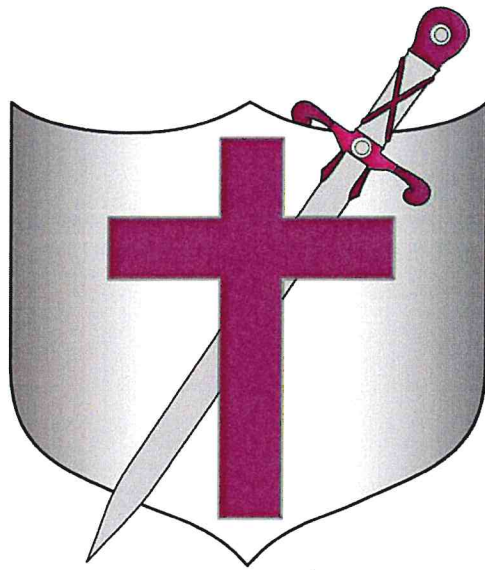


St. Paul Lutheran School Warriors

Leavenworth, Kansas



FAMILY HANDBOOK

2021-2022

*Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him
and established in the faith, just as you were taught, abounding in thanksgiving.*

Colossians 2:6-7



St. Paul Lutheran School Family Handbook

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GROWING IN FAITH

Therefore, as you received Christ Jesus the Lord, so walk in Him, rooted and built up in Him and established in the faith, just as you were taught, abounding in thanksgiving.
Colossians 2:6-7

As we enter the 158th year of Christian education here at St. Paul Lutheran Church and School, please accept our warmest welcome as together we serve God's children.

The theme "Growing in Faith" comes from Paul's letter to the church in Colossae. He strove to develop relationships with people he was sent to teach and to serve. Paul encourages the people to realize that Christ is the center of our lives and our universe. We are called to not only be rooted in Christ, yet to also grow in our faith as we love and serve others, reflecting His love for us.

How can we remain rooted in Christ and grow in faith? How can we uplift others and be encouragers for those around us to grow in their faith as well? As Christians we have God's promises that He will be with us and guide us in all things, including sharing the Good News of Jesus with others so that they, too, may know that by His death we have forgiveness, eternal life, and victory over sin, death, and the power of the devil.

We know that as we move through this year, we will have opportunities to grow in faith as students and as families. We know that there will be times that we will need to repent. We will offer forgiveness to those who sin against us. And, we will share times of celebrating the victories we have because of Jesus suffering, death, and resurrection as well as the eternal life we will eventually have with Him in heaven.

This handbook is to be used as a resource for students and families. Inside you'll find school policies and rules, staff contact information, School Ministry Team member information along with various other pieces of information. Please know that when you have questions, or a need arises, don't hesitate to give us a call. We are here for you!

May God generously bless us this school year and always!

Cindy Hammons
Principal

ABOUT ST. PAUL

St. Paul Lutheran School is a subsidiary of St. Paul Lutheran Church & School of Leavenworth, Inc., which is a member congregation of The Lutheran Church-Missouri Synod (LCMS). LCMS congregations, such as ours with a school, are self-governed, but voluntarily choose to belong to the LCMS. While diverse in many ways, all LCMS congregations hold to a shared confession of Jesus Christ as taught in Holy Scripture. With the authority of Holy Scripture and believing that the *Book of Concord: The Confessions of the Evangelical Lutheran Church* are a correct interpretation and presentation of biblical doctrine. LCMS congregations agree to conform their teaching and practice to the Scriptures and Lutheran Confessions. For further information see <https://www.lcms.org/about/beliefs>.

OUR STATEMENT OF FAITH

We have a God who has spared no expense to seek us, when we were lost and gather us to Himself as a people redeemed by His love (Luke 15:11ff; 1 Corinthians 6:19-20a; Luke 19:10).

- **God the Father**, who intricately created us and all things, sent forth His only Son, Jesus Christ, to bring us back from our self-destructive path of sin.
- **The Son, Jesus**, who for our sake lived the holy life that we were powerless to live and died a death that we deserved to die.
- **The Holy Spirit** who was sent forth to work faith in all people and to empower His Church to bring the light of God's love to the world.

As Lutheran Christians, we stand firm on God's gifts of ...

- **Scripture Alone** – God has revealed salvation in Jesus and His will for our lives in the truths of the Holy Bible. The Scriptures thus provide the only authority for Christian teaching (John 20:30-31; 2 Timothy 3:16).
- **Grace Alone** – We are loved by God, not for what we have done but because of His undeserved compassion for us (Ephesians 2:8-9; Romans 3:21-24).
- **Faith Alone** - We receive the gifts of forgiveness, life, and salvation through a simple trust in Jesus and His promises (Ephesians 2:8; John 14:6)
- **The Means of Grace** – God has chosen to work faith in our lives through the instruments of the preaching and teaching of His Word, as well as through the sacraments of Baptism and the Lord's Supper.
 - **Baptism** – God works through water and His Word to wash us of our sin and make us a part of His family. This is a gift both for us and our children (Acts 2:38-39; Galatians 3:26-29; 1 Peter 3:21).

- **Lord's Supper** – God delivers the assurance of forgiveness to us, as He feeds and nourishes us through the real presence of Jesus Christ (1 Corinthians 11:23-28).

Jesus calls all Christians to follow Him, as we begin an ever-growing relationship with Him, His Church, and His mission.

- **Discipleship** – Whether we are newly baptized or have been part of the church for decades, God is calling each of us to grow deeper and go wider in His Word and world (John 15:5-8; Matthew 13:8, 28:18-20)
- **Mission** – Growing disciples are intentional about making more disciples. Each of us has a unique role and responsibility in reaching out with the love of Jesus Christ (Matthew 5:14-16; Philemon 1:6; John 20:21).
- **Priesthood of All Believers** – Each of us has been gifted to serve God and others within our family, our work, and our wider areas of influence. He has uniquely equipped us with both natural talents and special gifts of His grace for the building up of the Kingdom (Romans 12:3-8; 1 Corinthians 12:4-31).
- **Marriage and Family** God has uniquely blessed us with the gifts of both marriage and family. He has also given us His instruction on these roles (Matthew 19:3-6; Ephesians 5:22-6:4; Deuteronomy 6:4-7). We uphold God's intended gifts to and through the special vocations of husbands and wives, fathers and others, parents and children, for the fact that it is through the family that God intends to pass on the faith to the next generation (Psalm 78:4-7). For God has created man and woman for one another – a relationship to be enjoyed in a lifelong commitment (Genesis 2:24). St. Paul defines males and females according to their biological sex at birth. As such, St. Paul Lutheran School supports the Biblical position of the Lutheran Church-Missouri Synod, which says that God created man in His own image and He created them male and female.
- **The Ten Commandments**-God's Law functions in three ways. Within the world, it acts as a "curb" to keep evil in check. Within the life of the Christian, the Law serves as a "mirror" showing us our sin and thereby leading us back to the forgiveness of our Savior. The Law also functions as a "guide", teaching us God's will, so that our words and works may praise God and serve our neighbor.

OUR MINISTRY APPROACH

The first pages of this Students & Family Handbook explain our religious purpose, mission, vision, and beliefs. Expectations of and standards related to Christian behavior and modeling of Christ appear throughout this Handbook. At our school, we integrate Biblical principles into every subject we teach. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. We unashamedly believe, teach, and practice the Lordship of Jesus Christ and acknowledge the



authority of God's Word, the Holy Scriptures *without reservation*. We look forward to partnering with you to educate your child., including educating your child in God's truth. Think in terms of A-B-C: *Academic* excellence; teaching *Behaviors* based in the fruit of the Spirit while totally relying upon *Christ's* blood and love.

OUR MINISTRY PHILOSOPHY

At St. Paul Lutheran Church and School, we know that Christian education is not a product or commodity – it's a ministry. It's a commitment. It's a connection between your child's needs, your family's values, and our congregations' mission. That's why, at St. Paul Lutheran School, the first and most important consideration is what is best educationally for your child. This vital philosophy applies to every area of our ministry. The congregation of St. Paul Lutheran Church commits herself to prayer for our staff, students, and their families. They also contribute approximately 75% of the total cost of educating each child. Additionally, they are present at school events and activities.

St. Paul Lutheran Church and School is committed to:

- Making Christian Education more accessible to members of our community. As a Christian ministry, our goal is to reach out to the entire communities of Leavenworth, Lansing, Ft. Leavenworth, and the surrounding communities.
- Providing financial assistance to families who need it. Our families entrust their child's education to us, often sacrificing financially to make a Christian education possible. Each year, we seek to assist our families in their efforts through needs-based support.
- Partnering with families who share our vision and values. Our goal is to provide the opportunities of Christian education to families of all races, social-economic backgrounds, and family situations.
- Leveraging the opportunity for Christian education to change lives. At St. Paul, students have the opportunity for excellent academic preparation; for acceptance into and graduation from better colleges; to earn more college scholarships; to later become better fathers, mothers, husbands, and wives; to learn to be the hands and feet of Christ as they love and serve others; to live a life set apart, a life of distinction; and, to be equipped to follow Christ and impact the world for Him.

WELCOME

The congregation of St. Paul Lutheran Church and School welcomes the opportunity to have you share in our ministry. As a church, we have committed ourselves to:

“Personalizing a Christ-Centered Education That Develops the Whole Child”

Since 1863, a major part of our ministry has been the operation of our school. St. Paul Lutheran School’s purpose is to assist parents with their God-given responsibility to foster a child’s spiritual, intellectual, social, emotional, and physical development in preparation for service to God and others. We share with you an awesome responsibility. God has called us and has entrusted into our hands the care and instruction of His precious lambs. With His help we pledge to do our best and carry out His commands to “Bring up a child in the way he should go”. We sincerely desire to work cooperatively with you. We ask that you support us in conversation with your child, our neighbors, families, and friends. If we do not live up to your expectations, please contact the principal to discuss it with us. Please support us too with your words of encouragement and especially with your prayers. We look forward to a joyful partnership in teaching His little ones.

We believe we must afford every person compassion, love, kindness, respect, and dignity. We repudiate hateful and harassing behavior or attitudes directed toward an individual because they are not in accord with Scripture, LCMS belief and practice, or the doctrine of St. Paul Lutheran Church & School.

ALLERGIES

For the safety of your child, it is critical that the school knows about any allergy which your child may have to medicines, food, insects, etc. These must be identified by the student's physician on a USDA form which can be requested from the office. Child Nutrition, the lunch program, cannot honor any restrictions without the use of the USDA for "Medical Statement to Request School Meal Modification."

All medications are stored in the school office to which Extended Care has access before and after normal school hours and on non-school days when they are in session.

ATTENDANCE, ABSENCES, AND TARDIES

Attendance at school is critical to a child's learning experience., and therefore, we take attendance seriously. We expect parents to take attendance seriously as well. Absences and tardies should be an exception not a frequent occurrence.

Students will be marked tardy if they arrive later than 8:00 a.m. (or later than 12:10 p.m. for afternoon PreKindergarten. Additionally, students who leave school more than an hour before dismissal will be issued a tardy.

According to Kansas Compulsory Law, truancy is defined by

- Absence of 3 or more consecutive days
- Absence of 5 days in a semester
- Absence of 7 days in a school year
- 7 tardies = 1 unexcused absence

A parent or guardian must provide the principal a medical note signed by a licensed provider or other document, such as legal proceedings verified by court documents. When the required documents are not provided and the number of days above are reached the principal will file a truancy report with Leavenworth County Attorney who may begin Child in Need of Care legal proceedings.

Parents must verbally notify the school prior to 9 a.m. on each day of absence. A written statement must be turned in before an excused absence or excused tardy will be issued.

Parents of children who are chronically absent or tardy will meet with the principal to discuss and sign the "Attendance Agreement". A copy can be found in the Appendix.

BEHAVIOR

In order to present an environment of order and respect which promotes and atmosphere of learning, St. Paul requires students to comply with school rules and regulations as well as with

faculty and staff written and verbal directions. When misbehavior occurs, it is looked upon as a need for Christian guidance by parents, school staff, and, when needed, other professionals. Each teacher exercises supervisory responsibilities over all students.

We expect

- Students to be respectful to all people
- Students to walk quietly through the hallways and stair wells
- Students to use the handrails appropriately
- No gum chewing
- Lunches to be eaten in the lunchroom only
- Nuisances items will not be brought to school. This includes, yet is not limited to, , pocket knives, electronics (including cell phones), toys, etc. These will be confiscated.
- All property is to be respected. Damages are assessed to parents or guardians.
- Nothing that is made for or can be used as a weapon is to be brought to school
- All students to be responsible for his/her thoughts, words, and actions.
- Students to model Christ in a manner appropriate to the student's age and development; engage in verbal and physical acts that are a positive, spiritual influence on other students.
- Students to follow all other rules specific to other activities such as the classroom, the gym, lunch, music, etc.

BIRTHDAY TREATS

It is permissible for a child to bring a special snack for the class on special occasions such as a birthday or half birthday. Store-bought and pre-packaged treats are encouraged. Nonetheless, all treats must come in individual servings and pre-packaged. Teachers should be consulted to discuss the type of snack and the date/time for bringing it.

BULLYING POLICY

Bullying is intentional and can be written, verbal, electronic, or physical threats or acts that

1. Harm a student, faculty, or other staff member, whether physically, mentally, or emotionally.
2. Create a reasonable fear of harm to another student, faculty, or other staff member
3. Creates a reasonable fear of property damage to another student, faculty, or other staff
4. Includes cyberbullying that violates the Student Technology Acceptable Use Policy (See Appendix)

The above list of bullying is not all inclusive- bullying can be any other form of intimidation or harassment.



CALENDARS

Parents will receive a year-long academic calendar which shows the days we are in session, out of session, and early dismissal days.

Parents will also receive a monthly activities calendar for the school which will show various activities and events scheduled for that particular month.

CHAPEL

Chapel services are held on Wednesday for all students. All parents and friends of St. Paul are invited to these weekday services. The children are encouraged to give a weekly chapel offering which supports various mission projects, locally, nationally, and internationally.

CHRONIC HEALTH CONDITIONS

A record of any chronic health condition and all emergency medication must be in your child's folder in the office. The use of an Epi-pen requires an immediate call to 911 and to the parent or guardian. Parents of students with a known history of potential for a serious allergic reaction are advised to visit with their physician regarding the need for student-specific medication. Notify your child's teacher of specific information, signs, symptoms, and protocols.

CLOSINGS AND ANNOUNCEMENTS

Announcements of school closing or late start due to inclement weather, heat, or other emergencies will be made over major Kansas City radio and TV stations, direct notification from the school, and the school Facebook page. Unless otherwise communicated, St. Paul follows the same closing as Leavenworth Public Schools, USD #453. Extended Care is closed if school is closed. On days that school starts late, it will not open until 15 minutes before school opens.

COMMUNICABLE DISEASES

The Kansas State Health Department has ruled children must be excluded from school if they have certain communicable diseases. Following is a partial list of those diseases for which children must be excluded.

- **Head Lice.** All lice and nits must be removed before the student can re-enter school. Further treatment of all infested family members, carpet, bedding, draperies, car seat, and stuffed animals is required to prevent a reoccurrence of the problem. All action needed to deal with the situation and to prevent re-infestation must be done. Absences due to head lice will be considered excused only on the day the student is sent home and the following day. Further absences are considered to be unexcused. A parent must accompany the child back to school to be cleared.
- **Ringworm:** Infection must be covered while at school and be treated with anti-fungal treatment.

- Strep Throat: Exclude until 24 hours after appropriate antibiotic treatment has begun, or 10 days, if antibiotics are not given.
- Pinkeye (Conjunctivitis): Exclude until there is no discharge from the eye
- Scabies: Exclude until treated with scabicide
- Other Communicable Diseases: Chickenpox/Shingles, Impetigo; Measles, Mumps, Pertussis, Rubella, Hepatitis A

Parents must promptly report all cases of suspected communicable diseases to the school office. We require parents to provide us with a release not from the doctor before the child returns to school.

DISCIPLINE POLICY

Problems in school behavior are handled, generally, by the classroom teacher who may use the "Teacher Share Notice". Ordinarily, a consultation with the offending student will get the student back on the right track. However, the teacher may deny privileges or other such form of discipline as seen appropriate. All discipline is done at the final discretion of the Principal.

The Principal has the options of

- A conference with the student(s)
- A conference with the parents
- In-school suspension for the student
- Suspension from school
- Permanent dismissal from school

Chronic offenders warrant careful, cooperative supervision both at home and school. Contact from the teacher to the parents will inform them of the behavior that needs attention. If the undesired behavior continues, parents may be required to pick up their child from school. A meeting of parents, child, and teacher will be required before the child may return to class.

ENROLLMENT OF STUDENTS

St. Paul Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities made available to students of the school, including the administration of its educational policies, admission policies, and athletic or school-administered programs. Parents desiring to enroll their child in St. Paul Lutheran School should contact our school's Admissions Director to set up an Educational Success Consultation and Tour. We are also able to have a consultation online via Zoom. An application may be requested by contacting the Admissions Director at Admissions@splcs.org. The Admissions Director will arrange enrollments and payment of the enrollment fee that occur during the school year as well.

Those who enroll for the 2½-year-old PreKindergarten class be turn 2 on or before April 1. Applicants for PreKindergarten 3 and 4 year-olds through first grade must have attained the appropriate age on or before August 31st.

Prior to any child's attendance, the parents or guardians must furnish proof of immunization and a physical/health assessment on forms the State of Kansas requires.

St. Paul may require students enrolling for the first time to take a placement test. All transfer students must have records sent to the school prior to the first day of attendance, this includes all IEP's and 504 plans.

Each family must establish, maintain, and use an account with FACTS, an online tool for paying Parental Education Investments (tuition), prior to the first day of attendance.

Continued enrollment or placement in our school is conditional, based on the child's intellectual, spiritual, social, and emotional adjustments. Each new enrollee is placed on probation for 60 days at which time a review will take place for permanent enrollment.

DIRECTORY INFORMATION

Directory information is information in a student's record that is generally not considered private or harmful if released. Its primary purpose is to allow us to include information about students in school publications such as our yearbook, student directory, Facebook page, website, and other such publications. We may include information such as student name, parent's name, addresses, phone number, grade, email, video, digital or print image, dates of attendance, activity, and awards. Access to the directory is given to the Parent Teacher League (PTL). At the request of a parents or guardian, directory information will be withheld.

DISASTER PROCEDURES

The following procedures will be followed in the event of a tornado, fire, or other emergency:

- In case of a tornado warning, fire, intruder, or other emergency situation all staff and students will follow proper procedures until the danger is past
- If a warning comes near the close of the school day, the children will not be dismissed until the danger is passed
- If an actual disaster occurs in the Leavenworth or Ft. Leavenworth areas, children will remain at the school until someone authorized by parents or guardians comes to personally pick them up. Identification will be required.
- Regular, orderly, and systematic intruder, fire, and tornado drills are held during the school year as mandated by Kansas State Department of Education

DRESS CODE

St. Paul requires each student to wear a uniform shirt each school day. Each PreKindergarten student will wear a uniform t-shirt. Each student in grades Kindergarten through 8 will wear a polo style uniform shirt. We will provide for each new or returning K-8 students and 4 or 5-day PreKindergarten students two of the required uniform shirts.

Before the beginning of each school year and throughout the year, additional uniform shirts, hoodies, sweatshirts, and other uniform tops will be sold for both children and adults. We encourage all family members to purchase a school wear item as this helps us in spreading the word about St. Paul to our community.

A student (grades 6-8) who is in good standing with the Junior Beta Club and their emphasis on Character, Service, Leadership, and Achievement will receive a purple shirt to signify this good standing. If a student falls out of good standing with the JBC, the purple shirt privilege is suspended until the student is back in good standing.

Other than the required uniform shirt, acceptable clothing includes:

- Neat and clean jeans, slacks, or shorts of reasonable length and free of tatters and tears.
- Skirts of modest length; PreKindergarten – Grade 2 must wear shorts underneath dresses/skirts
- Close toed shoes with a covered heel
- Under-layering of long-sleeve shirts underneath uniform shirts on days of cool or inclement wear, if needed

Unacceptable items

- Sandals, Croc-type shoes, flip flops
- Any article of clothing that covers the St. Paul logo
- Torn or soiled clothing
- Sloppy or cutoff jeans, pajama bottoms, short shorts, spandex shorts/pants, running shorts, sweatpants, or sagging pants
- On free-dress days, clothing with alcohol, drug or anti-social phrases or pictures, or entertainers whose performances advocate the former.
- Items with the school logo that are not of the approved color(s)
- Facial hair
- Makeup
- Nail polish, other than clear coat

Parents/Guardians should see that students are dressed appropriately for school. If there is a question as to the acceptability of a clothing item, check with the principal.

DRESS CODE INFRATIONS CONSEQUENCES

All members of the St. Paul community share in the responsibility of implementation of these dress code guidelines. Infractions must be brought to the attention of the principal.

1. First Infraction: the student will be warned and parents notified of the infraction
2. Second infraction: the students will sit in the office and remain there until proper clothing is brought to school
3. Third infraction: an in-school suspension for one day

Consequences will increase with the frequency of failure to follow dress code guidelines

FACTS

To help our families manage the significant costs of educating a student at our school and to help us manage and improve our school's financial stability, we utilize FACTS Management Company to provide the financial management piece of a child's education at St. Paul. Rather than making payments directly to the school, FACTS provides an online tool for such payments.

Each family is required to establish an online account before a child is permitted to start school. This account must then be maintained. Directions about setting up an account are given to parents upon enrollment.

For assistance with FACTS, call their Customer Service at (866)441-4637.

FIELD TRIPS

Field trips are part of the educational experience at St. Paul. Each time a field trip is planned, written permission from the student's parent or guardian will be required for participation. Any student for whom we do not have signed permission form will not be allowed to participate. Usually, volunteer drivers are need for transportation and supervision of students. Each volunteer must have completed the background check and motor vehicles records (MVR) check processes with the school office at least 2 weeks prior to the trip. We recommend that those who want to volunteer start each year on Registration Day.

FINANCIAL ASSISTANCE

St. Paul understands the extent of the sacrifices parents and guardians make to have their child(ren) at St. Paul for a Christ-centered education. We also know the extensive, lifelong benefits each child gains from the foundation our partnership. For those reasons, St Paul Lutheran Church & School continues their commitment to making needs-based financial aid available.

FACTS Grant & Aid Assessment conducts the financial needs analysis for our school. Families must complete the application and submit the required supporting documentation before any decision regarding the awarding of assistance can be made. When making application, families need to make sure the school for which the application is being made is correctly chosen.

As stated in our Ministry Philosophy, *“Our prayer is that money will never present a barrier for families who agree with our vision and values. We will make every effort to assist families who are willing to prioritize their children’s educational experience...”* We want you to know that the cost of attending St. Paul Lutheran School should *never* keep you from placing your child into our care.

GRADE SCALE

- PreKindergarten students in 2½, 3, and 4-year old class will receive reports from their teacher at the end of each quarter.
- Students in Kindergarten – Grade 2 receive report cards using Outcomes Measurement Codes.
 - E – Excellent: mastered with superior status
 - S – Satisfactory: mastered
 - P – Progressing: no mastered, but making improvement
 - N – Needs improvement
- Students in Grades 3 – 5 receive grades based on the following averages
 - A – 100-91
 - B – 90-81
 - C – 80-71
 - D – 70-61
 - F – Under 60
- Students in Junior High, Grades 6 – 8 receive grades based on the following averages
 - A – 93-100
 - B – 84-92
 - C – 75-83
 - D – 66-74

Additional grades can include “P” for Passing and “NP” for not passing.

HOMEWORK

Teachers will assign homework to students as either review or reinforcement, such as reading for a certain number of minutes each night or reviewing math concepts. This teaches a helpful habit for future education which is becoming more and more demanding. Often times what is deemed homework is the result of not getting assignments completed during the school day which correlates to the work habits of the child. Homework could also include work that needs to be done to complete research, projects, and other long-term assignments.

Parents can help by providing encouragement and a quiet place to study; too much help should be avoided. If a student is unable to complete an assignment, for any reason, the parent should send an explanatory note to the teacher. Students will, if possible, be given an opportunity to make up his/her work. If assignments are consistently burdensome, the teacher will appreciate

knowing so the issue can be addressed. The students in grades 3 – 8 are provided an agenda in which daily work and assignments are kept by the students; parents are encouraged to check this as often as directed by the teacher.

HOURS

Classes for morning PreKindergarten to Grade 8 begin at 8:00 a.m. It is important that all students arrive by 7:50 a.m. to get ready for the class opening at 8:00 a.m. School doors open at 7:45. Students who arrive at that time will wait in the gym until 7:50 a.m. to be dismissed to their classes.

PreKindergarten hours are from 8:00 a.m. – 11:00 a.m. and 12:10 p.m. – 3:10 p.m. It is important that students arrive 5 minutes before opening to get ready for class opening.

Kindergarten – Grade 8 dismiss at 3:30 p.m.

With prior arrangement, Extended Care may be available for those students who need care before 7:50 a.m. or following dismissal. Before school care hours are from 6:30 a.m. - 7:50 a.m. After school hours are from 3:00 p.m. – 5:30 p.m. Students must be at least 3-years-old and potty-trained and no older than 16 years of age.

For more information regarding Extended Care see the Appendix in the back of this handbook.

ILLNESS

Sick children do not belong at school. Parents or guardians must make themselves available to promptly pick up their child at the onset of illness. If a parent cannot be reached, the person(s) listed as emergency contact will be notified to pick up the child. If a parent, guardian, or listed representative cannot be reached, a doctor or Leavenworth County Emergency Medical Services (via 911) will be contacted at expense to the parent or guardian.

Students may NOT come to school with the following:

- Cold, severe cough, sore throat
- Temperature of 100 degrees or higher and may not return to school until the temperature has been normal for 24 hours *without* medication
- Yellow-green nasal discharge
- Swollen glands or skin rash
- Vomiting or diarrhea and may not return to school until episode-free for 24 hours
- Skin lesions, earaches, eyes that are red and have discharge
- Communicable disease

Do not send your child to school if there is any reason to suspect illness. Be certain the child is completely recovered before sending him/her back to school.



LEAVING SCHOOL GROUNDS

Parents, guardians, or other authorized individuals must check students in and out at the school office. Parents or guardians must provide the school with written permission for individuals not on the enrollment form to pick up their child, and identification will be required.

LOST AND FOUND

The school maintains a box for found articles. Misplaced valuables are held in the office for safekeeping. However, the school is not responsible for loss or damage of any and all personal belongings.

LUNCH PROGRAM

Students have a choice of bringing a cold lunch from home or to have a hot lunch supplied by USD #453 (Leavenworth Public Schools) and are available on days both the public schools and St. Paul are in session. Monthly menus are sent home before the beginning of the month and are posted on the school webpage. Meals may be purchased in increments of 10 or 20 lunches. Milk is furnished with a hot lunch. Extra milk or milk served with a cold lunch may be purchased. Lunches are payable in advance.

On days USD #453 does not supply lunch, parents will be notified in advance so students can bring a cold lunch, including a drink, unless purchasing a milk. Carbonated beverages are not permitted. These should be packed in an insulated lunch box or bag with a cold pack. Lunches should follow nutritional guidelines, including a serving of each of the following: a protein, a vegetable, and a fruit. Student lunches from home will not be refrigerated or microwaved.

MEDICATION

All student medications, including over-the-counter medications, must be administered under the supervision of a staff member authorized by the principal. Volunteer nor other students may give, distribute, or administer medications or drugs of any kind.

Medications must be sent to school in the original container labeled with the student's name and must be accompanied by a "Permission for Dispensing Medication" form. Prescription medication must be in its' original container and have the dosage information and physician's name on the label.

Some over-the-counter medications are available as stock items in the school administrative assistant's office. These medications are not guaranteed to be available. A student must have an "OTC (Over-the-Counter) Medication" form on file.

Students may carry and self-administer emergency medications such as albuterol inhalers and EpiPens. A Self-Administration permission form must be completed by the parent and the

physician. The principal may revoke the self-medication privilege of any student found to be in violation of the policy.

MUSIC/CHOIR

Children in all grades (PreKindergarten – Grade 8) are given a foundation in music and are part of the school choir which sings for chapel services and special programs. All groups, including vocal choirs, handbell choirs, and the recorder choir have opportunities to perform for Sunday worship services, special occasions, and concerts. Other opportunities include, but are not limited to, performing at the Veterans Day celebration, Christmas program, and Christmas Market. If a student is unable to participate in an activity, a note of explanation of the conflict in scheduling must be given to the teacher.

PARENT TEACHER LEAGUE (PTL)

This organization's goal is to foster partnerships between parents and staff to set goals to improve and enrich the St. Paul experience for every current and future student. As close relationships develop between home, school, and God, active participation by members strengthens those relationships through fellowship, shared experiences, and service opportunities.

A leadership team consists of parents who are nominated and voted upon at the beginning of the year and a teacher liaison. This team helps guide the group as a whole and meets once per month. Officers include: President, Vice-President, Treasurer, Secretary, Supply Manager, and Teacher Liaison.

General PTL meetings occur once every two months. All parents and teachers are encouraged to be in attendance to help support and give feedback. Check your Activities Calendar of the month for scheduled PTL meetings.

PHONE/CELL PHONE USAGE

St. Paul telephones are for emergency use only and may be used only after receiving written permission from a teacher. Long distance calls to home must be reimbursed to the school.

A message will be taken for phone calls made to a teacher or student between 7:45 a.m. and 3:30 p.m., except for emergency reasons

Cell phones for students are only permitted with the approval from the principal and in consultation with parents. Cell phones must be checked in to the office in the morning before school starts and must be picked up at the end of the day. The school is not responsible for any student's cell phone. If a parent or guardian would like to get a message to the student during the school day, a call should be made to the school office and the message will be relayed.

PRAISE FRIDAY

Praise Friday is an opportunity for all students to join together in the gym the last 15 minutes of each Friday for a time of rejoicing and singing. Enthusiasm and respect are encouraged.

SCHOOL PUBLICATIONS

- A monthly school newsletter, *The Warrior's Voice*, is published to keep parents informed of current news and to remind parents of important upcoming events and activities
- A school yearbook is produced which is given to students in the spring before the close of school
- Our school Facebook page can be found at <https://www.facebook.com/stpaulschoolks>.
- The school website address is <https://splschool.org>
- The church sends its monthly newsletter, *The Seed Packet*, to all school families keeping them informed of events and church news, including a calendar indicating monthly activities of interest to both parents and children.

STUDENT ACTIVITIES AND SERVICES

A variety of extra-curricular activities are made available to students. Membership and/or participation in activities or teams is dependent upon acceptable academic achievement and Christian conduct. The office will have a list of ineligible students at the midterm and report card times.

STUDENT PROTECTION PROGRAM

The St. Paul School Student Protection Program establishes what drivers must do while driving students to and from a field trip. A summary is that drivers:

- Must carry, and have a copy on file in the school office, a current driver's license and current insurance ID card for the vehicle being driven
- Must carry a phone which is only used for emergency purposes
- Must carry a copy of the school fieldtrip authorization and each child's permission slip
- Must not make stops outside the scope of the field trip
- Must follow all traffic regulations
- Must enforce the use of seatbelts and safety seating that complies with Kansas law
- Must allow only students age 12 or above in the front seat
- May not possess illegal drugs or dispense drugs of any kind
- May not use any controlled substance except as prescribed by a licensed medical provider and in compliance with the licensed medical provider's instructions for the prescription
- May not consume any quantity of alcohol or be under the influence of alcohol
- Must not use inappropriate language, including profane or disrespectful speech, immodest clothing, or clothing with inappropriate messages such as sexual behavior, promoting use of drugs or alcohol, or gang related symbols

- Must take extra care to prevent students' exposure to suggestive language or images in electronic media, such as radios or CD players. DVD players should not be played. Students are not to have any electronic device with them, including cell phones.

TEACHER COMMUNICATIONS

At the beginning of the year teachers will contact the parents of their students for the purpose of discussing any matters of common interest regarding the child and his/her education.

St. Paul provides non-grades progress reports on a regular basis for PreKindergarten, Kindergarten, First Grade, and Second Grade students. Report cards for 3rd – 8th graders are issued quarterly. These report cards also give an evaluation of effort, conduct, and attitude. A formal Parent/Teacher Conference is arranged at the end of the first quarter and midway through the 3rd quarter which allows for questions and discussions related to the student's achievement and all areas of growth and development. Standards based assessments for Math and Reading are also given periodically throughout the year to grades 3 – 8.

For times that questions or concerns occur at times other than formal conferences, communicating with the teacher is strongly encouraged. Teachers are available by appointment, preferably after school hours. Teachers must be informed of the concern with the goal of coming to a resolution. If, after such contact the problem persists, then the parent and teacher should meet with the principal.

Teachers will also communicate with parents regarding class activities, reasons for praise, calendar reminders, class newsletters, and the like.

TECHNOLOGY

Part of the Mission of St. Paul Lutheran School is to ensure that all students develop technology skills for life-long learning. Student internet and technology use without our school is for educational purposes only. In addition, students are expected to be good digital citizens and follow these guidelines. Parents and students should read the Technology Acceptable Use Policy together. Then, the form needs to be signed by the parents and returned to the office.

VISITS

St. Paul welcomes and encourages parents and guardians to join their child for lunch and to visit the class at any time. However, in the interest of orderliness, we request that anyone desiring to join their child for lunch or a class visit contact the teacher at least one day in advance to coordinate the visit. All visitors must sign in at the office and receive a badge. When the visit is over, the badge must be turned in, and the visitor must sign out.

APPENDIX

ATTENDANCE AGREEMENT

I, _____, will abide by the following expectations regarding school attendance:

- 1. I will come to school every day.
- 2. I will be at school unless I have a valid reason.
- 3. I will not be tardy, unless I have an excusable reason.
- 4. If I am absent for any reason, I will have a valid and written excuse to be submitted to the office
- 5. I will come to school with all the things I need.
- 6. I will complete my homework.

As a parent, I will

- 1. Actively monitor my child's attendance, discipline, and grades
- 2. I will call the school and provide an excuse for absence and tardy when necessary
- 3. I will make sure that my child has transportation to school and from school.
- 4. If my child needs to miss school for more than a day, I will notify the child's teacher and the office.

Consequences for excessive tardies and/or absences

- 1. A note will be sent home via email from the office.
- 2. The students will serve a detention either before school or after school.
- 3. The student will be reported to the proper officials for truancy.

I have read and understand this document and the Attendance and Tardy Section of the Family Handbook.

Parent Signature _____

Date _____

Extended Care Information

1. Morning Care is available to students from 6:30 a.m. – 7:50 a.m. on school days.
2. After Care is available to students from 3:00 p.m. – 5:30 p.m.
3. On days school is not in session and extended care is, hours for available for students are from 6:30 p.m. – 5:30 p.m.
4. A Registration Fee of \$50 must accompany the properly signed contract.
5. Students must be at least 3 years of age and potty-trained.
6. Students must be currently enrolled at St. Paul Lutheran School.
7. The contract rate for service is \$5.00/hour, including partial hours.
8. Late pick-up fee is \$1.00/per minute after 5:30 p.m.
9. A contract may be changed in consultation with the Extended Care Director and approval by the principal. A new contract will be written and signed by all parties.
10. If time is needed outside of the contracted hours, the Extended Care Director must be contacted who will then determine if there is adequate space and staff. The director will give the parent a decision based on this information. Contracted students are given priority.
11. Hours outside any and all contracted hours will be billed at the rate of \$6.00/hour.
12. Contracted hours will be billed whether used or not.
13. Non-payment of Extended Care fees may result in loss of use of these services. In order to reuse Extended Care all passed payments must be brought current and an additional \$50 registration fee paid.
14. Contracts may be terminated at any time by contacting, in writing, the Extended Care Director or the Principal. In order to reactivate a contract, a new contract must be written and signed. An additional \$50 registration fee must be paid.
15. Balances will be posted on the FACTS Student Management System. It is the parent's responsibility to check the balance.



St. Paul Lutheran School Extended Care
 320 N. 7th Street Leavenworth, KS 66048
 (913) 682-5583

Extended Care Contract

Family Name _____ Student Name/Grade _____

Student Name/Grade _____ Student Name/Grade _____

Please indicate below the time(s) needed for service by writing in the arrival and departure times. An example is provided.

Name of Student(s)	Before School (6:30 – 7:40)	After School (3:00 – 5:30)	Additional Days When School is not in Session (Yes or No)	Additional Information
Cadence Bagi (EXAMPLE)	7:00 a.m.	4:30 p.m.	Yes	Due to job, contract may need to be changed

Contract Start Date _____ Extended Care Hours/Week _____
 Rate _____ x \$5.00
 Weekly Cost _____

____ I have read and understand the Extended Care Information attached to this Contract and will abide by its precepts.

Parent/Guardian Name _____ Signature _____ Date _____

Extended Care Director Name _____ Signature _____ Date _____

Principal Name Cynthia Hammons Signature _____ Date _____

TECHNOLOGY USAGE AGREEMENT

Purpose: Part of the Mission of St. Paul Lutheran School is to ensure that all students develop technology skills for life-long learning. Student internet and technology use without our school is for educational purposes only. In addition, students are expected to be good digital citizens and follow these guidelines.

Understandings: St. Paul operates filtering software to limit access to inappropriate materials or those that are disruptive to the educational process. However, the school cannot guarantee that this filtering process will successfully block all access to materials deemed harmful, inappropriate or disruptive. These realities do not change the fact that students are responsible for abiding by the expectations of the school concerning the use of the network and to refrain from accessing inappropriate materials or utilizing the system in any unsuitable fashion.

Student Responsibilities

1. I will use technology resources in a responsible, ethical, and legal manner.
2. I will not access, modify, or destroy other user's data. I will not knowingly spread a computer virus, impersonate another user, violate copyright laws, install other unauthorized software, damage or destroy resources or intentionally offend, harass, or intimidate others.
3. I will only view internet sites that directly pertain to a school-related assignment. I will not use school technology resources to create, distribute, download, or view obscene, illegal, or inappropriate content.
4. I will not plagiarize or "Copy and Paste" from the Internet or any previously written document.
5. I will immediately inform a staff member if I encounter material that is obscene, illegal, inappropriate, offensive, or otherwise makes me feel uncomfortable.
6. I will not use school technology resources to engage in any commercial activity including the purchase of goods and services. I will not give out personal information (full name, address, telephone number) for any school related project.
7. I will use electronic mail responsibly and only through an authorized school account. I will not create, distribute, or forward chain letters, offensive messages, harassing messages, or messages that contain false information. I will distribute copyrighted material only if I have the owner's written permission.
8. I will not give out my password.
9. I will act with propriety and respect the piracy of others concerning the use of photos and video.
10. I will immediately notify a staff member or school administrator if I am the subject of harassment while using technology resources or if I witness inappropriate use of technology resources.



11. I will not record images without receiving permission from the individuals involved.
12. I understand that I may not use the school Wi-Fi to stream movies or music unless required for academic work.
13. I understand that cellphones must be checked in to the office at the beginning of the day and picked up at the end of the day.
14. I will not use Social Media sites such as, but not limited to: Facebook, YouTube, Tik Tok, Instagram, SnapChat, Discord, Roblox, Omegle, etc.

Privacy Issues: The school network is not a public forum for general use. Users should not expect that email or files stored on school equipment or school provided resources will be private. The school reserves the right to log technology use, to monitor server utilization, and examine files as needed.

Consequences of Violations: Violations will result in various consequences including, but not limited to – suspension of computer usage, charges for cost of repairs or replacement, and/or suspension/expulsion from school. Severe offenses can result in legal action and prosecution by the authorities.

Parent Understandings:

1. Students will be issued an individual account through Google Apps for Education. The administration will maintain security of the password and teachers will directly supervise individual student use of the account.
2. In addition, because the internet can help teachers and students foster connections with people in the community and around the world, video conferencing may be used in our school for benefits including expanding the learning that occurs in the classroom. Utilizing these modes of communication – voice, text, and video – also provide students with the opportunity to experience learning through different media.
3. Also, St. Paul may include photographs, videos, and occasionally presentations for other educators or for promotion of our school.

We have read, understand, and agree to abide by the Acceptable Use Policy.

Student _____ Grade _____ Student _____ Grade _____

Student _____ Grade _____ Student _____ Grade _____

Parent Signature _____

Date _____



2021-2022 FAMILY HANDBOOK ACKNOWLEDGEMENT

Family Name: (Print) _____

Student: _____

Grade: _____

Student: _____

Grade: _____

Student: _____

Grade: _____

Student: _____

Grade: _____

- 1. I have received, read, and understand the St. Paul Lutheran School Student Handbook
- 2. I have discussed school policies and rules with my child(ren).

Parents/Guardian Signature _____ Date _____

One copy of this form must be on file for each family attending St. Paul Lutheran School.

Please return this form to the school office.