’s progress and to arrange a meeting with the teacher to discuss any concerns throughout the school year.

RETENTION POLICY

Students in grades 1st – 8th are promoted on the basis of academic achievement. If a student is not achieving at a passing level, the teacher, who is the most qualified to determine the future success of the child, may begin a process leading to retention. A student will be considered for retention if the student has a “D” average for the year in three subject areas or has received an “F” average in two subject areas or a combination of one “F” and two “Ds.” Subjects included in the criteria are Reading, Language Arts, Math, Science, and Social Studies.

If the student is not meeting the academic criteria to be passed to the next grade level, the teacher will initiate the following process:

- A conference with the principal should be scheduled by the teacher to explore alternatives.
- Parent(s), teacher, and principal will then meet to begin discussing the possibility of retention and to discuss alternatives. This should happen by the end of the third quarter grading period.
- After alternatives have been explored, it should be the goal that the parent(s), the teacher and the principal would mutually reach an acceptable decision concerning retention.

Retention of students in PK and K may also occur upon the recommendation of the classroom teacher. Often this recommendation is based on the developmental maturity of the student. Parents are encouraged to understand that all students develop differently, and that age should not be the only criterion for the placement of a child. A student being considered for retention in PK or K will be evaluated by the teacher using academic and behavioral instruments and this information will be shared with the parents.

While the parents are the most influential persons in their child’s life and their support is crucial to their child’s academic success, if both the principal and the teacher agree that retention is the most acceptable alternative, then the student will be retained.

STUDENT HEALTH

Contagious Diseases/Illnesses/Injuries

- Children with contagious diseases should be kept at home until released by the physician.
- If your child is ill before coming to school, please keep him/her at home to prevent others from getting ill.
- Students who have been vomiting due to flu or illness should remain at home for **24 hours after they have stopped**. This is for the safety of your child and his/her classmates.
- Students with a temperature **above 99.5 degrees** will be sent home. Students should remain at home until they have been **fever-free without medication for 24 hours**.
- Parents must come immediately when contacted that their child is ill or has been injured.
- After a prolonged absence (more than 3 days) from school due to illness, children should be examined by a doctor before returning to school and a doctor release notice brought to the teacher.

DISPENSING OF MEDICINE

All medications (whether prescription or over the counter) must be given by the parent/guardian to the front office and must be properly labeled to show the child’s name, time for administration, and whether the medication needs to be refrigerated. No medications may be kept in lunch boxes, purses, desks, or backpacks. Medications from Mexico are not allowed to be administered to St. Paul students.

Parents need to give written permission to administer medication by filling out a form before it can be dispensed. A form is to be filled out by the parent/guardian each time any medication is sent to

school or when the dosage or frequency changes. This form is in the front office. All medications should be delivered to and picked up in the front office by a parent/guardian, not sent with the child. By Texas State law, only a two-week supply of any medicine is allowed at school. Over-the-counter medication is to be used as needed, must be in the original container, labeled with the student's name and dosage, and be accompanied by a written permission slip. Prescription medication must be in the original container, include the name and phone number of the pharmacy, name of drug, dosage for the student, and be accompanied by a written permission slip including the times for administration. Under no circumstances may a student receive medication without notifying the teacher or following the above procedures. For health reasons, parents are asked to keep insect repellent sprays/containers at home and not send any to school. If desired, a parent should apply insect repellent at home before the student comes to school. Anti-itch cream (for insect bites) should be applied at home as well, and the medication should not be sent to school.

GENERAL HEALTH

It is requested that all children receive a complete physical and dental examination before they enter school. Children in Pre-Kindergarten, Kindergarten, and grades 1, 3, 5 and 7 are required by Texas law to have a vision and hearing screening each year. Arrangements for these two screenings to be done at the school will be made by the school. Parents who do not want to wait for these screenings should see their family physician.

According to Texas law, vision and hearing screenings are provided each year for students who have not been checked in the previous year by a health provider. Scoliosis screening for certain upper grade levels is conducted each year. Parents/guardians will receive notification if potential problems are identified.

Parents are not to send their children to school when they show signs of sore throat, rash, and/or fever.

IMMUNIZATION REQUIREMENTS

Parents are responsible for providing the office with the immunization and health records of their children. **Students who are not properly immunized to Texas State standards will not be allowed in class after October 1 until all immunizations are completed** unless the parent/guardian has provided the school with a copy of the completed conscientious exemption affidavit.

New Students:

- TB Test PK – *Grade 8*
- Current Immunization Record PK – *Grade 8*
- Health Information Record PK – *Grade 8*
- Medication Authorization Form PK – *Grade 8*

Returning Students:

- Updated Immunization Record K – *Grade 8*
- Updated Health Information Record K – *Grade 8*
- Medication Authorization Form K – *Grade 8*

ACCOMMODATIONS

Written documentation from a student's medical doctor/health care provider is required to make special accommodations during school hours/activities for a child with an injury or health issue, whether temporary or on-going. It is the parents' responsibility to provide the school with

information in a timely manner. The principal has discretion to decide on reasonable accommodation that can be provided.

SCHOOL BEHAVIOR STANDARDS

PURPOSE AND PHILOSOPHY OF SCHOOL DISCIPLINE

Rules and regulations pertaining to the management of student behavior are necessary for the development and maintenance of an orderly, safe, Christian school. School discipline is not intended to replace the lessons and discipline learned at home; rather, the following Code of Conduct has been established to supplement the student's development and discipline at home, in order that the student should grow in their personal, relational, educational, and spiritual development and reflect the Christian values of St. Paul Lutheran School. As such, this Code of Conduct applies any time a student is on school property or while attending any school-related or school-sponsored event, on or off campus that would reflect upon our church and school community.

Here at St. Paul Lutheran School, we believe that discipline is not merely a term that means punishment, but rather it is a process of growth in self-control and training in moral behavior. The goal of our Code of Conduct and our disciplinary procedures is not merely to punish incorrect behavior, but to help the students learn the necessity of loving one another and having respect for one another's rights and privileges. This is grounded in the call of Jesus Himself, when He says to love our neighbor as ourselves (Matthew 7:12 and 22:37-39), and that our faith in Him is expressed in our Christ-like, selfless love for one another (John 13:34-35 and 1 John 4:7-12). These words of Jesus are the foundation of our Code of Conduct and expected outcomes in the lives and behavior of our students. So, when our teachers and staff insist on appropriate behavior and implement consequences for violations to our Code of Conduct, it is done with a positive purpose in mind, in order that the student should grow in body, mind, and soul to love others and lead morally good and upright lives.

CODE OF CONDUCT

- Respect authority – Students will not defy or threaten school authorities and/or challenge school rules and policies.
- Accept consequences of actions – Students will not refuse to accept discipline and the consequences of their behavior.
- Avoid school or classroom disruptions – Students will not disrupt any school activity.
- Avoid endangering self or others – Students will not endanger the well-being of themselves or others. Students will avoid all forms of assault or violence and will not bring to school or have in their possession any article or object judged to be harmful to themselves, others, or harmful to the good order of the school.
- Maintain a “Bully-Free” environment – Students will not tease, threaten, harass, and/or coerce others.
- Respect school and personal property – Students will not damage, destroy, or deface any property and will be required to make restitution as directed.
- Complete assignments independently – Students will be truthful and honest and not engage in any form of cheating, plagiarism, or dishonesty.
- Follow the Uniform Policy – Students will follow the school uniform code regulations.
- Follow arrival and dismissal policies – Students will follow all school policies for arrival and dismissal and will not leave the school premises or assigned classes without authorized permission during the school day.
- Live a Godly and moral life.

The following are not permitted so that all can have a safe and student-conscious environment at St. Paul:

- Foul language, vulgar gestures or obscene topics – Students will not use profane, vulgar, disrespectful, or hurtful language. Nor will they make obscene/vulgar gestures or discuss obscene topics.
- Unauthorized snacks – Students will not chew gum or have or consume any unauthorized snacks, food, or beverages on school property.
- Roller backpacks – Students in grade 2 and below may not bring roller backpacks.
- Illegal substances – Students will not possess, sell, use, transmit, or abuse any drugs or look-alike drugs, alcohol, tobacco, aerosol cans, or any illegal substances.
- Weapons – Students will not bring weapons to school, or any object judged to be harmful to themselves, others, or harmful to the good order of the school.
- Cell Phones – Students are discouraged from bringing cell phones to school. Students may not use a cell phone from the time of their arrival at St. Paul until after 3:45 p.m., the time students are to be picked up after dismissal, unless permission is given by the student's teacher or the principal. For students participating in an after-school function or staying for the After School Care program, permission to use a cell phone must be requested from the supervising teacher or staff person. Violations will result in confiscation of the phone and the parent/guardian will be required to pick it up from the principal.
- Electronic devices – Students may not use iPods, iPads, laptops, electronic games, recording/listening devices, or unauthorized software on the school grounds without teacher authorization. School-owned laptops and iPads being used for approved school tasks are the only exception for students in PK – 8th plus the required personal devices for students in grades 6th- 8th.
- Threats of bodily harm – These are also covered under the “Bullying Policy,” and are always forbidden as we serve the Lord together.

Follow rules and procedures – Students will not violate the Code of Conduct and other school policies or behavior standards.

BULLYING

St. Paul Lutheran School is committed to providing an atmosphere conducive to learning with a focus on the personal worth and dignity of every child. All efforts are made to educate children in a Christ-like setting. Therefore, acts of name-calling, taunting, bullying, harassment, physical aggression, verbal threats and acts causing another student to join in the behavior are not tolerated. Victims of or witnesses to these actions are obligated to report them to the teacher and/or administration immediately. All allegations will be investigated, with prompt, appropriate disciplinary action taken. Parents of all parties involved will be notified, if deemed appropriate. Parents must remember that conflict between students does not always equate bullying. Disciplinary action may include any or all the actions indicated in this Parent-Student Handbook. Repeated violations of this policy could result in expulsion.

DAMAGES

School and church property, including furniture, equipment, and books may not be defaced, marred or damaged in any manner. Students must pay full replacement cost for all textbooks or library books that are lost or damaged, regardless of how long the books have been in use. The student's parent account will be billed for the amount of damage/repair or for replacement cost.

DRUGS AND ALCOHOL POLICY

Students will not possess, sell, use, transmit, or abuse drugs, alcohol, tobacco, or any illegal substance. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

Disciplinary action will include dismissal from school as well as other actions required by law. The campus is considered a Drug-free–Alcohol free campus during all school activities and hours. Appropriate state and local laws apply.

FIGHTING

Students shall not engage in fights at any time on school grounds, or during school sponsored activities. Any student engaged in a fight is subject to immediate suspension. Dismissal or re-enrollment block may occur following investigation by the administration. Injuries caused to other students are also subject to investigation by civil authorities.

PLAYGROUND RULES

All students are expected to obey the following rules whether they are on the playground during the school day or at other times. We ask parents to assist us with these guidelines.

1. Walk to the playground and through the gate.
2. Request permission from the teacher or supervisor to go on the field or re-enter the building.
3. Maintain a safe and pleasant environment on the playground, by students refraining from:
 - a. Standing or sitting on the picnic tables or standing on the benches.
 - b. Climbing on any fences, poles, or trees.
 - c. Removing stones from designated areas.
 - d. Throwing rocks or other debris.
 - e. Standing on the swings. Swing straight, not sideways. Do not twist around or jump out of swings.
 - f. Standing in the way of children who are swinging.
 - g. Jumping off of the slide or swinging on the slide. Climb the ladder only and slide down in a sitting position, feet first.
 - h. Running near picnic tables, water fountain, or concrete area.
 - i. Standing or sitting on top of the playground equipment.
 - j. Eating on the playground except in designated areas.
 - k. Contact sports (tackle football, wrestling, etc.)
4. Students should not put their hands on other students. Chase and tag games should be played on the field only with the teacher or supervisor's permission.
5. Trash should be removed from the playground. Receptacles are provided.
6. All classroom aides are to be shown respect and have the right to administer discipline when students are not in compliance.

PUBLIC DISPLAY OF AFFECTION

Handholding, kissing, clinging, and other displays of romantic affection or discussing such behavior are not appropriate to the academic setting. Inappropriate talk or behavior will result in a parent conference and possible disciplinary action.

SEXUAL HARASSMENT

The administration and staff of St. Paul Lutheran School believe that all students are entitled to study in a Christian environment that is free from sexual harassment. The school does not tolerate

sexual harassment of any type. Examples of peer sexual harassment include but are not limited to: verbal or written taunting, bullying or other offensive, intimidating or hostile conduct, gestures or touches, music, verbal or written communication, graffiti, jokes, nicknames, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse, or demean an individual or group. Victims or witnesses of these actions are obligated to report them to the teacher and/or administration promptly. Allegations are investigated and prompt, appropriate disciplinary action is taken. Parents of both parties will be notified. Disciplinary action may include any or all the actions indicated in this Parent-Student Handbook or as required by law.

WEAPONS

A weapon includes, but is not limited to, any instrument, device, or object capable of inflicting injury and designed (or specifically adapted) for use as a weapon and possessed or carried as a weapon. This includes any dangerous object (firearm, knife, deadly weapon, explosive, incendiary device) or replicas. Students are also forbidden to act out violence by use of “pretend” weapons. This policy expressly prohibits the use of, possession, transmission, sale or discharge of any weapons, instruments, or explosive devices in the school, on school grounds, or at school-sponsored activities. If it has been determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process. The campus and campus activities including field trips also prohibit open or concealed carry of firearms as provided by law. (Texas Gov. Code Ch. 11 Sub-Ch. 46:03 p. 36) Violators will be reported to appropriate law enforcement authorities for investigation and possible prosecution. Disciplinary action will include dismissal from school as well as other actions required by law.

CONSEQUENCES FOR NON-COMPLIANCE

Actions that can be used to enforce the Behavior Standards include, but are not limited to the following:

- Verbal or Written Warning
- Detention
- Written Notification to Parents
- Parent Conference
- In-School Suspension
- Social Suspension
- Off Campus Suspension
- Blocked Enrollment
- Expulsion
- Emergency Expulsion

The preceding list of disciplinary actions is not intended to be a progressive list of consequences. The decision regarding which disciplinary action will be taken will be decided on a case-by-case basis, determined by the seriousness of the non-compliance.

When normal disciplinary measures fail to correct disruptive or defiant behavior, including refusal to put forth an effort to complete schoolwork, removing the problem student from some or all of the school's functions for a definite period of time will be used. Repeated detentions and suspensions may result in a permanent expulsion. Under certain circumstances suspensions, expulsion or enrollment block may be used without prior detentions.

DETENTIONS

Teachers or the principal may assign detentions to students in grades 3rd- 8th for a student's inappropriate behavior, failure to complete class work or homework, failure to adhere to the Code

of Conduct, Uniform Policy, or any other behavior which violates the spirit and philosophy of St. Paul Lutheran School.

- Parents will be notified of the detention with a written notice sent home via the student as well as by email from the teacher indicating the date the detention is to be served. At least one day's notice will be given.
- A detention will be served from 3:30 – 4:30 p.m. in a designated classroom. A detention may be assigned for Tuesday, Wednesday, Thursday, or Friday.
- Any student not picked up from detention by the parent at 4:30 p.m. will be checked into After School Care at the parent's expense.
- Students assigned a detention will forfeit participation in any extra-curricular activity scheduled on the day of the detention.

If a student receives a third (3rd) detention in one quarter, a meeting will be held with the parent/guardian, student, teacher, and principal to rectify the problem.

SUSPENSIONS

Any student who receives a fourth (4th) Detention in one quarter will be assigned an In School Suspension (ISS). The student will be isolated and supervised in the building where all work for that day will be completed. The student may not return to the classroom for any reason and will remain in isolation for all things including lunch. A \$100 fee, per day, per student will be assessed to help pay for the ISS teacher. A meeting will be held with the parent/guardian, student, teacher, and principal as necessary. More than one student may be in ISS at the same time.

Any student who receives a fifth (5th) Detention in one quarter will be assigned an In School Suspension (ISS) with the parent. A \$100 fee will be assessed if an ISS teacher has to be employed. A meeting will be held with the parent/guardian, student, teacher, and principal.

Other types of suspensions that will be implemented depending on the nature of the discipline required may include:

- Social Suspension (SS) - The student will be suspended from attending all non-academic classroom activities (field trips, parties, etc.) during the school day as well as all after school events for a designated period. In addition, the student may be isolated and supervised in the building during recess and/or lunch, as necessary. If additional staff is employed for supervision, a fee will be assessed to cover the school's expenses.
- Out-of-School Suspension (OSS) - The student will be removed from the school premises for a period not to exceed ten (10) school days. A conference between the student, parent/guardian, and principal will be held during the term of the suspension. An OCS can be extended and may also include other conditions such as a contract for return, psychological testing, or counseling. Class work completed during OCS must be turned in immediately upon return to campus and will receive no higher than a "C" grade.

Criteria for Suspension:

The following items of misconduct shall be treated as offenses necessitating suspension, with the principal choosing ISS, SS, or OCS, according to the severity or frequency of the offense.

- Repeated failure to complete homework
- Deliberate disruption of class or other school functions
- Fighting
- Intimidation or interference of other students or staff
- Insubordination
- Vandalism, stealing
- Profanity, vulgarity, or desecration of God's House or God's Word

- Sexual misconduct or harassment
- Continual disregard for the School Code of Conduct
- Bullying (See Handbook Section on Bullying)
- Any other behavior which violates the spirit and philosophy of St. Paul Lutheran School not specified above.
- Premeditated false fire alarms or bomb threats shall result in a suspension (ISS or OCS) for up to ten (10) school days. This does not preclude expulsion or other legal remedies.

EXPULSIONS

Expulsion – Due to repeated offenses and detentions/suspensions, the student will no longer be permitted to attend the school. Following expulsion, the student is not permitted on campus on school days between 7:00 a.m. and 6:00 p.m. without permission.

Emergency Expulsion – Due to the nature of the offense, the student will be expelled immediately.

EXPULSION PROCESS

A Student will ***automatically*** be placed under expulsion-review after any two suspensions from school.

1. Within 48 hours of the first term suspension, the principal shall issue written notification to the parent/guardian and the student declaring the student's susceptibility to permanent expulsion after a second term suspension.
2. Written notification shall be sent to the parent/guardian, the student, and the chairperson of the CELMT by the principal declaring the expulsion-review status of the student within 48 hours of the second (or any subsequent) term suspension.
3. The student and parent/guardian shall be granted an impartial hearing before members of the St. Paul Lutheran CELMT to address and rebut the specific charges directed against the student within 10 school days of the second suspension, but the student shall remain in suspension until the matters raised at the hearing are decided.
4. At the conclusion of the hearing, the chairperson shall convene a special CELMT meeting to act on the evidence set forth during the expulsion-review hearing. A majority of the CELMT members shall determine whether to expel or reinstate the student.
5. The decision of the CELMT shall be final and will be effective immediately.

ENROLLMENT BLOCK

St. Paul Lutheran School reserves the right to dismiss and/or block re-enrollment of a student for the following reasons:

- Violations of Discipleship Growth, Code of Conduct, or Parent Responsibilities.
- Violations of other School Behavior Standards.
- Uncooperative behavior on the part of a parent/guardian; and/or
- Excessive absences and/or excessive tardiness.

Because it is impossible to foresee all problems which may arise, the administration may block enrollment for any behavior (by student or parent/guardian) which violates the philosophy of St. Paul Lutheran School, even though not specified above.

RIGHT TO APPEAL

The student and the parents/guardians have a right to appeal against any action taken by the principal against the student. Such an appeal will be to the CELMT, and the parents/guardians must request in writing that their appeal be considered by the CELMT. The request should be delivered to the chairperson of the CELMT or the principal.

SECURITY & BACKGROUND SCREENING POLICY

PURPOSE

St. Paul Lutheran School will conduct the Texas Department of Public Safety (DPS) Computerized Criminal History (CCH) Verification on all paid employees and volunteers who will have access to any student in order to keep our students safe.

UNKNOWN OR UNAUTHORIZED PERSONS

For the safety of the children, the faculty and staff are required to question anyone in the building without a nametag, visitor's badge, or whom they do not recognize. Please do not be offended if you or a relative is approached or asked to show identification.

FREQUENCY OF BACKGROUND SCREENING

A background check will be conducted before a person is employed and annually for all new volunteers and repeated every two years for those who continue to be employed or volunteer. Preferably, the checks will be done prior to the beginning of each school year but can be done at any time.

OFFENSES OR FINDINGS THAT WOULD DISQUALIFY APPLICANT OR CURRENT VOLUNTEER

The principal will review any offenses or findings that are returned on a background check. The Licensed or Certified Child Care Operations (LCCCO): Criminal History Requirements will be referenced. Once the risk level is determined, the principal will contact the individual to share results of the CCH and gather additional information that may be helpful. (as per DPS officer, results should not be shared with the person) A risk evaluation will be conducted if required per the LCCCO chart. Since St. Paul Lutheran School is a Christian school where parents pay tuition and expect increased safety for their children, our standards for volunteers and employed staff may exceed the guidelines of the LCCCO chart. (Principal can suggest or not ask for the person to participate)

The following are reasons for disqualifying a person from being hired and not allowing someone to volunteer in a position where he/she would be around children or responsible for their well-being:

- Offense involving a child
- Sex offender
- Three offenses over time showing little or no change in behavior

If a person has a drug offense, he/she is banned for 10 years from date of arrest and then a Risk Evaluation is required, including a Drug test at the person's expense.

If a person has a DWI offense, he/she is banned for 10 years from date of arrest and then a Risk Evaluation is required.

Criteria to be used for a Risk Evaluation, which will be a collective decision, will include the amount of time that has elapsed since the offense and if drug related, the results of a recent drug test. Those who could be involved in the decision may include the principal, pastors, or a CELMT member, but is not limited to persons serving in these positions.

For persons who pass a Risk Evaluation, some stipulations may still be required such as:

- Only allowed to drive own child on field trips
- No overnights as a chaperone

- Another adult chaperone must be present, so person does not serve as the only chaperone for a small group of children

APPEAL PROCESS

If an individual is disqualified from serving, he/she has the right to appeal to the decision of the principal by taking the matter to the CELMT.

UNIFORM POLICY

The following uniform policy is in effect for all PK - 8th grade students. All polo shirts, sweaters, fleece jackets, windbreakers, spirit shirts, and physical education (PE) clothes (excluding sweatpants) must be purchased through the school-approved provider. All students will be required to be in full uniform on the first day of school. Exceptions will only be made if the uniform provider is out of certain items or sizes. Any student who does not have a full uniform will be sent to the front office. Parents will be contacted regarding acceptable clothing.

All clothing worn in the classroom must follow the guidelines listed below. We expect all students to wear the appropriate uniform for the proper class. For example, students will not be allowed to wear non-uniform sweatshirts or any other outside clothing while in the classroom. Only St. Paul approved clothing may be worn while in the classroom. Exceptions will be made for Free-Dress Days and Special Dress-Up Days. Rules will be published prior to events.

DRESS AND GROOMING

Personal appearance is important as it reflects respect for God, self, classmates and others. Students are expected to dress according to the uniform policy. Uniforms are expected to be neat, clean, and fit appropriately. Students are expected to be clean and well groomed.

EVERYDAY DRESS

- Hats and head coverings are not permitted indoors.
- Shirts should fit properly and cover the abdomen area completely, with no undergarments showing.
- Skirts/shorts/pants must be worn at the waist and fit appropriately.
- Christian shirts and jewelry are encouraged on non-uniform days.
- Jewelry that causes a distraction to the learning process, as determined by the teacher, may not be worn.
- Tennis shoes are required for P.E. and are preferred for all days. Wearing other shoes will limit your child's activity on the playground.
- Exceptions may be made for proven necessity or good cause.

PERSONAL HYGIENE

- Perfumes, aftershave, or other scented products are not allowed.
- The only form of make-up permitted is a clear or a solid color nail polish. No acrylic nails are allowed. No lip gloss is allowed. Only clear Chap Stick is allowed. Body glitter is not allowed.
- Hair colorings, highlights, hair dyes, or wigs (unless prior approval is granted for wig) will not be allowed.
- Boy's hair must be cut so that it is above the collar, above the ears and away from the face.
- Tattoos, whether real or temporary, are not allowed.

LABELING OF CLOTHING

Clothing is to be **labeled with the child's name**. This includes polo shirts, sweatshirts, sweaters, jackets, belts, shoes, and PE clothes, etc. as this makes it easier to locate and identify misplaced or lost items.

BELTS

Belts are required for students in grades 2nd – 8th. Belts must be worn with any bottom that has belt loops. Belts should be black, blue, or brown with a plain belt buckle. The design must be plain – no fancy stitching, brads, wording, engraving, tooling, characters, or cut-outs are allowed.

PANTS/SHORTS

Students are required to wear uniform-style shorts and/or pants. Acceptable colors are khaki and navy blue **only**. No extra pockets on the pants or shorts are permitted. No cargo-style shorts or pants allowed. All pockets must be concealed within the side seams and the back pants/short pocket must be a tailored-style pocket. Denim fabric casual pants are **not acceptable**. Long pants, Capri length, and shorts are all acceptable and can be worn at any time. Leggings or yoga pants are not considered appropriate uniform pants. Shorts must be no shorter than fingertip length and no more than **three inches above the knee**. Any student not meeting this specification will be sent to the office and fitted with the proper attire or parents contacted to bring acceptable clothing.

SKIRTS

Uniform style skirts may be purchased and worn only when the following guidelines are met: must have shorts attached or worn at all times under skirt. Skirt lengths must be at least fingertip length and no more than 3 inches above the knee. When wearing tights or ankle-length leggings under a skirt they must be navy blue, black, or khaki.

SHIRTS

Students are required to wear an approved St. Paul shirt. Students may choose to wear any color St. Paul shirt on any day of the week. These shirts are available in both short-sleeved and long-sleeved. Shirts must always be tucked in for students in grades 1st – 8th.

Long-sleeved shirts are available for purchase. These are intended for cooler days when students need more protection from the weather. Students are not permitted to wear short-sleeved polo shirts with a long-sleeved shirt underneath. Students can either wear a short-sleeved shirt or a long-sleeved shirt. On cooler days, they may wear a short-sleeved or sleeveless t-shirt underneath the shirt.

CARDIGAN

St. Paul offers a blue cardigan with a logo for cooler days which may be worn in the school building. This is an approved covering permitted over the school polo shirt while in the school building.

FLEECE JACKETS, ZIPPERED SWEATSHIRTS, LINED WINDBREAKER

St. Paul offers a blue hooded fleece jacket (sweatshirt) and lined windbreaker with the St. Paul logo that can be worn in the school building. These are approved coverings permitted over shirts the school polo while at school. Any non-St. Paul jacket or sweatshirt worn to school must be removed and put away once the student enters the school building. Items cannot be wrapped around the body. In other words, non-uniform sweatshirts and jackets can be worn to school but not while in the school building. St. Paul jackets, if worn, are to be worn properly as a jacket, and not tied around the waist.

A blue hooded, lined windbreaker with the St. Paul logo is available for wearing outdoors on cooler days. It can be worn to and from school and during recess or other times a teacher takes a class outdoors. The windbreaker must be removed and put away once the student is in the classroom.

SPIRIT SHIRT

All students in grades PK - 8th are required to purchase a spirit shirt. The spirit shirt is mandatory attire for field trips, spirit days, and other occasions throughout the school year. **Every student needs a new spirit shirt for each school year.** Please refer to the order forms for size offerings. Students in third grade and below may wear solid, dark-colored cloth leggings/jeggings rather than jeans with the spirit shirt on Fridays. The leggings cannot be tights or spandex.

PE UNIFORMS - only for grades 3rd – 8th

PE uniforms are required for all students in grades 3rd – 8th. Students in PK – grade 2 attend PE class in their regular school uniform. PE class is held three times per week. Proper uniform attire for PE in grades 3rd – 8th is required and is part of the student's grade. Similar clothing will not be allowed. Please be sure your child has the proper uniform for the days when PE class is held. The uniform consists of:

- Official royal blue St. Paul PE shirt
- Royal blue mesh shorts with school logo
- Tennis shoes/sneakers and socks

PE uniforms (grades 3rd – 8th) can only be worn during PE or immediately before PE class. An exception will be made for students who have PE class directly before or after lunch so they may wear PE clothes to lunch, as needed. Classes that have PE during the last two periods of the day do not need to change back to uniforms. Those students may wear their PE clothes home. PE uniforms are not acceptable any other time.

In addition, girls should have long hair pulled back and away from their face during PE. Yoga pants and leggings under PE shorts are allowed for PE class. Also, blue sweatpants may be worn. There should be no visible logos and no writing across/down the yoga pants, leggings, or sweatpants. On cooler days long sleeve appropriate (under) shirts are allowed under the PE shirt.

SHOES

Students are encouraged to wear tennis shoes or other comfortable shoes to school. All shoes must be enclosed completely. Students will not be allowed to wear shoes with open backs or open toes. Boots and shoes with wheels are prohibited.

SOCKS

Socks should be plain - no designs or multi-colors. They must be SOLID color. No designs will be allowed. Small brand logos on socks will be acceptable. Students must wear socks with shoes.

REVIEW OF DRESS CODE

A review of the Dress Code is made by the St. Paul CELMT each year, and occasionally during the school year as circumstances arise. Please communicate your suggestions and ideas for the Dress Code to the principal or to a CELMT member, as we desire the Dress Code to reflect the health, safety, and best interests of all students and their parents.

NETWORK USE AGREEMENT

St. Paul Lutheran School (SPLS) has been blessed by grants and gifts to establish its technology program, which currently involves the use of computers, laptop computers, iPads, word processors and other technology tools in its classrooms and lab. The use of these items is governed by a special set of policies to establish proper Internet use, to give directions on care and storage of equipment, and to cover other related issues. Students and parents sign a form indicating they have received these policies each school year.

SPLS believes that integrating technology into our learning environment enhances students' potential to learn and grow by facilitating innovation, communication and sharing of resources. Along with the benefits offered by such technologies, comes the responsibility to use these resources wisely. As Christians, it is our responsibility to make every effort to protect our students, parents, faculty and staff from any misuse or abuse of our network. To this end, SPLS has technologies in place to ensure our compliance with the Children's Internet Protection Act (CPIA). Along with these protective technologies, we expect everyone wishing to utilize SPLS equipment and resources to exercise Christian behavior and ethics. As a user of these services, you are expected to abide by the SPLS Code of Conduct, as laid out in the Family Handbook, as well as the following rules. (References are not an exhaustive list).

GENERAL GUIDELINES

- To access the SPLS network users are expected to read, understand, agree to and conform to the rules defined in this document.
- The signatures required in accordance with this document are legally binding and indicate that the signing parties have read the terms and conditions carefully, understand their significance and agree to abide by them.
- SPLS has the right to monitor and record the use of any equipment (including non-SPLS owned devices) that connect to the SPLS network.
- SPLS administrators will exercise sole discretion in determining what use is considered inappropriate. All such decisions are final.
- Failure to abide by these guidelines may result in the revocation of a user's account and access to SPLS resources.
- Any financial liability incurred by SPLS as the result of a user's action will be borne solely by the responsible user.

NETWORK GUIDELINES

Personal Safety

- I will not post personal contact information about myself or others without the expressed permission of my parents and teacher. Personal contact information includes but is not limited to; personal photos, addresses, telephone numbers or email addresses.
- I will not agree to meet with someone I have met online without my parent's approval.
- I will promptly disclose any inappropriate messages I may receive to the appropriate school authority.

Illegal Activity

- I will not attempt to gain unauthorized access to any SPLS network resources or any other computer system beyond my pre-authorized access. This includes but is not limited to, logging in with another user's credentials or accessing another user's files. These actions are illegal.
- I will not make deliberate attempts to disrupt any system or destroy data by any means. These actions are illegal.

- I will not use SPLS resources to engage in any illegal act, including but not limited to; arranging for the sale or purchase of illegal goods or services, engaging in criminal or gang activity or threatening the safety or wellbeing of another person.
- I will not read, move, rename, edit, delete or in any way alter files that I do not have expressed permission to access.
- I will not modify in any way software on any SPLS equipment or network without direct permission and supervision of SPLS staff.
- I will not alter hardware or software configurations on any SPLS system.

Security

- I am responsible for my individual account and should take all reasonable precautions to prevent others from accessing my account.
- I will immediately notify a teacher or SPLS administrator if I identify a possible security problem with the network or computer system.
- I will not actively seek security problems, as this may be construed as an illegal attempt to gain access.
- I will take all precautions to avoid the spread of viruses and malware.
- I will not attach non-SPLS equipment or peripherals to SPLS networks or systems, excluding pre-approved personal storage devices.

Inappropriate Language

- Restrictions against inappropriate language apply to all public and private communication and materials created for assignments, or to be posted on the internet.
- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- I will not engage in personal attacks, including prejudicial or discriminatory attacks.
- I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am asked to stop sending someone messages. I will stop.
- I will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- I will not repost a message that was sent to me privately without the permission of the person who sent the message.
- I will not post private information about another person.

Resource Limits

- I will use the resources provided by SPLS only for educational activities.
- I will not download, stream or use games, pictures, video, music, email, file sharing or social media applications unless I have permission from a teacher, it is legal for me to do so, and it is in support of a classroom assignment.
- I understand that SPLS may monitor, record or access any equipment connected to an SPLS network.
- SPLS personnel may delete, move or modify all files stored within its systems.

Plagiarism and Copyright Infringement

- I will not use, steal, borrow or in any other way present someone else's work as my own.
- I will not use copyrighted materials without the permission of the copyright holder. Any questions about the use of copyrighted work should be brought to a teacher or administrator.

Access to Inappropriate Materials

- I will not use SPLS resources to access or store obscene material, material that advocates illegal activity, violence or discrimination.

- If I inadvertently access inappropriate material, I will immediately notify an SPLS teacher or administrator, and will not attempt any further access of this information.
- I acknowledge that internet access is provided to support classroom activities, and I will not attempt to access websites or applications that I am not authorized to access.

Personal Devices

- Personal technology devices, including but not limited to cellular phones, storage devices, laptops and tablets, are permitted for use under the direction of, and in compliance with, the directives set by the classroom teachers and the SPLS administration.
- Personal devices are the sole responsibility of their owner; SPLS is not responsible for any damaged, lost, or stolen devices.
- Cellular phones are not to be used by students during the school day except for those belonging to students in grade 6th - 8th that are being used for assigned schoolwork during class time under the supervision of a teacher. Any phone brought to school must remain in the student's backpack and turned off when a teacher has not given permission for its use.
- Students may only use personal cellular phones before and after school with the permission of a teacher, administrator or other SPLS staff. An exception is for students in *grades 6th - 8th* when a teacher grants permission for use to complete assigned schoolwork during class time under the supervision of that teacher.
- If personal devices are used at any other time or in any other way, the device is considered a nuisance item and will be confiscated.
- Repeated offenses will be treated as a serious concern that they are.

Consequences

Interpretation, application and possible modification of the rules and guidelines of this contract are solely within the discretion of the SPLS administration. Users will be notified in writing of any changes in the Acceptable Use of Technology Agreement, as well as any violations of the contract. Violations of these rules will be reviewed on a case-by-case basis and appropriate action taken if deemed necessary. Depending upon the infraction and the judgement of the administration, any of the following consequences may be imposed:

- Disciplinary action as described in the St. Paul Lutheran School Parent – Student Handbook.
- Suspension of individual privileges regarding the use of equipment and devices.
- Revocation of individual privileges regarding the use of equipment and devices

NETWORK USE AGREEMENT SIGNATURE FORM

I understand and will abide by the Network Use Agreement of St. Paul Lutheran School. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be instituted.

As the parent/legal guardian of this student, I have read and understand the Network Use Agreement. I understand that this access is designed for educational purposes. I recognize that it is impossible for St. Paul Lutheran School to restrict access to all controversial materials, and I will not hold St. Paul Lutheran School (or any of its personnel) responsible for materials acquired on through the use for SPLS equipment or networks. Further, I accept responsibility for my child's use of materials while not in a school setting.

I hereby grant my permission for internet access to my child.

Student's Name - Print

Student's Signature - Date

Parent/Guardian's Name - Print

Parent/Guardian's Signature - Date

SAMPLE

VOLUNTEER GUIDELINES

"For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many." Mark 10:45

"As each has received a gift, use it to serve one another, as good stewards of God's varied grace." I Peter 4:10

Research indicates that parent volunteerism in schools enhances self-esteem, increases academic achievement and improves student behavior and attendance. Volunteering helps the entire St. Paul community by providing students with positive interaction, support, and encouragement. Parental involvement and support of St. Paul is an important aspect of our school.

GENERAL GUIDELINES

Dependability- If you have committed to volunteering at a certain time and need to miss due to unexpected circumstances, please call the school office to give advance notice.

Sign-In/Sign-Out Procedure - Volunteers are required to sign in at the Front Office and wear the designated badge for the safety and security of all. Sign out upon your departure from the school.

Confidentiality - Personal information pertaining to students must be kept confidential including children's actions, words, progress, or problems. Any conversations between parents, teachers, and students are to be kept confidential. No photos, videos, or recordings of events may be taken or posted without the consent of the school and all the children involved for the safety of each person.

Private Matters - Please do not use your time in the classroom as an opportunity to discuss your child's progress or any other private concerns with the teacher. Arrange another time to discuss private matters.

On Site Volunteers/Field Trips

- Make other arrangements for younger siblings when helping at school or chaperoning on field trips. Make this time special for the school children by giving them your undivided attention.
- All chaperones must be 21 years of age or older.
- Volunteers/chaperones should refrain from cell phone use while on campus and/or field trips except in case of an emergency or necessary communication with the school, teacher, or other chaperones on the trip.
- Chaperones should not allow students to use their personal cell phones except in the case of an emergency.
- Volunteers/chaperones may be held responsible for accidents or injuries that happen due to their negligence.

Discipline - Discipline other than verbal warnings and removing children from difficult situations should be left to the staff. If you need help, send a student or call for help.

Manners - Good manners and common courtesy are expected from the children. Remind them to say "please," "thank you," "yes ma'am," "no sir," etc. Be consistent. Children also learn from modeling. You are a tool of the Lord in teaching by example!

Safety - For the safety of everyone, if you see any student running inside the building, please remind them to walk and not to run.

First Aide - Any first aide required should be brought to the attention of a staff member immediately. Medications (prescription as well as over-the-counter medicines) may be administered only by authorized personnel in the Front Office.

Supervision of children - If supervising children, they should all be within your sight. Please make sure the children remain safe and follow the rules. This requires your full attention.

Policy issues - The school is legally liable; therefore, policies must be followed. Please ask if you have a question about procedures or policies.

Office Equipment - Only after you have been given operating instructions by a staff member should you use the copier, laminator, or other office equipment.

VOLUNTEER DRESS

Volunteers do not have a dress code requirement like the students. However, it is expected that volunteers reflect the image of St. Paul and wear modest clothing while working in the school or during school activities. Generally, this would include a moderate length for dresses and skirts, conservative blouses and tops, no workout apparel, leggings, and no shorts or flip flops. Jeans are acceptable so long as they are loose-fitting and not torn. Tennis shoes or shoes with low heels should be worn.

SCHOOL BEHAVIORAL STANDARDS

Volunteers should be familiar with the section on School Behavioral Standards in this Handbook.

ROOM PARENTS

Room parents will work closely with the teacher to accomplish tasks for that classroom. Each teacher has specific plans and guidelines to maximize the learning process. All plans and tasks will be determined by the classroom teacher. Some of the responsibilities may include:

- securing drivers for field trips
- assisting with the seasonal class parties (Christmas and Valentine's Day)
- recruiting help for other classroom projects

Room parents are not required to do all the work themselves but are encouraged to reach out to other parents for assistance.

FAMILY HANDBOOK AGREEMENT FORM

By signing this form, you are acknowledging that you have read this handbook and will be held responsible for complying with its rules and regulations. Furthermore, by signing this form, you agree to all the terms and obligations outlined in the current academic year Parent-Student Handbook. Please keep the handbook on hand so that you may refer to it as needed.

I acknowledge that I have read this handbook and will be held responsible for complying with its rules and regulations. I acknowledge that it is the responsibility of my child(ren) and me to be aware of its contents and to comply with the rules and guidelines of St. Paul Lutheran School in McAllen, Texas.

Child(ren)'s Name: _____

Grade Level(s) _____

Parent Name (please print) _____

Parent Signature: _____ Date: _____

1st Child' Signature: _____ Grade _____ Date: _____

2nd Child's Signature: _____ Grade _____ Date: _____

3rd Child's Signature: _____ Grade _____ Date: _____