

**ST. PAUL LUTHERAN SCHOOL - ROCHELLE, IL
PARENT-STUDENT HANDBOOK**

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THE ST. PAUL SCHOOL HANDBOOK

I. CREDO OF OUR SCHOOL

In response to God's love, the people of St. Paul are committed through Word and Sacrament ministry to make disciples of all ages in the congregation, community, and world.

We believe that Christian education is a vital aspect of God's mission, commanded by Him to the church through the Great Commission. Because Christian education is a vital part of Christ's Commission, it must be a working place of and for the Holy Spirit. This is accomplished through the pupil's contact with Christ-centered instruction and instructors.

We believe that a Christ-centered education is committed to provide a complete education for God's people by meeting their spiritual, social, and emotional needs.

The child's learning his proper relationship to God and to his fellowman mirrors the effect of the Holy Spirit's work in a Christian Day School.

We believe that the Lutheran School's uniqueness lies in: adequate time for Christian instruction; the impact of professional teachers who are Christians; the "Body of Christ" at work; and the fact that the Lutheran School tries to meet the learner's educational needs in a single school setting.

We believe that the family exerts much influence on a child's total education, and that the church and school must equip adults for their important role in Christian education.

II. PHILOSOPHY OF OUR SCHOOL

The basic premise for Christian Education is that the teaching must be aimed at the **WHOLE** child, for in each child we see evidence of God's wonderful love. We see a redeemed child through Baptism, an heir to

eternal life; a child who will, through Christian Education, reflect God's love through his service to God and to his fellow men.

Our school seeks to transmit a cultural and religious heritage that is both Lutheran and Christian. Staffed by mature Christian persons, our goal is to guide the young learner toward Christian maturity. We strive to teach Biblical concepts and endeavor to teach each child to evaluate all knowledge, events, history, science, and relationships from a Christian point of view. We seek to work cooperatively with the home and other agencies in meeting the physical, emotional, social, and spiritual needs of each child as (s)he grows to maturity.

Finally, we hold that the fear of the Lord is the beginning of all wisdom, and that each individual will be blessed to the degree in which each of us applies the admonition, "Seek ye first the kingdom of God, and all those things will be added unto you."

III. OBJECTIVES OF OUR SCHOOL

THE PRIMARY AIM OF CHRISTIAN EDUCATION IS:

1. To teach each child through the use of God's word -
 - a. That he is a child of God, a redeemed soul, and an heir of eternal life.
 - b. That God truly loves him and cares for him.
 - c. That he must respond to God in faith and love.

2. To impress upon the children the power of prayer, the meaning of prayer in life and what a great source of strength and comfort this affords.

3. To strive to motivate in the children a desire
 - a. to develop ever stronger Christian personalities and Christian attitudes.
 - b. to develop civic responsibilities, and the importance of applying Christian truths and principles in their lives as Christians of this land.
 - c. to develop their God given talents for the purpose of serving God and their fellowman.

4. To strive to integrate Christian truths and principles in all learning to the extent that the child fully realizes that the spiritual life and the earthly life are one and that Christ must be a part of our everyday lives.

5. To teach the child to realize that he must live his whole life in constant awareness of his Lord's return.

SCRIPTURE SAYS:

Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. Ephesians 6:4

Impress them on your children. Talk about them when you sit at home and when you walk along the road, and when you lie down and when you get up. Deuteronomy 6:7

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

Oh my people hear my teachings; listen to the words of my mouth. I will open my mouth in parables, I will utter hidden things, things from of old -- what we have heard and known, what our fathers have told us. We will not hide them from their children; we will tell the next generation the praiseworthy deeds of the Lord, His power, and the wonders He has done. He decreed statutes for Jacob and established the law in Israel, which He commanded our forefathers to teach their children, so the next generation would know them, even the children yet to be born, and they in turn would tell their children. Then they would put their trust in God and would not forget His deeds but would keep His commands. Psalm 78:1-7

SOME SUGGESTIONS

1. Help your child to arrange suitable study habits at home. A regular schedule during the school year is a big help to the child.
2. In cases where the parents feel that the work is too much for the child, please consult with the teachers. In almost every case that this has been done, satisfactory arrangements have been made.

3. Extra large notebooks, pencil boxes, novelty pencils, etc. are a nuisance in the desk. Desk space is at a premium.
4. Be extremely cautious of stories, which the children bring home. Often times such stories become twisted through repetition.
5. Please mark your children's belongings.

The greatest share in the responsibility of training your child still remains in your home. While the church has instituted a program of Christian training for its children, it does not intend to remove any of the responsibility of the parents.

In the best interest of the child, the home will desire to work closely and cooperate with the school and its staff. This living concern will further cause parents to show an interest in the school and its training by giving particular attention to the following:

1. Regular church and Sunday School attendance.
2. Partaking frequently of the Lord's Supper.
3. Regular participation in Family Devotions.
4. Supporting the work of the church according to God given abilities.
5. Active participation in the work of the church and school.
6. Attendance at Parent Teacher meetings.

Please pray for your school, its teachers, and your children. May we have a most God pleasing year in this our next school term. With much prayer to God by all our people it cannot be otherwise.

In His Service,

The St. Paul School Faculty

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS AND EMPLOYEES

St. Paul Lutheran School is owned, operated and supported by St. Paul Evangelical Lutheran Church and is open to all who desire a Christ-centered education for their children. It 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. It does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, employment policies, admissions policies, and athletic and other school-administered programs.

St. Paul Church is a member of the Lutheran Church-Missouri Synod, whose congregations and schools are found throughout the world.

This guide was prepared as a means to help establish a Christian setting at St. Paul Lutheran School, Rochelle, Illinois. It is a guide and not meant to be interpreted as a complete set of rules. Other statements of policies and procedures may be given from time to time as the need arises. It is hoped that this booklet will be beneficial to our students, parents, and teachers as we live together under God's mercy and grace.

ADMISSIONS

Families interested in enrolling their children at St. Paul are requested to arrange for an appointment with the principal. Applications will be given to the families along with a release of information letter, which will allow St. Paul to view the records of the student(s) at the former school. Priority will be given to members of St. Paul Lutheran Church.

State of Illinois enrollment guidelines are followed in regards to age requirements for Kindergarten and first grade. A child must be five years of age by September 1 in order to qualify for Kindergarten enrollment (six years of age by September 1 for 1st grade). Exceptions will only be made in cases where the parent has written proof that the public school district in which they reside has accepted the child for early enrollment. Student should be 3 years or 4 years of age by September 1 for Pre- Kindergarten classes.

ARRIVALS & DISMISSALS

School begins promptly at 8:30 AM. Classroom doors are opened at 8:15 AM. Students should not arrive before 8:00 AM unless brought by the bus or requested by a teacher. Students arriving between 8:00 A.M. and 8:15 AM should wait quietly outside the school doors or in the gym in cases of inclement weather. A teacher will supervise students during this time. Teacher supervision is provided for bus riders and for the convenience of parents who work outside the home. Please do not bring students before 8:15 AM unless it is necessary. After 8:15 A.M., students should go directly to classrooms and quietly prepare for the school day. Please be sure your child knows how they are getting home each day.

Kindergarten through 8th grade dismiss at 3:00 PM. Students should be picked up within 15 minutes. Students staying after school must have a teacher's permission. Students are to wait on the concrete west of gym. Written permission should be sent to the office if your child will be leaving before the appointed time.

Arriving and Leaving during school Hours

- Beginning at 8:30 a.m. and continuing throughout the school day, all outside doors will be locked. In addition, the doors separating the school lobby from the gym and hallway will also be locked.
- All parents must exit the school immediately after dropping off their children or go to the school office to obtain a visitors pass.
- Afternoon preschool parents bringing their children to class between 12:10 p.m. and 12:20 p.m. will use the intercom outside the main school doors to gain entry into the school and take their children directly to class. Mrs. Reineck and Mrs. Bialas will open the doors between the school lobby and hallway during this 10 minute period.
- Any other visitors, including parents, who are permitted into the school after the start of the school day, must go directly to the school office to check in.
- Anyone allowed entry into the school hallways will be given a visitor's badge to identify themselves. The visitor's badge must be returned to the school office before leaving
- All teachers and staff will wear an identification badge throughout the school day.
- Anyone in the school between 8:30 a.m. and 3:30 p.m. without a visitors badge will be directed immediately to the school office.
- Children arriving late to school will need to sign in at the office.
- Children leaving before the end of the school day will need to be signed out at the school office.

ATHLETICS

St. Paul participates in the Rock Valley Lutheran Athletic Conference and the Meridian Conference. All fifth through eighth grade students may participate in basketball, track, soccer, and volleyball. Fifth and sixth graders compose the JV teams and seventh and eighth graders compose the Varsity teams. Tryouts are held for cheerleading if more than seven students sign up for a squad. In the event that there are only eight students trying out for a squad, the squad would be limited to six cheerleaders. If numbers fall below five, the class below may be called to try out for the remaining positions.

Children in grades 3 & 4 will be given the opportunity to participate if more athletes are needed, 4th grade first and then 3rd grade. Whenever this occurs, all students in the class will be informed by the athletic director and given the chance to participate. In the event a Varsity team does not have enough players to field a team, 6th grade students may be given the opportunity to play on Varsity. If this occurs, all 6th graders will be given the opportunity to play on Varsity. If there are too many 6th graders who want to play on Varsity, they should be given the opportunity on a rotating basis with none of the 6th grade players being given preference over other 6th grade players. During the varsity games, the coaches shall give 7th and 8th grade player priority for playing time over 6th grade players.

Each athlete must receive a physical examination from his family doctor or have a signed waiver prior to participation. Parents have the responsibility for getting their children to the practices and games. The athletic director administrates the whole program and teachers or parents qualified in the sport help in the coaching areas.

A participation fee of \$15 per winter sport and \$10 per fall or spring sport (maximum \$25 per child) must be paid before uniforms can be issued. There will be a fine assessed to anyone returning a uniform in a damaged condition.

Since a number of girls may choose to participate in basketball and cheerleading at the same time, the Athletic Director shall make every effort not schedule more than one practice and/or game for cheerleading/girls

basketball on days when school is in session.

If coach's personal schedules allow, the Athletic Director will schedule JV practices earlier and varsity practices later on days when school is in session. The Athletic Director will make every effort to schedule no more than 4 total games and/or practices for a team during a regular school week, Monday through Friday, and no more than 5 during a calendar week, Sunday through Saturday. JV teams are limited to no more than 3 tournaments during a season. Varsity teams are limited to no more than 4 tournaments during a season. JV tournaments should be located within a 50 mile radius of Rochelle and Varsity tournaments should be within a 200 mile radius. These limits may be exceeded for Varsity teams in the event a team qualifies for state or national tournaments.

Students, inform your parents about practice nights for athletics. Remember you are representing your school at athletic practices and games, and you are under the direct supervision of your coach. Be a good Christian sport in all practices and games, and conduct yourself as a representative of your Savior.

(See EXTRA CURRICULAR ELIGIBILITY POLICIES)

ATTENDANCE POLICY

The regular school day begins at 8:30 a.m. Students that are not in attendance and in their seats at the time of morning and afternoon roll call will be counted tardy or absent. Students arriving after the 8:30 bell but by 10:00 a.m. are considered tardy. Those arriving later than 10:00 a.m. or leaving prior to 1:30 p.m. will be considered one half day absent.

In the event a student will be absent, the parent should notify the school office by 8:45 AM. A note must be sent stating the date and the reason for the absence with your child upon their return. Chronic unexcused absences (over 10% of days) will be referred to the County Superintendent and Truancy Intervention Services. A letter will notify parents that this action will take place.

Excessive tardiness produces disruptions, which place a burden on the child, the school office, the teacher, and the entire classroom. Being tardy more than five times within a school quarter, unless validated by a doctor's statement, is considered excessive tardiness. First though eighth grade students with excessive tardiness may stay after school for up to 1 hour the day following the fifth tardy.

Planned Absence/Vacation

Your Child's attendance at school is very important to his education. Families should plan vacations so as not to conflict with school, but prearranged family absences may be excused under the following conditions.

- Notify the office and teacher(s) of the planned dates of absences. in written form at least one (1) week prior to departure.
- Home work will be given no sooner than 2 days before departure in keeping with sequence of classroom lessons.
- All completed homework should be turned in immediately on 1st day upon return to school. However all homework is due no later than the 2nd day after their return.
- The teacher's professional judgment will be used to establish a timeline for completing missed tests, quizzes, and other class work completed by class during student's absences.
- Assignments not turned in at 8:30 on the second day of return will result in the grade "0". Student will be required to complete unfinished work after school until it is done.

AWARDS

Following each quarter, students in grades 5-8 will be recognized for their academic achievements (see Honor Roll). At the end of the year, students will be recognized following the closing chapel service for their church and school attendance and their academic achievements. Athletic accomplishments are recognized at an annual Sports Banquet held in the spring.

BICYCLES

Children are requested to use the bicycle rack that is located by the front school doors. Once a child arrives on the school premises, bikes must remain in the bike rack. REMEMBER:

1. Park in the bicycle rack on the south side of the school by the front school doors. (Do not block the doors).
2. Lock your bike.
3. Use the sidewalk for entering and leaving the school grounds, not the grass or the neighbor's lawn.
4. Ride straight home after school.
5. Beware of reckless automobiles on the street and obey all traffic laws.
6. Don't ride double unless you have a bicycle built for two.
7. Do not play with bicycles during school hours or practice hours.
8. Walk your bicycle in congested areas.

BOOKSTORE

Various items are available in the school bookstore located in the school office. Make your purchases at the beginning of the school day before school.

BUSSING

Children living outside the city limits, more than 1.5 miles from school, and within District 231 are eligible to ride the public school bus free of charge. Route information is available in the school office.

BUS RIDERS

Bus riding is a privilege which may be lost if rules are not followed. Buses will not wait for late students before or after school. Board your bus as soon as you have been dismissed and stay there! Follow these simple rules to make your ride a safe one:

1. Pupils must obey bus drivers promptly as they are in full charge of buses and pupils.
2. Pupils must be on time at the designated bus stops. Buses cannot wait.
3. Pupils must stay off the roadway at all times while waiting for buses.
4. Pupils must cross in front of the bus when crossing a highway, not in back of the bus.

5. Pupils must keep their hands and heads inside bus at all times.
6. There must not be any moving around or changing of seats in the bus.
7. There must not be any loud talking, shouting or singing in the bus.
8. Any student causing trouble by teasing, pulling hair, scuffling or unfit language will be warned and on a second offense suspended from riding the bus.
9. Throwing articles of any kind in a bus is more dangerous than anything else, and will not be tolerated.
10. Any damage to a bus should be reported to the driver at once.
11. Any student disfiguring or mutilating a bus will be required to pay for the damage, and will be suspended from riding the bus.
12. Pupils must help to keep buses clean, sanitary, and orderly.
13. No pop or liquids are to be drunk on the bus.

CALENDAR

Calendars are given out at the time of registration. Should you need an additional copy, please contact the school office. An undated calendar is available on our website at www.stpaulrochelle.org.

CHAPEL

Weekly Chapel Services give us a chance to worship God in a more formal setting. Parents are invited to attend. Enter and leave God's House quietly and respectfully.

CHOIR

As part of our music curriculum each student participates in a choir. Rehearsals are held during the school day. Members of St. Paul are encouraged to attend worship services as scheduled for their students. Attendance records are kept and St. Paul members need to give a written excuse before Sundays when they will not be in attendance. Non-members are encouraged to attend St. Paul on the Sundays when the choir sings. Attendance at the annual Christmas program and Spring Choir concert is required for all 1-8 students. Up to 30% of the child's music grade is based on these two programs during the 2nd and 4th grading periods. Students may be given extra credit for their attendance at regular Sunday morning choir performances.

CHURCH ATTENDANCE

We encourage regular and faithful church attendance by our school families both at regular and special services. Church attendance is taken each week in class and should be noted on the envelope, which is sent home with the Gazette. Non-members of St. Paul should attend their home congregations.

CLASS PARTICIPATION

In the event that a family chooses not to participate in an elective course or a field trip held during the regular school hours, the student(s) are required to be in class in a structured setting during those regular school hours.

COMMUNICATION

We will make every attempt to keep you informed through our weekly newsletter, The St. Paul Gazette. Please ask your child for it the first day of each week and check their book bags for other papers, which may be sent home. In addition to the Gazette, school families will receive the weekly church newsletter and a monthly Market Day order form. Please call if you have any questions.

COMPUTERS

Students are encouraged to use the computers whenever they have free time. They must have permission from a teacher and must use the software made available from the school. Programs from home may not be used nor school programs taken home without permission. Each student and their parents must sign an Agreement for Internet Access form before the student is allowed to access the Internet at school.

CONDUCT

As a general policy, follow the guide "Don't do anything that offends someone else," but build each other up in the Lord. Because St. Paul is a Christian School engaged in a Christian education of the whole child, the students are expected:

- 1) to conduct themselves in a God-pleasing manner.
- 2) show concern for others in all actions inside and outside the building.

3) be considerate of the needs of others and let your light shine before men, that they may see your good works.

Generally, students are given up to two warnings about inappropriate behavior and will then be excluded from the activity or spend time after school. Parents are notified when the child's behavior is a distraction to their education and/or the education of other students in the class.

General rules of conduct include, but are not limited to:

1. Students will walk quietly on the right and be courteous at all times.
2. Students will respect all building personnel.
3. Students will respect school and personal property.
4. Students will carry playground equipment in the halls.
5. No gum shall be chewed at any time.
6. No candy except during lunch.
7. Skateboards, skates, roller blades, radios, cassettes, dangerous objects, or toys of any kind are not allowed and will be held until a parent picks it up.
8. The use of profanity is not Christian and will not be tolerated.
9. Cheating will not be tolerated and will result in a failure on the assignment and a parental contact.
10. Cell phone use by students during the school is not allowed unless they receive permission from the Principal.
11. There will be no selling of anything on school property unless permission is received from the office.

SERIOUS INFRACTIONS AND THEIR CONSEQUENCES

To insure a Christian educational environment, the following actions will result in an immediate suspension. Depending on the severity, this suspension may take place in school or out of school. The teacher and principal in consultation will determine the severity.

1. Fighting or physically harming others.
2. Use of bad language or obscene gestures.
3. Disrespect to classmates, teachers, or others in authority.
4. Vandalism or destroying school property or property belonging to other people.

5. Possession of or use of drugs, tobacco, or alcohol.
6. Stealing, possession, or selling stolen property.
7. Possession of or use of any type of weapon or firearm.

Repeated offenses will result in the student being brought before the Day School Committee who will determine if expulsion is warranted.

RIGHT OF APPEAL

Parents who feel that their child has been treated unfairly have the right to request a hearing by the Day School Committee to appeal the decision. Parents may exercise this right by contacting the chairman of the Day School Committee.

CONFERENCES

At the end of the first quarter, parents are required to confer with teachers. A schedule will be sent home to each parent indicating time of appointment with each teacher for each pupil. Parents are encouraged at any time to contact the teacher for a conference.

CRIMINAL BACKGROUND CHECKS

All new employees of the school are required to undergo fingerprint criminal background checks through the FBI national database via the Illinois State Police. All new coaches and all new chaperones for overnight trips will submit to a non fingerprint background check. The cost of all background checks is covered by the school.

CRISIS MANAGEMENT PLAN

St. Paul has a Crisis Management Plan which guides our actions in the event of an emergency. Copies of the plan are available upon request.

DRESS

Students are expected to be dressed appropriately for the weather at all times and should be prepared to go outside in many types of weather. (For playing outdoors in wet and snowy weather, children must be equipped with boots and snow pants.) It is very important to mark both boots as well as other items such as mittens, scarves, caps, etc. Students may wear

dresses, skirts, slacks, jeans, shorts, or clothing, which is appropriate for school. Students' hair should be neatly combed.

1. Wear neat, clean clothing.
2. Soft-soled or gym shoes are required for gym and play activities. If hard-soled shoes are worn, a change of shoes is necessary.
3. Special gym clothes and shoes are required for grades 5-8. Fifth through eighth grade student must wear St. Paul PE uniform available from St. Paul bookstore.
4. Students at all grade levels may wear T-shirts. Parents and students are reminded to wear only those types of shirts that are in good taste. Care should be taken that any pictures or slogans are Christian in thought and word.
5. Scanty clothing will not be permitted. This includes tight-fitting clothing, bare mid-drifts when arms are raised, tank tops with straps less than 2 inches wide, short shorts, and short skirts.
7. Students should not use any temporary hair dye or any permanent hair dye that is not a natural human hair color.
8. Spiked, Mohawk, or similar haircuts are not allowed at school or any school activity.
9. Visible body piercing, other than earrings, is not allowed at school or at any school activity.
10. Visible permanent tattoos are not allowed at school or any school activity.

Students with inappropriate clothing will be asked to call home for proper clothing or may wear loaner T-shirts from the school office.

EXTRA CURRICULAR ELIGIBILITY POLICIES:

1. Attendance:

*A student who arrives later than 10:00 a.m. due to illness or leaves school early due to illness is ineligible to participate in an event that evening, for the sake of his/her health.

*Other absences on the day of an event would be individually evaluated by the principal to determine the student's eligibility to participate that

evening. In these cases, students must receive waiver from the Principal, or his representative, in order to participate.

*Students are ineligible for games on Sundays if they do not attend church on that weekend.

2. School Suspension: School suspension is given for behavior patterns, which warrant more severe discipline action. School suspension includes in-school suspension.

*During school suspension the student is to have NO exposure to any school activity. The student's time is spent in isolation from all school activities.

*A student serving school suspension is ineligible for participation or attendance at any school functions.

*The time frame of this ineligibility will begin at 3:00 on the day the suspension is given, through the day(s) of suspension, to include the evening or weekend of the last day of suspension, until the next school day begins.

3. Academic Standard: The following criteria are not set to keep students from participating in valuable extra-curricular activities, but to insure that the students are applying themselves to make the best use of their academic skills.

* This academic criterion will be calculated at the end of each school week

* A composite 59% or below average at the end of a minimum of three (3) school weeks in any subject will deem a student ineligible to participate in extra-curricular activities for the following week (beginning on Monday and continuing through Sunday).

* Students who have three or more incomplete assignments during a week will be ineligible to participate in extra-curricular activities for the following week (beginning on Monday and continuing through Sunday).

*Any parent or teacher who feels that a student is working to his/her God given potential and still cannot meet this academic standard may consult with each other and the Principal and make a change in the academic standard for a particular student.

4. Poor sportsmanship at an extra curricular activity will be reviewed by the Principal and may result ineligibility or expulsion from the team.

EMERGENCY CLOSINGS

St. Paul Lutheran School generally follows the decision of Public School District 231 regarding school closing due to weather. Parents and faculty will be informed through the AlertNow phone calling system and by listening to area radio and TV stations. In the event of an early closing, no student will be sent home unless a parent has been notified.

ENVELOPE

A large envelope will be given to each student at the beginning of the year. This envelope will be used to carry home the newsletter and important papers, and will be used to record church and Sunday School attendance. The envelopes will be sent home on the first day of each week and should be returned, signed, the following day. There will be a charge to replace the envelope if it is lost.

EQUIPMENT

School equipment is loaned to you for study, play and enjoyment - to be shared today, tomorrow and next year. Take pride in it. Don't leave your mark. Return equipment to the proper place so others have the same opportunities to use it.

FERPA - This website lists parent's rights under FERPA.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FIRE AND TORNADO DRILLS

Fire drills and tornado drills are for safety and are meant to be serious business. Talking, playing, running, and such are forbidden. The life you save may be your own.

FINANCIAL AID

The Frieda Pickreign Fund has been established to assist those families who are unable to pay the full tuition. The fund is subsidized solely by donations and fund-raisers. After the family completes the necessary applications, funds are dispensed on recommendation of a subcommittee consisting of

representatives of the Day School Board and the Principal. Financial needs of the family as well as the family's commitment to volunteering to the church and school will be considered when dispensing funds.

PROCEDURE FOR ST. PAUL SCHOOL FINANCIAL AID APPLICATIONS

- 1) Information about application for financial aid will be provided to parents through registration materials and through announcement in the Gazette during April and May.
- 2) Parents complete application for financial aid through the online service Tuition Aid Data Services (TADS). www.tuitionaid.com Cost of the application are paid by the families.
- 3) Families complete a volunteer hours form indicating activities they have participated in the past year and activities they plan to participate in the coming year.
- 4) The principal will prepare a report of the recommendations for aid from TADS.
- 5) Before the August registration, the financial aid subcommittee will review the report and award financial aid based on need and the anticipated money available each year.
- 6) Parents will be notified of the financial aid awarded by mail before the August registration.
- 7) The family's children will then be allowed to attend classes at St. Paul School. They can continue as long as the terms of the Financial Aid award are met.

GRIEVANCES

Should an occasion arise where you are dissatisfied with a decision, it is your Christian responsibility to talk directly to the person involved. If you do not reach satisfactory agreement you should go to the next level of administration. In which case, your concern must be documented in writing. Teachers are under the supervision of the principal. The principal is under the supervision of the Day School Committee. The Day School Committee is under the Board of Directors of St. Paul Lutheran Church. No person, committee, or board can act on matters, which have not followed the proper chain of command or do not include the people involved. Remember, be discreet about discussing the concern in the presence of other people.

HEAD LICE

St. Paul will conduct periodic head lice checks throughout the school year. The checks will be conducted through the St. Paul Parish Nurse office. A school wide check will be conducted within the first 3 weeks of school. Additional classroom checks will be conducted throughout the year when a known case of head lice has been reported to the school office. If any head

lice (egg, nymph or adult) are found on a child, the child will be removed from the classroom and the parent will be contacted to take the child home for treatment. The treatment will include removal of all lice (egg, nymph or adult) from the child's hair. Upon return to school, the child will be checked by the Parish Nurse and allowed to return to class if all lice (egg, nymph or adult) are removed.

HEALTH EXAMS

All children entering Pre Kindergarten, Kindergarten and Sixth Grade must present evidence of having successfully completed a thorough physical examination by a doctor and the shots required by law. Students in Kindergarten, Second Grade and Sixth Grade must present evidence of a dental exam. Students will not be allowed to attend school unless the health requirements are fully met. Our school health program is coordinated through the Parish Nurse Ministry of St. Paul Lutheran Church. The associate parish nurse, also a certified school nurse, reviews the school physicals, provides vision and hearing screening, and coordinates all health services required by the Illinois School Code. The parish nurses provide many additional health screening and educational programs. Our school secretary assists the school nurse in keeping health records current.

Students who participate in athletics must receive a physical examination from his family doctor or have a signed waiver prior to participation.

HOMEWORK

Assignments are to be turned in by the assigned due date and time. Late assignments may not be given full credit. If that assignment is not turned in the next day, the student may be required to stay after school for a minimum of 30 minutes or until the assignment is completed. The teacher should be contacted if there are extenuating circumstances.

HONOR ROLL

Each quarter in grades 5-8 students will be recognized for the following:
"A" Honor roll: All "A's" in the major subjects with no grade lower than a "B" in any of the other subjects. "B" Honor roll: All "B's or A's" in the major subject areas with no grade lower than a "C" in any of the other subjects.

Major subjects are Reading or Literature, Math, English, History or Geography, and Science.

ILLINOIS SEX OFFENDER REGISTRATION - The State of Illinois wants all parents to be aware of the sex offender registration which is open for viewing by all parents in the state. Parents may view the registry through a link on the Illinois State Police Website. The URL is www.isp.state.il.us/sor/sor.cfm

LIBRARY

Library rules will be posted in the classroom. A student may only have two books checked out at a time. Place returns in the return box. Check out all books or magazines with librarian or your teacher. Reference books must remain in the library. If you lose or damage books or materials, they must be replaced at your expense. Don't be overdue - others would like to read too!

LOST AND FOUND

Items that are found are stored in the supply room across from the office. Ask permission to hunt for lost articles. Items left on the classroom coat racks will be deposited every Friday after school. Don't leave unnecessary clothes or items at school. Unclaimed clothing will be given to needy families.

LUNCHES

Our campus is, for all intents and purposes, a closed one. We are participating in the State subsidized hot lunch program. Meals will be brought in daily from the public school kitchens. Tickets must be purchased before school in the office. A daily lunch count will be taken at the beginning of the day. You may bring a sack lunch. Students are to eat only the lunches that they have brought. Please do not send lunches, which require extensive preparation.

We ask that you eat your lunch quietly. Respect the rights of others by limiting the volume of your conversation to your table. We try to encourage children to eat all the food served to them, unless they have a

health problem. Standards for a government required Type A lunch are met by our lunchroom personnel. Milk is included with the lunch or may be purchased separately for those who bring their lunch. Vita Pup drinks are also available at a nominal charge. Pop is not permitted to be brought into lunch; however, fruit juices are acceptable. Food from restaurants is not to be brought in for students during the lunch hour. Parents may, however, take their children out to lunch as long as they are back at school by 12:30 P.M.

MAKE-UP WORK

When you are absent, you are responsible for doing make-up work. Check for your assignments with your teacher and make sure that all work has been turned in from the day you missed plus the next day's assignments. Generally, you will be given one-day grace period for each day you are absent. If you know that you will be absent for some reason, ask your teacher several days before for your assignments in order to give sufficient time to get them ready. Every effort will be made to accommodate requests if ample time is given.

MEDICATION

If a child requires any dispensing of medication, the school office should be notified and the medication kept in the office. The school cannot dispense any medication, including any over-the-counter drugs, without parental permission and physician's orders. Appropriate forms must be completed by the parent and physician. The forms are available from the school office. A more detailed description of the medication policy is also available in the school office.

MEMBER TUITION – Members of St. Paul Lutheran Church pay a lower tuition rate due to their support of the church through their time and talents. The member tuition rate only applies to members with church attendance of 60% or higher. The attendance percentage is determined every six months, January-June and July-December. Church attendance January-June determines the tuition rate for the following September-December payments while July-December determines the tuition rate for January-May. Only weekly Saturday and Sunday services are considered when calculating church attendance. Attendance is based on the parent's

attendance. However, we strongly encourage parents to attend with their children. Records are kept through attendance slips turned in during worship services, not through the students' attendance envelope.

PARTICIPATION POLICY

This school Policy of Participation is to serve as a reminder to all that God has commanded us to attend church regularly and He has also told us to share our first fruits with Him so that His work can be done.

All families are expected to:

1. Support the programs of the church and school;
2. Set a good example for their child by attending worship service regularly;
3. Be responsible for their child's attendance in church and Sunday School; and,
4. Accept their financial responsibility to the church and its programs.

The following premises reflect the desire of St. Paul Lutheran Church and School to do the best possible job of training young Christians to become sincere and dedicated servants of the Lord.

Premise #1: The Christian Day School is organized and designed to assist the home and church in the training of children in religious values and beliefs for the purpose of sharing the Good News that Jesus Christ is our Lord and Savior.

Premise #2: With very few exceptions, the influence of the church and school will be able to accomplish very little in raising the child's spiritual growth above the level of the child's home, therefore, the home is the major influence in shaping the religious attitudes, values, and degree of participation in church work.

Premise #3: The school and church teach that attendance at church services is commanded by God and is meant to be a regular activity in worshipping God for the many blessings He has given to us, and the home has the responsibility to support that basic commandment.

Premise #4: Experience has shown that those who participate regularly in worship services grow in faith and as a result support their church and school financially through the use of the weekly offering envelopes and or

tuition that provide moneys for the growth and support of the church and school.

Based on these four premises, St. Paul Lutheran Church and School feels that it is their responsibility to administer the following program of participation:

Church attendance records of children in grades K-8 of St. Paul Lutheran School will be reviewed quarterly by the Day School Committee. If the children are not attending church regularly, their parents will be contacted by the Day School Committee and/or teachers reminding them of their spiritual responsibilities to the Lord. (DS 7-26-93)

PARTIES

Private party invites should not be given out at school unless all students (all boys and/or all girls) are invited. If your child is celebrating their birthday and would like to bring treats, please check with the teacher due to dietary restrictions of some children.

PAYMENT OF FEES

Tuition payments are due the first week of each month. Prompt payment is appreciated. Parents are mailed a coupon book to use with their monthly payments. A late fee of \$10.00 will be assessed if payments are not received by the 16th of the month. A reminder letter will be sent out if payment is not received by the 20th of the month. Families who are delinquent in their payments at the end of a quarter will be contacted by the Day School Board and their children may be removed from the classroom until payment is made. When this situation is imminent, parents are required to discuss their financial situation with the principal and arrange a mutually acceptable payment plan. This plan will include automatic bank draft administered by the school office for tuition payments and a signed statement promising to fulfill the plan. In the event the initial payment plan is broken, the family will have the option to come before the Day School Board at the next regular scheduled meeting to arrange a final payment plan. Report cards and records cannot be given out unless all fees are paid.

PETS

Unless arrangements have been made in advance, pets may not be brought to school.

PHONE CALLS / CELL PHONES

The school and church phones are used each day for important business. Phones should be used for emergencies only. If you need to give your parents a message or make a phone call you must get permission from your teacher and the call must be made from the school phone. Cell phone use by students during the school day is not allowed unless they receive permission from the Principal.

PLAYGROUND

All playing which would "hurt or harm our neighbor in his body" cannot be allowed. Teachers supervise the playground. Show God's love in all you do. Stay on the school property for all playground time, unless you are directed by your teacher for a special trip to Cooper Park. Playground equipment is in the gym - when that is gone there is no more, so be sure that you return all equipment to its proper place. The playground is off limits for all students immediately before and after school. (Before 8:30 a.m. and between 3:00 p.m. and 3:15 p.m.)

Some simple rules to follow:

1. Use equipment solely for its intended purpose. Equipment may not be brought from home without permission.
2. Do not play rough games (such as wrestling, tackling).
3. Do not stand on the slide or swings. No more than one student on a swing at a time.
4. Do not ride on the backs of other students.
5. Do not fight.
6. Play only in designated areas.
7. Do not throw snowballs on school property at any time.
8. Do not play hard ball.
9. Walk bicycles on the property at all times.
10. If you want to play in the snow, snow boots are a must.

PRACTICES - Athletic

If your coach or director has scheduled a practice after school, you will know about it at least one day in advance. If you can't be at practice, you must be excused BEFORE the practice begins (see ELIGIBILITY). Phone calls for rides are not necessary when your practice is over - your parents should know when to pick you up.

REGISTRATION AND TUITION REFUND POLICY

Registration fees ensure a child's enrollment at St. Paul. If a child's family moves out of the area prior to the start of the school year and notifies the school office by June 1, the K-8 pre-registration fee may be refunded. After June 1, there is no refund of K-8 registration fees. In the case of a K-8 tuition family moving out of the area, prepaid tuition moneys may be refunded pro-rata. Preschool registration and tuition is not refundable unless a spot is not found for the child in a class.

REPORT CARDS

Report cards are issued four times a year.

The grading scale for grades 1-2 is:

E = Excellent

G = Very Good

S = Satisfactory

N = Needs Improvement

The grading scale for grades 3-8 is generally:

90 - 100: A - Superior

80 - 89: B - Above Average

70 - 79: C - Average

60 - 69: D - Below Average

Below 60: F - Failing

Parents are urged to call upon the teacher anytime there seems need. Report cards will be withheld if there are any outstanding fees.

RESPONSIBILITY

You will be made responsible for a number of items throughout the school year. No one else can take care of your responsibilities. Write yourself a note to remember lunch money, special collections, lunches, etc. Don't inconvenience your parents or someone else because "you forgot".

ST. PAUL SCHOOL BOARD

The school is under the control of the St. Paul School Board. Meetings are open to the public. Meeting times are announced on the church calendar and school newsletter. Visitors who wish to address the School Board should contact the chairman or the principal, prior to the meeting date, to be put on the agenda.

SCHOOL CLOSINGS

On days of bad weather the school may be closed at the discretion of the principal. On such days, TV Stations 23 & 17 and radio station WRHL, 1060 AM, 102.3 FM, Rochelle, will be notified to broadcast the closing. Generally, we will follow Rochelle Elementary School District 231. We will always make contact with you in the event of an early dismissal.

SCHOOL GROUNDS

The school grounds are bordered on the east by the line of trees, the parking lot on the west, the street to the south, and the bushes surrounding the parsonage to the north. Do not play on someone else's property. All students must leave the school grounds after school is dismissed or after their school activity has ended. The playground and gym are off limits after school.

SPORTSMANSHIP

The important thing is "not whether you win or lose, but how you play the game". If that is hard for you, try this prayer: "I hate to lose a game, Father, any kind of game. I know I should play just for the fun of it, but I feel awful when I lose. Please help me not to get upset when I lose. Make me a good sport and help me to enjoy the game whether I win or lose." Amen. Parents are reminded to set a good example.

TARDINESS

Students that are not in attendance and in their seats at the time of morning and afternoon roll call will be counted tardy or absent. The regular school day will begin at 8:30 a.m. and close at 3:00 p.m. Parents are asked to send a note each time their child is tardy stating the reason for the tardiness. Excessive tardiness produces disruptions, which place a burden

on the child, the school office, the teacher, and the entire classroom. Being tardy more than five times within a school quarter, unless validated by a doctor's statement, is considered excessive tardiness. First though eighth grade students with excessive tardiness will stay after school for up to 1 hour the day following the fifth tardy.

TESTING

Standardized achievement tests will be administered each year in grades 2-8 in order to assess the student's progress and to evaluate the overall effectiveness of the curriculum. The test dates will be announced in advance so that the children can get the needed rest and nourishment.

VISITING

Parents are encouraged to visit anytime after the first month of school. If you plan to visit a classroom, please notify the teacher or teachers a day in advance of your visit. This is a courtesy to our teachers since there are times when visitors would not be advisable. All visitors must report to the office.

WELLNESS POLICIES

Screenings - Every school year St. Paul Lutheran School conducts vision and hearing screenings for all children PK – 8th grade. In addition, scoliosis screenings are done for 4th through 8th grade and height, weight and blood pressures are taken and recorded for each student twice a year.

Infectious Diseases - A child who has a chronic infectious disease including Acquired Immune Deficiency Syndrome (AIDS), related complex (ARC) or is HIV positive is entitled to a Christian education in the least restrictive environment so long as the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote.

Health Exams - All children entering Pre Kindergarten, Kindergarten and Sixth Grade must present evidence of having successfully completed a thorough physical examination by a doctor and the shots required by law. Students in Kindergarten, Second Grade and Sixth Grade must present evidence of a dental exam. Students will not be allowed to attend school unless the health requirements are fully met. Our school health program is

coordinated through the Parish Nurse Ministry of St. Paul Lutheran Church. The associate parish nurse, also a certified school nurse, reviews the school physicals, provides vision and hearing screening, and coordinates all health services required by the Illinois School Code. Our school secretary assists the school nurse in keeping health records current. Students who participate in athletics must receive a physical examination from his family doctor or have a signed waiver prior to participation.

WITNESS

You are one at all times - your actions may lead someone to their Savior - you are the only tool that God uses to carry His message of salvation. Don't let your witness turn someone away. Go until everyone knows! Make an impression don't leave an impression.

WORSHIP

"Do as I do" is a slogan which might be considered each Sunday morning. Family worship, joint attendance in the Sunday School and Bible classes and praying together are all important steps in "Bringing up the child in the nurture and admonition of the Lord." THE LORD'S COMMAND... YOUR RESPONSIBILITY.

ST. PAUL LUTHERAN CHURCH AND SCHOOL
1415 TENTH AVENUE
ROCHELLE, ILLINOIS 61068
815/562-6323
August, 2014

Dear Parent:

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected to identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our school.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970s contains at least some asbestos in pipe insulation and structural fireproofing. Our building does contain some asbestos material. The primary concern arises when these materials begin to deteriorate or become damaged.

The inspection of our school was completed in July of 1989 and some asbestos-containing materials were identified. Re-inspections are done every six-months by Ideal & Associates, Bloomington, IL, our asbestos management company. The materials are distributed in various locations and include floor tiles, pipe insulations and mechanical areas not readily accessible to building occupants or students.

Our Management Plan was drafted, submitted to the Illinois Department of Health, and approved. It outlines in detail the methods we will use to maintain the materials in a safe manner. It also includes a schedule for the phased removal of these materials as applicable.

A copy of the Management Plan and Building Inspection report is on file for your review in the school office at 1415 Tenth Avenue. Should you have any questions concerning the asbestos report, please contact the school office.

Sincerely,

Daryl Kruse, Principal

Donald L. Curry, Designated Person, Ideal & Associates