

ST. PAUL LUTHERAN SCHOOL HANDBOOK

ST. PAUL LUTHERAN SCHOOL 4715 Frederick Ave.
St. Joseph, MO 64506
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MISSION STATEMENT

The mission of St. Paul Lutheran Church & School is to prepare through God's Word, to declare God's grace & glory, to share Jesus with you, while making disciples of all ages.

PHILOSOPHY

St. Paul Lutheran School and Childcare is part of the largest Protestant parochial school system in the nation. Lutheran schools believe in quality education with an emphasis on God's love in our lives.

St. Paul Lutheran School offers childcare and academic programs from infant through eighth grade. Children are taught to be responsible, loving, and involved. They are prepared by being taught the expectations of God's law and are comforted with wonderful news of forgiveness through Jesus Christ.

St. Paul Lutheran School is dedicated to developing, preparing, and fostering spiritual, academic, physical, and social growth in children and their families so they are enabled to declare God's grace and glory and to share Jesus with the world.

Current curriculum, smaller class sizes, innovative teaching, computer lab, technology opportunities, a quality Christian staff, and field trip experiences are the marks of our program. Students will be well prepared to advance to the next levels of their education and to meet the moral challenges they will face as children of God.

Parents/guardians are encouraged to be involved in a Christian congregation, supportive of their children's education, and concerned about the spiritual welfare of their children.

Scripture References:

- *"Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." — Deuteronomy 6:5-7*

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

St. Paul Lutheran is dedicated to developing and fostering spiritual, academic, physical, and social growth in children and assisting them and their family in becoming productive members of God's Kingdom.

STATEMENT OF BELIEF

“Let the children come to me and do not hinder them, for to such belongs the Kingdom of Heaven.” — Matthew 19:14

St. Paul Lutheran School and Childcare is a ministry of St. Paul Lutheran Church where we help our children grow in faith and love for Jesus. Our school is known for academic quality and our ability to aid students in sound Christian moral development, serving the people of St. Joseph.

As a Christian school, our curriculum includes daily teaching from God's Holy Word. We integrate our Christian beliefs into everything we teach.

We teach about the Bible, faith, and salvation. We believe that:

- The Bible is the source and basis for all beliefs (2 Timothy 3:15-17).
- All people and all faiths are to be shown respect (Matthew 22:39).
- Only through faith in Jesus Christ can people be saved (John 3:16).

We teach about God. We believe that:

- God is the Almighty, loving Creator (Genesis 1:1).
- God is one God in three persons: Father, Son, and Holy Spirit (Matthew 28:19).
- God is Judge (2 Corinthians 5:10).
- God is Savior (Acts 4:11-12).
- God is Author of the Bible (2 Timothy 3:16).
- God is Love (1 John 4:9-10).

We teach about people. We believe that:

- People are specially created by God (Psalm 139:13-16).
- People are always loved by God (John 3:16).
- People are expected to live holy lives (Matthew 5:48).
- People are unable to obey perfectly (Ecclesiastes 7:20).

- Salvation is only through faith in Jesus (Romans 6:23).
- Faith and forgiveness are gifts of God (Ephesians 2:8-9).
- Without Christ, people are condemned (Matthew 13:49-50, John 14:6).

We teach about relationships. We believe that:

- People submit first to God (James 4:7-8a).
- People submit to one another in Christ (Ephesians 5:21).
- People share their testimony (Mark 5:19).

STANDARDIZED ACHIEVEMENT TESTS

Standardized tests are administered twice a year to evaluate student, class, and curriculum strengths and weaknesses.

- **Assessment Used:** NWEA MAP Growth
- **Subjects:** Reading, Math, and Science (Grades 6–8)
- **Purpose:** Provides insights on student mastery compared to national norms
- **Reports:** Shared with parents

CHAPEL SERVICES

- Held weekly on **Wednesday mornings** in the sanctuary
- All students participate
- Families and friends are welcome
- **Offerings:** Collected for a designated quarterly charity (announced via take-home note)
- **Dress Code:** Students are encouraged to wear black, gray, white, or gold polo or polo dress on chapel days

SCHOOL PERFORMANCES

Our students regularly share their gifts during special worship services to thank the congregation for their ongoing support.

- **Required Attendance:** All students (Grades K–8) are required to participate
 - **Grading Impact:** Missing a performance lowers the student's music grade by one letter
 - **Notification:** Families will receive advance notice of dates and times
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EXTRA-CURRICULAR ACTIVITIES

Sports

- **Volleyball** (Girls, Grades 5–8, if numbers permit)
- **Basketball** (Boys and Girls, Grades 5–8, if numbers permit)
- **Track** (Grades 5–8; 2–3 meets per spring season)
- **Eligibility:** Students must maintain a minimum grade of **73%** in all classes

Academic Teams

- **Scholar Bowl:** Grades 5–6 compete in subjects like history, geography, science, and the arts
- **Academic Bowl:** Grades 7–8, similar competition categories

Math Teams

- **Mathletics:** Grades 4–8; two competitions annually
- **MathCounts:** Grades 6–8; regional meet in February

Spelling Bee

- Grades 5–8 compete; winners advance to the **county-level spelling bee**

Field Trips

- Planned throughout the year
 - **Permission Forms:**
 - A one-time form is signed at registration for school-wide trips
 - Class-specific trips require individual permission slips
 - Parents are notified in advance
 - **Participation:** Parents are welcome, but siblings and non-class children are not permitted on trips
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TUITION

Early Registration (Jan 2 – Mar 14, 2025):

- Grades Pre-K – 8: \$185.00

Registration (Mar 15 – May 31, 2025):

- Grades Pre-K – 8: \$285.00

Registration (June 1, 2025 and later):

- Grades Pre-K – 8: \$385.00

Tuition Rates:

- Pre-K – 8th Grade Member: \$5,000/year or \$500/month (August–May)
- Pre-K – 8th Grade Community: \$6,000/year or \$600/month (August–May)

Fees:

- \$20.00 PTL fee charged to every St. Paul Lutheran family, due at registration.

Before and After School Care:

- \$5.00 AM care (6:30 – 8:20 a.m.)
- \$5.00 PM care (3:30 – 6:00 p.m.)
- Early dismissal childcare (Grades K–8): \$30.00
- All-day childcare (Grades K–8): \$45.00
(Before and after care prices are subject to change January 1, 2026)

Payment Details:

- Childcare tuition due weekly on Mondays.
- School tuition due on the first day of each month (August–May).
- Payments accepted in person (school/childcare offices or Office Manager’s office) or online via www.splcc.org (“Make a Payment” tab).
- Payment methods: Cash, Check, ACH, or Credit Card (*2% convenience fee for credit cards).
- Recurring ACH payments can be scheduled for preferred days.
- Returned check fee: \$30.00.

Note:

All tuition, fees, lunches, and library dues must be cleared before final grade cards are issued.

PAYMENT POLICY

- Monthly statements emailed on the first working day and weekly thereafter.
- Zero balance required by the last working day of each month.
- Tuition is due on the 1st of the month; late after the 5th.
- \$50 late fee charged on the 15th for overdue accounts.
- Students with unpaid balances by month-end may not attend school until balance is zero or a payment plan is approved by the School Board.

- Payments after the month-end must be made in cash.
- Non-returning families have 60 days to pay outstanding balances before collections begin.
- Delinquent accounts may result in student suspension and require immediate pick-up if the child is at school.

Financial Hardship:

- Families facing hardship must submit a signed written explanation including timeframe and proposed payment plan to the School Board.
- The Board will review and approve or adjust the plan.
- Failure to follow the payment plan results in suspension of services.

SCHOLARSHIP GUIDELINES

1. Families must be enrolled at St. Paul Lutheran School to apply for scholarships.
2. Scholarship consideration factors include:
 - Family financial need (determined by FACTS)
 - Number of children attending St. Paul Lutheran School
 - Other scholarships received
3. Families must complete the Missouri District online financial aid form to prove need and qualify for additional assistance.
4. St. Paul scholarships are independent of Missouri District scholarships; denial by Missouri District does not affect St. Paul scholarship eligibility.
5. Scholarships will not exceed 50% of tuition owed for grades K–8.
6. Scholarships are only available for students in grades K–8.
7. All fees (registration, lunches, field trips) remain the family's responsibility.

8. The tuition payment policy is expected to be followed in full. Failure to remain current in scheduled monthly payments will result in denial of future St. Paul Lutheran scholarship considerations.

MOSCHOLARS SCHOLARSHIP POLICY

- Students may qualify for a MOScholars scholarship; however, qualification does **not** guarantee immediate funding.
- Students are not considered funded until official MOScholars funding is received and confirmed by the school.

Tuition Responsibility Prior to Funding:

- Families are fully responsible for tuition costs until MOScholars funding is confirmed.
- All tuition obligations must be met according to the school's standard billing procedures during this time.

Accessing and Using Funds:

- Once funding is confirmed, guardians must access their MOScholars class wallet to initiate tuition payments directly to the school.
- A 2.5% administrative fee applies to all payments made through the MOScholars wallet. Families are responsible for including this fee in their payments.

Reimbursement:

- If tuition was paid before MOScholars funding, the school will reimburse the family up to the scholarship amount minus applicable fees.

Exclusivity:

- Families receiving a MOScholars scholarship are **not** eligible for any other scholarship or tuition assistance from the school or Missouri District.
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SCHOOL ATTENDANCE

- School doors open for arrival from **8:10 – 8:20 a.m.**
- Parents must leave classrooms by **8:20 a.m.** unless prior arrangements with the teacher are made.
- School begins promptly at **8:20 a.m.**

Dismissal:

- Children not picked up by **3:40 p.m.** will be taken to aftercare.

Tardiness:

- A student is tardy if not in class by **8:20 a.m.**
- After **five tardies** in a quarter, the principal will consult with parents/guardians.

Planned Absences/Appointments:

- Notify teachers **in writing ahead of time** for planned absences or appointments to arrange work for the student.

Absences:

- Notify school by phone **before 8:20 a.m.** on the day of illness.
- Doctor's note required for absences of **three or more consecutive days.**
- After **20 absences** in a school year, a conference will be held with guardians, teacher, and principal to discuss promotion.

ILLNESS OR ACCIDENTS

- Students must be fever-free and vomit-free for **24 hours** before returning to school.
- If a student becomes ill or is injured requiring more than minor first aid, parents/guardians will be contacted.

- If parents cannot be reached, the school will arrange necessary medical attention (including ambulance if needed).
 - Medical expenses are the responsibility of the parents/guardians or their insurance.
 - All accidents/injuries will be documented and signed by attending school staff.
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MEDICATIONS

- Physician's signed note detailing dosage and parent/guardian agreement required for all medications given during school hours.
 - No medication, including over-the-counter and cough drops, may be administered without proper authorization.
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CONTAGION

- Parents/guardians will be notified immediately if a contagion (head lice, impetigo, ringworm, pink eye, etc.) is detected.
 - Child must be treated by a doctor and treatment documented before returning.
 - For head lice, the child must be **nit-free** before returning to school.
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SNOW DAYS & EMERGENCY DISMISSAL

- School cancellations due to weather will be communicated by **text, email, KQ2 announcements, social media, and the school website**.
 - Early dismissal (power outage, flooding, weather, etc.) notifications will be sent via text and email as soon as possible.
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AUTHORIZATION TO PICK UP CHILD

- Written permission is required for anyone other than a parent/guardian to pick up a child, including carpooling arrangements.

TRAFFIC FLOW & ARRIVAL AND DISMISSAL PROCEDURES

1. General Traffic Flow

- **Frederick:** Entrance and exit for all traffic.
- **Safari (by Childcare Gym & Silas Playground):** Entrance and exit.
- **Safari (between Silas and House):** Exit only.
- **Upper Parking Lot (between Silas Office and Sheds):** One-way traffic; enter at yellow gate, travel towards sheds and playground, exit past YMC onto Safari.

2. Pre-K

Arrival:

- Enter from Safari.
- Park between Silas and Childcare.
- Walk child to classroom via front entrance.

Dismissal:

- Same route as arrival.
- Weather permitting, Pre-K students dismissed from playground.
- Exit onto Safari or drive in front of church and exit onto Frederick.

3. Kindergarten – 8th Grade (K–8)

Arrival:

- Seat students on correct side:
 - YMC students: Driver's side
 - Silas students: Passenger side
- Enter from Frederick or Safari (between playground and Childcare).

- Proceed through yellow gates toward sheds and buses.
- Turn right in front of playground to drop-off area.
- Students exit cars and walk to sidewalks/crosswalks.
- Students enter:
 - YMC: Door to the right of the cross
 - Silas: Main doors
- Exit onto Safari (between Silas and the house).

Dismissal:

- Place index card (letter and number) on driver's side dashboard.
- Follow arrival route.
- Adult directs traffic and calls card number/letter.
- Proceed to pick-up location; students walk to car and load.
- Exit onto Safari (between house and Silas building).

ENROLLMENT PROCEDURES

Age Requirements:

- Pre-K students must be **4 years old before August 1.**
- Kindergarten students must be **5 years old before August 1.**
- 1st Grade students must be **6 years old before August 1.**
- A copy of the student's **birth certificate** is required with the application.

Enrollment Process:

- Schedule an educational consultation with the school principal to learn about St. Paul and its programs.

- Families will receive necessary enrollment paperwork during the consultation.
- Students are considered enrolled when:
 - Application is accepted by the school,
 - All required paperwork is submitted,
 - Registration fees are paid.

Immunizations/Health Records:

- A current immunization form must be on file upon enrollment.
- If exempt from any immunization, a doctor's letter explaining the exemption must be provided.
- Families must complete a family medical history form noting allergies, medications, prolonged illnesses, etc.
- No medication will be administered without proper physician and parent/guardian authorization (medication authorization form required).
- A physical is required before participation in any school sport.

Safety and Well-being:

- The school is legally required to report any observed or suspected neglect or abuse.

Non-Discrimination Policy:

- St. Paul Lutheran School admits students **regardless of race, color, national or ethnic origin** to all rights, privileges, programs, and activities.
- The school does not discriminate based on race, color, sex, or national/ethnic origin in educational policies, admissions, or programs.

Transfer/New Students:

- Open to all students; however, the school may not accommodate specific learning difficulties.

- Students entering Grades 1-8 must provide records from their previous school.
- Immunizations must be current, and a release form must be signed to obtain records from the previous school.

School Supplies:

- Supply lists are sent home in late summer.
 - Students should bring supplies to Back-to-School Night.
 - Each child should have a backpack checked daily by parents for communications.
 - All supplies should be clearly labeled.
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STUDENT UNIFORM AND DRESS CODE

Students are expected to dress modestly, safely, and non-disruptively. The principal or designee may require modifications if a student's appearance:

- Disrupts education,
- Threatens health or safety, or
- Conflicts with the school's Christian environment.

Non-compliance with the uniform policy is not permitted.

SHIRTS / TOPS

- Polos: any **solid color**, no logos.
- Pullovers and cardigans can be any color.
- School spirit wear sweatshirts are allowed.
- On **Wednesdays**, students are encouraged to wear school colors only: **black, gray, gold, or white**.

- Acceptable items:
 - Short or long-sleeved polos
 - Pullover crew neck sweatshirts
 - Pullover crew or V-neck sweaters
 - Pullover ¾ zip sweaters or sweatshirts
 - Cardigans

BOTTOMS

- Docker/uniform style pants: **black, gray, khaki, or navy blue.**
- Knee-length uniform shorts: same colors as above.
- Girls may wear uniform style skorts (black, gray, khaki, or navy blue) with hems at fingertip length or longer.

DRESSES (no logos)

- Polo-style dresses, short or long-sleeved, in any solid color.
- The hem must be fingertip length or longer.
- On Wednesdays, students are encouraged to wear school colors only: black, gray, gold, or white.

SWEATERS/SWEATSHIRTS IN THE CLASSROOM

- Pullover sweaters and sweatshirts as part of uniform are allowed.
- Jackets, sweaters, or sweatshirts not part of the uniform are **not allowed** in classrooms.

OUTERWEAR

- Appropriate for entering/exiting buildings only (not worn inside classrooms).

TIGHTS / LEGGINGS

- May be worn **only under shorts, skorts, and polo dresses**.
- Designs and patterns allowed; no holes or fishnet styles.

PE DRESS

- Tennis shoes are required for PE.
- Students are **not required to change clothes** for PE.

FIELD TRIP ATTIRE

- Spirit wear and jeans or athletic pants without holes are allowed.
- No leggings or tights.

SPIRIT WEAR FRIDAYS

- Students may wear spirit wear shirts and jeans or athletic pants (no leggings/tights).
- Jeans with holes must have patches or leggings underneath.

PROHIBITED DRESS OR APPEARANCE

Examples include but are not limited to:

- Polos with logos (business, brand, or sport logos).
- Clothing exposing undergarments.
- Pajama pants or pajamas except on designated school or classroom pajama days.
- Attire with offensive messages or illustrations.
- Clothing promoting drugs or alcohol.
- Excessively tight, torn, or saggy clothing.
- Clothing exposing cleavage, belly, or bottom.

- Facial piercings (earrings permitted).

CELL PHONE POLICY

- Students may bring a cellphone to school **with parent permission**.
 - Phones must be **silenced** and turned in to the homeroom teacher during the school day.
 - Cell phones are **not allowed in the restrooms at any time**.
 - All students must contact parents or guardians **through a school official** (teacher, principal, coach).
 - Refusal to follow this procedure results in disciplinary action; repeated offenses require parents to **pick up the phone from the school office**.
 - Electronic devices of any kind are **not recommended**. The school is **not responsible** for lost or stolen electronics.
 - Confiscated items may be held until a parent/guardian retrieves them.
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PARENT-TEACHER CONFERENCES

- Conferences are held in **fall and spring** to discuss student progress.
 - Attendance at the **fall conference is required**.
 - Additional meetings may be scheduled upon request.
 - Parents/guardians may visit classrooms with **prior notification to the office**.
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SPECIAL SERVICES

Lunch:

- Hot lunch program available for K-8 students: **\$3.25 per lunch, \$0.75 per milk**.
- Monthly menus sent home and posted online.

- Students may pack cold lunches but are asked to avoid fast food meals, except on special occasions.

Library:

- K-2 students may check out **1 book at a time**; grades 3-8 may check out **2 books**.
 - Loan period is **1 week**.
 - After 3 weeks overdue, parents are notified.
 - Lost books must be replaced or paid for.
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BIRTHDAYS

- Students may bring snacks for their birthday or closest school day.
 - Notify teacher in advance and check for class allergies.
 - Summer birthdays may be celebrated on alternate days (e.g., half-birthday).
 - Birthday invitations may only be distributed at school if given to the **entire class or all boys/girls**.
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PARENT TEACHER LEAGUE (PTL)

- Families are encouraged to join PTL.
 - Dues are **\$20 per family per year**, paid at registration.
 - PTL organizes fundraisers, including the fall fundraiser and spring Carnival.
 - PTL's goal is to foster cooperation between home and school.
 - Parents are encouraged to join committees and hold officer positions.
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HOLIDAY PARTIES

- Parties are held for **Christmas, Valentine's Day, and Easter**.
 - Parents may sign up to provide supplies and food.
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WAYS TO SUPPORT OUR SCHOOL

Raise Right (formerly Scrip):

- Purchase gift cards through the program to benefit both the school and your family tuition account.
- Available at the school office.

Box Tops for Education:

- Earn money for the school by scanning grocery receipts via the Box Tops app.
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QUESTIONS AND PROBLEMS

- For questions, first contact your child's teacher.
 - If unresolved, contact the principal.
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CHILD ABUSE / NEGLECT

- Missouri law requires school personnel to report suspected child abuse or neglect.
 - Staff will report to administration and authorities as mandated.
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DISCIPLINE

Philosophy:

- The school seeks to maintain a **safe, nurturing learning environment** supported by all community members.

- Discipline helps students develop **Christian responsibility, self-discipline, and respect** for others.
- Discipline aligns with **Scriptural teachings** and recognizes the developmental needs of children.
- Discipline aims to help children **accept responsibility, forgiveness, and restoration**.

Categories of Discipline:

1. **Misbehavior:** Minor classroom disruptions.
2. **Misconduct:** More serious offenses requiring detention or suspension.
3. **Serious Infraction:** Severe cases possibly leading to dismissal.

Discipline Options Include:

- Student and parent conferences
- Denying privileges
- Research/writing assignments
- Letters sent home
- Forfeiting field trips
- Detention
- Suspension (in-school or out-of-school)
- Probation
- Dismissal from enrollment

ALL SCHOOL DISCIPLINE PLAN

- Respect God

- Respect Others
- Respect Yourself

Each teacher sets classroom rules based on these principles.
Consequences may include reprimands, denial of privileges, or detention.

MISBEHAVIOR

- Defined as disruptions to classroom routines.
 - Teachers respond according to classroom management plans developed annually.
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MISCONDUCT

Infractions that may lead to detention:

1. Hitting or scuffling
 2. Use of profanity, name calling, obscene gestures
 3. Abuse of property
 4. Disrespect to adults or others
 5. Disruptive behavior
 6. Misuse of electronic devices
 7. Lying
 8. Forgery and cheating
 9. Plagiarism
- Upon 4th infraction: **In-school suspension**.
 - Additional infractions: **Out-of-school suspension** and possible expulsion.

- Detentions affect participation in extracurricular activities, field trips, and special events.

(Special Note About Plagiarism)

With the influx of electronic information available to students, teachers are especially conscientious about checking student work for plagiarism. When students are asked to provide research for projects, posters, papers, edits, or presentations, the information they print or verbalize should be in their own words. Students may not copy and paste, lift phrases or longer writing segments from other authors including other students, or in any way present information that they do not understand or have not rewritten to reflect their own understanding and style. In addition to the detention for misconduct, students may receive a zero on any assignment on which they plagiarize.

SERIOUS INFRACTION

If any of the following serious infractions occur, the principal will use the following as a guide for his/her decisions. Depending on the severity and number of the infractions, the student could receive any of the following consequences:

- **1st serious infraction** – detention or in-school suspension
- **2nd serious infraction** – out-of-school suspension
- **3rd serious infraction** – possible expulsion

The infractions do not have to be the same type of offense for the above procedures to be applied. The police may be called.

Examples of serious infractions include:

1. Bullying
2. The use and/or possession of tobacco in any form
3. Possession, use or distribution of controlled substances including alcohol
4. Use of inhalants
5. Unauthorized possession of medications
6. Excessive absences (10 or more days per semester unless excused with a doctor's note)

7. Truancy
8. Vandalism
9. Leaving campus without permission of a teacher or principal during the school day
10. Use, possession, or distribution of fireworks
11. Falsifying an emergency situation (fire alarm, calling 911, etc.)
12. Possession of a weapon
13. Fighting, assault
14. Stealing/Theft
15. Harassment, threats, sexual harassment, possession of sexually explicit material or pornography
16. Gang activities
17. Arson

Any problems that arise that are not covered here and are prejudicial to good order, safety and discipline in the school shall be dealt with by a principal as equitably as he/she sees fit according to the severity of the offense. This includes the principal's authority to recommend additional disciplinary action to the Board depending on the severity of the offense.

Any offense which is considered to be a serious infraction will be documented in the student discipline record.

DISCIPLINARY OPTIONS

Teachers, principals, and the School Board shall fully utilize all practical ways and means of helping students with behavior problems before extreme measures are taken. Sound professional judgment shall be used in determining whether formal disciplinary proceedings are necessary in each individual case.

DISCIPLINARY OPTIONS

Disciplinary Option	Authority to Use	Procedures	Appeal
Student conference	T, P	—	—
Parent conference	T, P	—	—
Deny privileges	T, P	—	—
Written assignment related to offense	T, P	—	—
Detention	T, P	Written detention notice is issued following a conference with the student. The detention must be signed by the parent and returned to the principal.	—
1–4 Day Suspension (in-school or out-of-school)	P	Written notice, informal hearing with student, parent(s), and principal.	A 1–4 day suspension may be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (principal). Notice of appeal to the Board must be in writing.

1 Month to 6 Months Probation	P	Written notice, informal hearing with student, parent(s), and principal.	May be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (principal). Notice of appeal to the Board must be in writing.
5 or More Day Suspension (out-of-school)	P	(May follow 1–4 day suspension.) Written notice, informal hearing with student, parent(s), and principal.	May be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (principal). Notice of appeal to the Board must be in writing.
Dismissal from Enrollment	B	Written notice, formal hearing with student, parent(s), principal, and Board.	The Board may be asked to reconsider its original action. Notice of appeal shall be in writing.

Legend:

T = Teacher, **P** = Principal, **B** = School Board

Detention Procedures

A detention may be issued by either the classroom teacher or the principal.

1. The student will phone the parent to notify the parent that he/she will be serving detention and to tell the parent the reason for the detention. If the assigning teacher is available, the detention will be the afternoon of the infraction. If no teacher is available to cover the detention on that day, the detention will be served on the first day when the assigning teacher is available. The student will serve the detention for one hour after school from 3:30–4:30 p.m.
2. If contact was not made with the parent(s)/guardian(s), a written detention notice will be sent home with the student at the close of the school day informing the parents of the student's misconduct. The note will be returned to the principal, signed by the parent, before school the following morning. If the signed note is not returned, the parents will be called by the principal.

3. The number of detentions given in a day will be the number of days a student must stay until 4:30 p.m. (If 2 different teachers each give a student a detention, the student must stay after school 2 different days). If, during the detention time, the student misbehaves, the student will be given an additional detention to be served the following day. Detentions will be supervised by a teacher or the principal.
 4. Upon receiving the third detention in a semester, a conference will be scheduled with the parents, teacher(s), and principal. Subsequent detentions are considered serious infractions. The principal has the authority to require subsequent detentions to be served on Saturday mornings.
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Suspension Procedures (1–4 Days)

1. **Informal Hearing:**

The student will be given an opportunity to admit or deny the accusation, and to give his/her version of the events. The principal will conduct an investigation.

2. **Notice:**

The principal will provide the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing.

Content of Notice:

The notice will contain the following information:

- a. a statement of charges against the student,
- b. a statement of the basis of the allegation. Specific names may be withheld.

The information may not be formal, but should sufficiently inform the student and his parent/guardian of the basis for the contemplated action.

3. **Timing:**

The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.

If the presence of the student is a continuing danger to persons or property or threatens disruption of the academic process, notice of an informal hearing need not be given prior to removal from school.

4. **Appeal:**

The principal may be asked to reconsider his/her decision.

5. **Participation in School Activities:**

Students under suspension are not allowed to participate in or attend any extracurricular activities sponsored by the school until they have attended classes on the first day after

the suspension.

6. **Absence:**

A student may make up all work missed during an in school or out of school suspension.

7. **Re-admittance Conference:**

Students will be readmitted to classes only after a conference has been held. The student, parent/guardian, principal, and, in some cases, the teacher should attend the conference.

Probation Procedures (1–6 Months)

1. **Informal Hearing:**

The student will be given an opportunity to admit or deny the accusation, and to give his/her version of the events. The principal will conduct an investigation.

2. **Notice:**

The principal will provide the student or parent notice of the contemplated action. Such notice may be oral or in writing.

Content of Notice:

The notice will contain the following information:

- a. a statement of charges against the student,
- b. a statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.

The information may not be formal, but should sufficiently inform the student and his parent/guardian of the basis for the contemplated action.

3. **Conditions of the Probation:**

The principal may impose certain conditions to the probation. The conditions of the probation will be in writing and signed by the principal, student, and parents/guardians. Conditions may include academic standards, requirements for conduct, testing for substance abuse (paid for by the parents at the principal's direction), and/or community service.

Students on probation (as spelled out in the probation agreement) may be prohibited from participating in or attending any extracurricular activities sponsored by the school without specific permission from the principal.

The final condition of probation will read:

“The agreement of probation will be considered violated if, during the probationary period, the student breaks any condition of the probation or is involved in any disciplinary

situation that results in a suspension from school. It is agreed that in such a circumstance, upon the request of St. Paul Lutheran School, the parents will transfer the student to another school.”

4. **Appeal:**

Probation of one to six months may be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (principal). Notice of appeal to the Board must be in writing.

Suspension Procedures (5 or More Days)

1. **Informal Hearing:**

The student will be given an opportunity to admit or deny the accusation, and to give his/her version of the events. The principal will conduct an investigation.

2. **Notice:**

The principal will provide the student or parent/guardian notice of the contemplated action. Such notice will be in writing and may be delivered in person or by US mail.

Content of Notice:

The notice will contain the following information:

- a. a statement of charges against the student,
- b. a statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.

The information may not be formal, but should sufficiently inform the student and his/her parent/guardian of the basis for the contemplated action.

3. **Timing:**

The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.

If the presence of the student is a continuing danger to persons or property or threatens disruption of the academic process, notice of an informal hearing need not be given prior to removal from school.

4. **Appeal:**

Suspensions of 5 or more days may be appealed to the Board. The grievance should first be taken up at the level at which it was instituted (principal). Notice of appeal to the Board must be in writing.

5. **Participation in School Activities:**

Students under suspension are not allowed to participate in or attend any extracurricular activities sponsored by the school until they have attended classes on the first day after

the suspension.

6. **Absence:**

A student may make up all work missed during a 5 or more day school suspension.

7. **Re-admittance Conference:**

Students will be readmitted to classes only after a conference has been held. The student, parent/guardian, principal, and, in some cases, the teacher should attend the conference.

Dismissal Procedures

1. Only the School Board has the authority to dismiss a student from enrollment. If a student consistently refuses to conform to school policies and regulations, or is responsible for behavior that endangers other students or substantially disrupts the education process, the principal may recommend to the School Board, through the board's director, to dismiss a student from enrollment.

2. **Notice:**

The Board will notify the parent/guardian of the student of the contemplated action. The notice will contain the following information:

- a. a statement of charges against the student,
- b. a statement of the basis of the allegation,
- c. a date for a formal hearing.

3. **Hearing:**

The Board will conduct a formal hearing. The Board will expect the principal to present oral and written reports and statements regarding the student's conduct. The parents/guardians and/or student will also present oral and written reports related to the conduct in question. The number of previous disciplinary penalties may be a major factor in the Board's decision to dismiss a student from enrollment.

4. **Re-admittance:**

Re-admittance at the beginning of a semester will be possible only through consent of the School Board.

5. **Appeal:**

The Board may be asked to reconsider its original action. Notice of appeal shall be in writing.

SEXUAL HARASSMENT

Policy Statement

It is the policy of St. Paul Lutheran School of St. Joseph, Missouri, to provide an educational environment in which all students are treated with respect and dignity. The school prohibits any form of sexual harassment of students whether verbal, physical, or environmental. It is a violation of this policy for any student of St. Paul Lutheran School to harass another student in a sexual manner as defined below. It is never a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

Confidentiality

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

Retaliation

The school forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

Definition of Sexual Harassment

For the purposes of this policy, sexual harassment is defined as including, but not limited to, unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, visual, or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- Submission to or toleration of sexual harassment in an explicit or implicit term or condition of any services, benefits, or programs sponsored by the school and church;
- Submission to or rejection of such conduct is used as a basis for academic evaluation affecting a student;
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive learning environment.

Examples of Sexual Harassment

Sexual Harassment includes, but is not limited to:

- **Verbal:** Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, or epithets.

- **Written:** Suggestive or obscene letters, notes, or invitations.
- **Physical:** Sexual assault, touching, impeding or blocking movement.
- **Visual:** Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Making reprisals, or threats of reprisals following a negative response to sexual advances, or following a sexual harassment complaint.

Student-to-Student Sexual Harassment

This policy prohibits student to student/youth sexual harassment whenever it is related to school, or attendance, and occurs at any time including but not limited to, any of the following:

- While on school/church grounds.
- While traveling to or from school.
- During the lunch period whether on or off campus.
- During, or while going to or coming from, a school sponsored activity.

Any student who engages in sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

COMPLAINT PROCEDURE

Step One

Students who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If students do not feel comfortable doing this or are unable to do so, they shall direct their complaints to someone on the staff that they are comfortable telling. Any staff person who is informed shall make a report to the principal. This person has been designated to assist in resolving sexual harassment complaints and is bound by the highest degree of confidentiality. The person receiving the complaint will inform the alleged harasser that the offensive behavior

must stop. The administrator may provide disciplinary consequences for the perpetrator as outlined in the Parent Handbook.

Step Two

If the complaint is not resolved by actions taken in Step One, or if the harassment continues, the administrator will follow disciplinary procedures outlined in the Parent Handbook. If suspension or expulsion is contemplated as a possible disciplinary consequence, the discipline policy outlines procedures including an informal hearing. The disciplinary policy also includes avenues for appeal if the disciplinary consequence results in a suspension or expulsion.

SUBSTANCE ABUSE

The possession, use, or distribution of alcohol, drugs of any type (except those covered by the policy on administration of medications to students), tobacco, or drug paraphernalia at school or at any school sponsored activity is strictly forbidden and will generally result in suspension or expulsion.

In an effort to keep St. Paul School “Drug Free,” the school may, unannounced, request the police department’s canine unit to check the school for drugs. The school reserves the right to enforce the following policy:

Any student found to have been in possession of and/or using illegal drugs, alcohol or tobacco products while under the supervision of the school, or while present at school activities, or while in public areas and not under the direct and immediate supervision of the student’s parent, parents, or legal guardian shall be dealt with according to the discipline procedures printed in the Parent Handbook.

On the first offense, in addition to being suspended from school, the student will be suspended from participation in public activities of the school such as athletics, music and drama activities, field trips, and other extracurricular activities and also suspended from positions of leadership of student groups.

The school’s evaluation of the serious nature of the first offense may result in discontinued enrollment. A recommendation may be made to the parents/guardians to seek assessment or evaluation by a qualified individual (at the expense of the student’s family). If the assessment indicates the need for further treatment of the student, participation of the student in an appropriate treatment program may be a prerequisite to continued enrollment at St. Paul Lutheran School. The school reserves the right to request periodic reports from the agency responsible for the treatment at the family’s expense.

Students who personally and voluntarily seek help for problems with drugs or alcohol may be exempted from the above procedures at the option of the school.

BULLYING

It is the policy of St. Paul Lutheran School to provide an educational environment in which all students are treated with love, respect, and dignity. St. Paul Lutheran School prohibits any form of bullying of students.

It is a violation of this policy for any student of St. Paul Lutheran School to intimidate, harass, or physically harm any student.

Bullying can present itself in a variety of forms and degrees. It may be subjective or overt in nature. The perception of the victim defines the act of bullying. Bullying is defined as aggressive behavior that intimidates or harasses a reasonable student causing him or her to fear his/her physical safety or emotional well being. Bullying in any form is wrong and will not be allowed to continue.

Examples of Bullying

Bullying includes, but is not limited to:

- **Physical:** hitting, kicking, pushing, punching
- **Emotional:** exclusion, tormenting, pressuring
- **Racial:** taunts, gestures, graffiti
- **Sexual:** unwanted contact, gestures, comments
- **Verbal:** name calling, sarcasm, spreading rumors, teasing
- **Cyber:** emails, messages, social media posts, or forwarded information that harasses, torments, or intimidates a student

Bullying behavior can also be extended to possessions.

This policy prohibits students from harassing, physically harming, or intimidating whenever it is related to school, or attendance, and occurs at any time including, but not limited to:

- While on school/church grounds.
- While traveling to or from school.

- During the lunch period whether on or off campus.
- During, or while going to or coming from, a school sponsored activity.

Students and non-teaching staff/volunteers are encouraged to report behavior that they consider to be bullying to a teacher or the principal. It may be a single event/action which if allowed to continue, may constitute bullying.

Parents/guardians may submit to the principal a written report of incidents that they feel constitute bullying. The principal shall be responsible for investigating the incident(s) to determine if further action is warranted. Teachers are required to document all reports or observations of bullying. This report will be forwarded to the principal for investigation. Age and emotional maturity will define how the act/event will be addressed. The investigation will be the responsibility of the principal.

Any student who is involved or engaged in the bullying of another student is subject to disciplinary action including verbal warnings, detention, suspension, and expulsion as listed in the Parent Handbook.

CORPORAL PUNISHMENT

Corporal punishment will not be administered at St. Paul Lutheran School.

GRIEVANCE POLICY

When a parent/guardian or student has a grievance of one kind or another against a member of the faculty or staff, he or she shall follow the Christian example found in Matthew 18:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan and tax collector.” — Matthew 18:15-17

1. The first step is that the person should voice his or her grievance in person to the faculty or staff person in question.
2. If, after this one-on-one discussion, the parent/guardian or student feels the problem has not been resolved, he or she should arrange a time when the principal or another person

can go with him or her to meet with the person against whom the grievance has been voiced.

3. If the matter is still not resolved after the meeting in step two, the person with the grievance and the persons who discussed the matter in step two should all meet with the Chairperson of the School Board.

IMPORTANT NOTE REGARDING GRIEVANCE PROCEDURE

AT NO TIME SHALL A PARENT/GUARDIAN OR STUDENT VOICE A CONCERN OUTSIDE HIS IMMEDIATE HOUSEHOLD BEFORE FULFILLING THESE ABOVE THREE STEPS.

If any matter is handled contrary to the above policy, the family will be asked to meet with the School Board to discuss their continued enrollment in St. Paul Lutheran School. All cases will be reviewed within 30 days by the School Board. All School Board decisions are final.

This policy should in no way be construed as an effort to close the door of communication between parents/guardians, students, and the school. On the contrary, it is an attempt to channel all such grievances along the lines of Christian rapport. Any legitimate concerns will be received with all due consideration so that a satisfactory solution may be found.