HANDBOOK of ST. PAUL LUTHERAN SCHOOL



"Our 129th School Year"

201 Oxford Street Fairmont, MN 56031 (507) 238-9492 www.splfairmont.org

 $2023 \sim 2024$



SCHOOL SONG (Tune: "On Wisconsin")

On ye Falcons, On ye Falcons
March right down that floor
Toss the ball right through the basket
Mark down two points more, U-Rah, Rah!

On ye Falcons, On ye Falcons Fight them for your fame Fight Falcons, Fight, Fight! We'll win this game.

> F-A-L-C-O-N-S, Yea Falcons, THE BEST!!!



St. Paul Lutheran School Fairmont, MN

SCHOOL COLORS: Red & White

HOME — SCHOOL — CHURCH ... THE RIGHT TRIANGLE

The CHRISTIAN HOME is the Master's workshop where the processes of character molding are silently, lovingly, faithfully,

and successfully carried on.

The CHRISTIAN SCHOOL

broadens and continues the training which began in the Christian home. It teaches God's plan, which encompasses knowledge of yesterday and today, for tomorrow.

The CHRISTIAN CHURCH is the Firm Foundation, our Refuge and Strength. It gives meaning and direction to living and learning in God's world.

CONTENTS

School Faculty	7
School Staff, Librarians, Board of Education Members	8
School Activity List	9
School Policies & Information	
Activities	
Arrival, Dismissal, Pre-Arranged/Approved Transportation	10
Attendance and Absences	
Bicycles	11
Board of Education	11
Care of Property and Equipment	11
Change of Address or Phone	12
Chapel Services	
Church Activities	12
Discipline	
Enrollment Policy	13
Faculty Meetings	13
Field Trips	13
Financial Support	13
Gum, Candy, Etc.	
Harassment	14
Home Basketball Games	
Homework	
Honor Roll Information	
IDEA (Individuals with Disabilities Education Improvement Act)	15
Injuries and Illnesses	16
Common Contagious Disease Protocol	16
Invitations, Etc.	18
Leaving School Grounds	18
Library	18
Lockers	
Lunch Program	
Medication	
Items Not to be Brought to School	
Policy on Non-Discrimination	20
Pre-Kindergarten Sessions (3- and 4-year old)	21
Proper Dress	21
Religion	
Report Cards, Conferences, and Testing	22
Safe School Policy and Procedures	22
School Bus	25
School Closing	25
Selling Items at School	25
Sportsmanlike Attitudes	25
Student Records	26
Tardy Policy	26
Teacher and School Qualifications	26
Telephone	
Tuition Agreement	
Vandalism and Careless Use of Property	27
Visitors	

MISSION STATEMENT

The Mission of St. Paul Lutheran School is to share Christ's love and the Gospel in an academically-sound environment and to assist families in preparing their children for this life and for eternity.



CREDO OF ST. PAUL LUTHERAN SCHOOL

WE BELIEVE that man, by himself, cannot know or come to faith in his Lord and Savior, Jesus Christ.

WE BELIEVE that saving faith is the gift of God worked in man by the Holy Spirit through the Gospel and the Sacraments.

WE BELIEVE it is God's will that Christian faith be nurtured through instruction in God's Word, emphasizing Christian values and training in Christian living.

WE BELIEVE that church, home, and school — working together — can create the best academic and spiritual training for our children.

SCHOOL FACULTY

FACULTY:		
Mr. Brian Kube Principal	915 Highland Avenue bkube@splfairmont.org	238-9492 (school) 779-423-8640 (home)
Mrs. Jana Holmen Grade 7 & 8	302 Victoria Street jholmen@splfairmont.org	319-283-8361
Mr. Paul Engelby Grade 5 & 6 Athletic Director	411 Martin Court pengelby@splfairmont.org	235-8173
Mrs. Leslie Wokasch Grade 3 & 4	1021 N. Main St. lwokasch@splfairmont.org	236-1619
Mrs. Joan Abel Grade 2	625 W. Interlaken jabel@splfairmont.org	235-3418
Mrs. Rebecca Taylor Grade 1	2908 Lynn St. rtaylor@splfairmont.org	507-848-1763
Mrs. Erin Simpson Grade Kindergarten, Athletic Director	550 Interlaken Road esimpson@splfairmont.org	236-0175
Mrs. Kathy Gratz Pre-Kindergarten	1115 - 240th Avenue kgratz@splfairmont.org	236-3429
Mrs. Angela Preuss Pre-Kindergarten Aide	2530 Albion Avenue apreuss@splfairmont.org	238-2097
Mrs. Kara Closs Pre-Kindergarten	958 230th Avenue kcloss@splfairmont.org	235-5890
Mrs. Michelle Schultz Pre-Kindergarten Aide	137 Linden Avenue mschultz@splfairmont.org	507-848-4052

SCHOOL STAFF

SPIRITUAL GUIDANCE:		
Rev. Anthony Bertram	148 Homewood Drive	238-9491 (church)
		235-8389 (home)
Rev. Michael Holmen	302 Victoria Street	236-3605 (home)
QUOTODIAN	M D IWI I	507 000 0000
CUSTODIAN:	Mr. Reed Wokasch	507-230-3393
ADMINISTRATIVE ASSISTANT		
ADMINIO HATTILE ACCIONAL	Г Mrs. Eileen Boesch	
BAND INSTRUCTOR:	Mr. Phil Schult	407-462-6573
		407-462-6573 507-235-9021

LSEM Ms. Terri Watt

KIDS STAMP PROGRAM:

LEARNING SPECIALIST: Mrs. Deb Bertram 507-235-8389

LIBRARIANS

Mrs. Elaine Lieder

507-235-5328

Kathy Eyerly and Barb Matthees spllibrary@splfairmont.org

BOARD OF EDUCATION

Matt Singleton, Chairman507-235-397	79
Tyler Garrison507-235-878	38
Kathy Eyerly507-238-180)2
Cassica Jobe	53
Andy Odegaard507-236-07	54
Kirsten Rosol507-236-923	
Brian Kube779-423-864	40
Mr. Paul Engelby507-235-81	73

Meetings are in the Fellowship room the 1st Wednesday of each month, 5:30 p.m.

St. Paul Lutheran School Activity List

August 24	.PTL Beach Bash at the Yacht Club, 11:00 - 3:00 p.mBack to School Night, Pre-K - Grade 8, 5:00 - 7:00 p.mFirst Day of School, No Busing .No Busing .First day of Young Investors Club
September 1 & 4	No School School Pictures
October 19 & 20 October 23 October 27	
November 3	Grandparents' Day, morning (half day of school)End of the 1st QuarterGala Event, Fairmont Event Center (Green Mill), 4:30 p.mParent-Teacher Conferences, 3:15 - 8:00 p.mNo school, Parent-Teacher Conferences, 9:00 - NoonNo School, Thanksgiving Break
	No School, Unless Make-up Snow Day is Needed No School, Christmas Break
January 1 & 2	No School, Unless Make-up Snow Day Needed
February 16 & 19	No School
	Parent/Teacher Conferences, 3:15 - 8:00 p.m. No School, Parent/Teacher Conferences, 9:00 - Noon
April 1	No School, Easter Break
May 10	8th Grade Graduation

ACTIVITIES:

St. Paul Lutheran School has different sports and activities for students to participate in depending upon their grade level, such as:

Spelling Bees (grades 1-8) Cheerleading

Basketball (grades 4-8) Fine Arts & Science Festival (K-8)

Handbells (Grades 6-8)

Volleyball, Softball, Soccer (grade 8)

Enrichment Program

Pand (grades 4-8)

Lutheran Grade School Band (base) or

Band (grades 4-8) — Lutheran Grade School Band (here) or Public

School Band (grades 5-8) at the Public Schools

Students in the upper grades can also participate in after-school sports programs at Martin Luther High School or Fairmont Public Schools (these may include tennis, golf, cross-country, tackle football, volleyball, softball/baseball, track). In accordance with Minnesota State High School regulations, we encourage our students to participate in the grade school level sports which we offer, or with the Lutheran Schools Volleyball Co-operative at the grade school level. When students participate in more than one program, St. Paul Lutheran-Fairmont is expected to take precedence in the event of schedule conflicts with other practices and teams.

ARRIVAL, DISMISSAL, AND PRE-ARRANGED/APPROVED TRANSPORTATION:

Students who do not ride a bus to school should arrive after 7:50 a.m. Students that need to arrive before 7:00 will need to contact Principal Kube at least one day before arriving early. All students who need to arrive between 7:00 a.m. and 8:00 a.m. should go directly to the gym. There is to be no playing on school grounds prior to the start of the school day. Students who come to school or leave in a way that differs from their usual routine need parental permission. This might be by note, phone call, or email. Students should go to their own classrooms at 7:55 a.m. Students are expected to be in their classrooms by 8:15 a.m. Students will be counted tardy if arriving late. Late arrival due to bus delay, car accident, medical appointment (special circumstances — e.g. weather-related, at teacher's discretion) will not be counted as tardy. Corrective measures will be taken in cases of excessive tardiness.

Students are to leave the building at the end-of-the-day dismissal by way of the front school doors only. Unless they are in the After School program, no children should stay in school after 3:00 p.m. without their teacher's permission. School is dismissed in grades K-8 at 2:45 p.m. Students who are not going to be picked up/take a bus/or walk home at dismissal time should wait in the front entry until someone comes to pick them up.

ATTENDANCE AND ABSENCES:

In accordance with the laws of the state, all pupils are held to regular and punctual attendance. Medical appointments should be scheduled so they don't interrupt your child's school day if at all possible. Parents have the responsibility to see that their child has completed all assignments. If extended absence is due to vacation, parents should contact their child's teacher and be sure their child has completed all required assignments prior to leaving.

Please notify the school office or your child's teacher the same day when your child is absent from school. The best time to call is between 8:00 and 9:00 a.m. At that time, let us know the reason for the absence, how long you expect your child to be absent (if known) and how assignments can be picked up. A note sent with a brother or sister the morning of an absence is also acceptable. A note from the parent should be sent if, for some reason, a student cannot participate in a physical education class. All absences must be excused by the parent with a note or a phone call. A student is given a partial absence if gone more than 60 minutes of the school day (full day absence if student was not in attendance for any portion of the school day). A tardy is defined as arrival in the classroom after 8:15 a.m. but before 9:15 a.m.

All pupils are required to attend school-sponsored activities during the school year in which they have been requested to participate. A written excuse is necessary in case of absence. Students who have been absent because of illness or an unexcused reason during the school day may not participate in extra-curricular activities held that same day.

BICYCLES:

Students who ride bicycles to school must keep them at the racks provided during the school day. It is requested that all bicycles have a lock on them. Rollerblades and snowmobiles are not allowed at school. Bicycles should not be ridden on sidewalks in the vicinity of the school.

BOARD OF EDUCATION:

The Board of Education meets once a month to discuss matters pertaining to the school. Anyone having questions or concerns of a general nature should contact the principal. Any concerns about a teacher or other individual should be handled according to Matthew 18. First, discuss the matter with the teacher or individual involved. If necessary, the concern could then be brought to the attention of the principal, and finally, when necessary, to the School Board chairman.

CARE OF PROPERTY AND EQUIPMENT:

Parents will be expected to compensate for any property of the school or another person which is damaged willfully or carelessly by their child. The damaged item must be restored to its original condition or replaced. Students are to treat all Chromebooks, tablets, library books, textbooks and workbooks with care. Fines or replacement costs will be assessed when items are abused or lost.

CHANGE OF ADDRESS OR PHONE:

Please notify the school office of any changes in address or telephone numbers that occur.

CHAPEL SERVICES:

Part of Christian training is regular worship of God with other Christians. Daily chapel services are held in the church during the school year. These are not intended to replace the Sunday services, but to supplement them. They provide an excellent opportunity for further development of spiritual growth and church etiquette. Parents are invited to attend. An offering is collected at the Wednesday chapel. Chapel starts at 8:25 a.m. The offering is sent to designated mission projects which are announced throughout the year.

We expect Christian children to be in church with their parents regularly on Sundays, as well as at special services. Church attendance and Sunday School attendance is recorded in order to encourage regular attendance.

CHURCH ACTIVITIES:

There are certain celebrations or festivals on our church calendars which are often confused with certain existing worldly elements that we will not emphasize in our schools such as Easter bunnies, Santa Claus and Halloween. We will stress and emphasize Luther's Reformation on October 31st. At Christmas, a very important church festival, we will stress the greatest Gift — Christ. At Easter, when Christ died and arose for us, completing the meaning of Christmas, we will emphasize His death and resurrection. Think of all these festivals in the light of our true meaning as a Christ-centered individual.

DISCIPLINE:

We will make a determined effort to maintain Christian discipline at all times. Teachers will make every effort to treat all children fairly and kindly in accordance with God's command and Jesus' example from Scripture. Pupils must understand that they owe obedience to teachers as a God-given command. We have established a school-wide discipline plan as well as individual classroom plans. Concerns about discipline should be discussed with the classroom teacher. Parents are expected to comply with school and classroom rules and encourage their children to do the same. Questions or disagreements should be handled after school hours when students are not present to minimize disruption of the school day.

The school reserves the right to expel any child who does not try to live up to the Christian teachings. Infraction of any rules will be handled in four steps:

- 1. The teacher and the pupil;
- 2. The teacher, the pupil, and the parents;
- 3. The teacher, the principal, the pupil, and the parents;
- 4. Referred for counseling or referred to the Board of Education for possible expulsion.

ENROLLMENT POLICY:

All children of St. Paul Lutheran congregation are eligible and encouraged to attend the school. Children from other Christian congregations, as well as other children, are welcome, providing the tuition requirements are met, the parents are willing to have the child take part in religious instruction at the school, and providing space is available. All enrollments are for one year only and are subject to renewal each year. We are not equipped, however, to handle children with some special physical, emotional, or mental problems.

FACULTY MEETINGS:

The faculty meets on the first and third Wednesdays at 3:10 beginning September 1st to discuss matters dealing with the school. Any parent wishing to bring something to the attention of the faculty should contact the principal.

FIELD TRIPS:

Field trips are an excellent technique for learning. Parent will be notified either through the school newsletter or by a parent permission slip prior to a field trip. As we move toward further computerization, some field trip permission will be handled that way. It is important that if parent permission slips are sent home that they are signed and returned before the day of the field trip. Parents should notify the teacher if they do not want their child to participate in any specific field trip.

FINANCIAL SUPPORT:

The cost of educational expenses is well over \$10,000 per student, not including cost and maintenance of the building. Tuition covers only a portion of the cost. Recognizing the blessings of God to their children through this Christian school, we urge all parents to keep this in mind as they consider giving of their time, talents, and financial support for the needs of the school. Members of St. Paul Lutheran Church, Fairmont, and supporting congregations should also keep this in mind when contributing to their congregations through their weekly church envelopes.

GUM, CANDY, ETC.:

Gum chewing is a definite nuisance in school and deposits are often found in undesirable places. The chewing of gum is <u>not</u> permitted. Candy should

be brought for birthday treats and classroom parties only. Nutritious food should be brought for breaks or noon lunch. Some suggestions for break time are: fresh and dried fruits, string cheese, cheese and crackers, carrots, granola or cereal bars. Bottled water can be brought and kept according to classroom rules (additives or beverages other than water are not allowed in the students' water).

HARASSMENT:

We take seriously any reports of harassment and will take appropriate actions based on the report. Bullying will not be tolerated. Specific guidelines have been implemented to inform students about bullying. We expect students, teachers, and parents to conduct themselves in a Christian manner at all times.

HOME BASKETBALL GAMES:

If home basketball games begin after 4:15 p.m. (Monday-Friday), students who are not playing in the game should go home after school and come back later just prior to the game. Players who remain after school should wait with the After Care program until it is time to suit up. Students who do not exhibit good behavior (running in hallways, etc.) at games may be asked to sit with parents or be sent home. If parents choose to be at school prior to games, they are not permitted to supervise anyone else's child without written permission from that child's parents.

HOMEWORK:

There is not always sufficient time in the school day for a child to do all the work in lesson preparation. The amount of work that a child will have to do at home will depend upon the ability of the child and how well he makes use of the available time during the school day. If you have a concern about the amount of school work your child brings home, please discuss this with the teacher. Students are responsible for:

- Understanding all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- Gathering all materials necessary to complete assignments before leaving the classroom
- Completing all assignments to the best of his/her ability
- Returning materials and assignments on time
- Making up any missed homework that the teacher requires

HONOR ROLL INFORMATION:

Grade levels: 5th-8th grade. Subjects included in determining eligibility: Math, Science, Social Studies, Language, Spelling, Reading, and Health. A "D" or "F" or "showing a lack of effort" in any subject not listed here will eliminate a student from either Honor Roll.

Grades of D or lower: Students with a grade of a D or lower in any class will be placed on probation from extracurricular activities the following week. This probation will run 7 consecutive days.

For example: If Joe fails to turn in a paper that is due on Wednesday the 14th, his teacher will run grades Friday the 16th, and will declare him ineligible to participate in activities beginning Monday the 19th - Sunday the 25th.

Grades will be posted on Fridays.

Probation from extracurricular activities include: any area school sport group that SPL students participate in and any other extracurricular activity.

Missing assignments: Missing assignments for students in grades 5-8 are counted as a zero in the gradebook. Students will receive 5% off an assignment for every day it is late until it is turned in.

The day a student does not turn in an assignment, he/she will stay in a supervised room during recess to finish any incomplete work.

The Honor Roll will be published quarterly in the school newsletter, the Sentinel, and the Photo Press. Students will be disqualified for that quarter if found cheating on any assignment or test.

IDEA (Individuals With Disabilities Education Improvement Act):

Should you perceive that your child has a disability and is not making satisfactory academic, social, behavioral, and/or communicative progress and has a substantial limitation in the areas of learning and communicating, you may seek a screening and evaluation through Southern Plains Education Cooperative. The evaluation will be designed to determine whether or not your child has a disability as defined by special education eligibility criteria. For children with disabilities who are found eligible to receive special education services, parents will be invited to participate on a planning team that will review the information and propose services. The process is as follows:

- 1. You will be invited to attend the planning team meeting. The team will review the information presented by your child's teacher, evaluator, and/or other staff. You will also have an opportunity to share information as you deem appropriate.
- 2. You will receive a written notice of the proposed evaluation for your approval. This notice requires written permission by the parent prior to

- conducting the evaluation.
- 3. Once written permission is received, the public school special education staff will conduct your child's evaluation. You will have an opportunity to provide further information about your child's needs as part of the evaluation.
- 4. The planning team will complete an Evaluation Summary Report and they will make a decision regarding your child's eligibility for special education. Children eligible for special education services under MR 33525 will have an Individual Service Plan developed by a planning team of public school education staff, St. Paul school staff, and you.

INJURIES AND ILLNESSES:

Accidents at the school which require only minor first aid will be treated by the teachers. In case of a serious injury, the parents will be notified. If no contact can be made with the parents, the child will be taken directly to the hospital.

In case of sudden illness in school, a child will be taken to the First Aid room and the home will be contacted for further direction. It is of considerable importance that the school be kept up to date on any emergency phone numbers. Contagious diseases and infestations should be reported to the school immediately. In most cases, the student should not return to school until they are no longer contagious — please read the following for adopted procedures.

COMMON CONTAGIOUS DISEASES PROTOCOL:

This policy and its procedures are for the protection of your child and also the other children in our school.

Good hand-washing is the key to avoid spreading many of these contagious diseases to others. Students should always wash their hands before eating and after using the bathroom. If having to sneeze, use the inside of the elbow and not the hands. Students should not share items such as water bottles, caps, hair brushes, and combs.

Listed below are some contagious diseases seen at schools. Parents should notify the teacher if their child has been diagnosed with the following to help prevent the spread of these diseases. If a child comes back to school before the stated policy allows, the parents will be contacted to pick up their child.

Chicken Pox: Highly contagious until lesions are crusted over.

<u>Covid-19</u>: Contagious disease which may include these symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, body aches, headache, loss of taste or smell, sore throat, nausea or vomiting, diarrhea. Individuals are most contagious 5 days after exposure to the virus

whether you have symptoms or not. Individuals testing positive need to stay home for a period of 5 days and until symptoms are no longer present. Individuals presenting with symptoms at school will be asked to go home and get tested.

<u>Conjunctivitis or Pink Eye</u>: Send home right away as it is highly contagious. May return 24 hours (48 hours preferred) after treatment is begun and eyes are not crusted and/or weeping. Pink-appearing eyes related to allergies must be documented by a medical professional.

<u>Common Cold</u>: May stay at school unless child has a temperature of 100 or higher. Good hand-washing is key to avoiding the spread to others. If there is a temp over 100, child should not return to school until they have had a normal temp for 24 hours without the use of medication to lower it.

<u>Diarrhea</u>: Send home if having repetitive episodes of diarrhea or whenever temp exceeds 100. Good hand-washing is important to prevent spread of this. May return 24 hours after last bout of diarrhea.

<u>Elevated Temperature</u>: Send a student home whenever his/her temp exceeds 100 degrees. It signals that something is wrong. They may return 24 hours after their temp is normal without use of a fever-reducing medication.

<u>Impetigo</u>: Highly contagious skin disease. Treatment involves washing off crusts that cover the lesion and applying bacitracin, neosporin, or other ointment prescribed by a medical professional. May return to school after 24 hours of treatment (48 hours preferred).

<u>Influenza</u> (either A or B): May return to school 24 hours after fever is gone without use of fever-reducing meds.

<u>Mononucleosis</u>: May return to school in one week. Student must not have a fever or a sore throat.

Nausea and Vomiting: Send student home if they have vomited. The teacher will use judgment in determining if students complaining of nausea or stomachache should leave or remain. May return 24 hours after the last incident of vomiting. If student has an elevated temp, they will be sent home. An elevated temp plus stomach pain can signal something more serious. If vomiting is not due to flu or other contagious disease, a doctor's note stating this should be sent to the school.

<u>Pediculosis or Head Lice</u>: Send student home if live lice are seen. May return to school after treatment. Removal of nits are important in preventing reinfestation. May require more than one treatment to remove all nits. (Parents should also treat clothing and household furnishings.) The school

has lice combs available if needed.

<u>Ringworm</u>: Highly contagious skin disease. May return to school 24 hours (48 hours preferred) after treatment. Covering the lesion will help reduce the possibility of spreading to others.

<u>Strep Throat</u>: Highly contagious. May return to school 24 hours (48 hours preferred) after treatment has begun, unless fever persists.

A doctor does not have the authority to tell the school when a child may return if it does not follow school guidelines. We will send a note home if a child in your child's classroom has lice, impetigo, pink eye, strep throat, chicken pox, or ringworm.

INVITATIONS, ETC.:

Birthday party invitations and Valentine cards should not be distributed at school unless all members of the class are being invited or being given a card! This also includes May baskets or other treats.

LEAVING SCHOOL GROUNDS:

No student will be given permission to leave the school grounds from the time of arrival until the time of school dismissal except for the following:

- 1. To eat noon lunch at home (students not regularly eating at home should bring a note to their teacher on the days they plan to eat at home at noon).
- 2. If parents have sent a written statement requesting the child be permitted to leave at a certain time.
- 3. If the principal has given permission for the child to leave.

LIBRARY:

The library is available for students' or parents' use. However, we do have a few policies with which you may want to become familiar.

Library books may be checked out for a **two-week period**. Any student with an overdue book will not be allowed to check out any more books until the overdue book is returned. If a book is lost or abused, the student will need to pay its replacement cost. Tuesdays will be library days. The library is managed with the help of volunteers. Our library is continually being improved and updated. Memorials and donations help to increase and replace the volumes in our library, as well as improvements in technology.

LOCKERS:

Following statewide policy, school lockers can be searched by school authorities "for any reason at any time, without notice, without student consent, and without a search warrant." No stickers or papers may be

affixed to lockers with tape or other adhesives.

LUNCH PROGRAM:

We encourage anyone eating at school to eat the school lunch that is served unless a special diet is required.

Children are asked to show proper table manners while eating and are encouraged to eat a well-balanced meal that includes all food groups. Besides providing nutritious meals, the school lunch program also serves as a training for children to eat a variety of foods. To avoid wasting food, students are allowed under the offer-vs.-serve program to decline, if necessary, one of the five food group items from the menu.

For the 2022-2023 school year, the lunch will cost \$2.80 for students in preschool through 6th grade and \$2.90 for 7th and 8th grade students. Each extra milk will cost \$0.65. All parents need to set up an account with the Fairmont Area School. We encourage each family to view their balance every week on the "Skyward Parent Access" link at www.fairmont.k12.mn.us. Parents can conveniently make online payments through the same link.

Households participating in the SNAP, MFIP, FDPIR, WIC programs or whose income is within a particular income are also eligible for free meals which helps the school qualify for education funds and discounts. If interested in information on this, contact the school office.

Parents are welcome to eat at the school. <u>If planning to eat hot lunch with your child</u>, please sign up **the day before** you wish to eat lunch (call the office at 238-9492). An adult meal price is \$4.95.

If your child has a food allergy or is lactose intolerant, please ask for a "Special Diet Statement" form from the school office. This information will then be given to our school lunch staff.

MEDICATION:

A Consent Form for Administration of Medication During the School Day must be filled out and signed by a doctor for any prescribed medications that need to be administered at school. Forms can be downloaded from the school website or picked up in the school office. Children are not to bring cough drops or other medicine to school without a written note from their parents informing the teacher of its use by the student. Any prescription medicine must be in a properly labeled pharmacist's bottle or container listing the name of the student, name of the physician, and the dosage. Any possible side effects should also be listed in the note to the teacher. NO ORAL MEDICATION, INCLUDING

IBUPROFEN, CAN BE GIVEN BY A TEACHER WITHOUT PARENTAL CONSENT.

ITEMS NOT TO BE BROUGHT TO SCHOOL:

Comic books, matches, toys, permanent markers, squirt guns, knives, laser pens, guns, lighters, rollerblades, skateboards, and any kind of nuisances are not allowed in school or at school-sponsored activities. Any exceptions such as toys for "show and tell" need the teacher's permission. Candy should be brought for birthday treats only. The teacher may confiscate any such items. Snowmobiles are not allowed at school or at school functions. (Bringing a gun, knife, or other weapon to school is a major misbehavior with serious consequences.)

Cell phones/pagers/CD players/iPods, radios, electronic games, and related technologies: students may have these in their possession, but they may not use them between 7:30 a.m. and 3:00 p.m. During these hours, the devices must be turned off and kept in the student's locker or backpack. Students may use the devices outside of school hours. Students who do not comply with this policy will have the devices confiscated and returned only to a parent or guardian. Between 7:30 p.m. and 3:00 p.m., students may use the school phones with their teacher's permission. Electronic devices are brought to school at your own risk.

POLICY ON NON-DISCRIMINATION:

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call toll free 866-632-9992 (voice). Individuals who are hearing-impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 (English) or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

St. Paul Lutheran Church, in operating its Christian Day School, believes that educational opportunities and programs should be open to boys and girls on an equal basis. This is also prescribed by Title IX of the Education Amendment of 1972. We, therefore, do not discriminate on the basis of sex in administering our educational policies, programs, and activities.

Inquiries about the non-discrimination policies of St. Paul Lutheran School may be referred to Brian Kube, Principal of St. Paul Lutheran School.

PRE-KINDERGARTEN SESSIONS (3-year-old and 4-year-old)

The enrollment policy, tuition, etc. for our Pre-Kindergarten program can be found in the "Parent's Handbook for St. Paul Lutheran Pre-Kindergarten." To obtain a copy, please contact the school office.

PROPER DRESS:

With the changing styles of today, it is difficult to establish standards of proper dress for Christian young people. However, the following guidelines are established to help parents and teachers cope with the problems of dress:

All children are expected to wear clothing of good taste. Students' appearance should not cause a distraction to the learning environment. In all cases, clothes are to be of such a length that the teachers feel is in keeping with standards of Christian living. Patches, embroidery work, and logos promoting alcohol, tobacco, drug-related and sex-oriented suggestive messages are not allowed. Refrain from wearing symbols associated with non-Christian religions (e.g. Ying Yang) or Satanism. Clothing that depicts rock music groups should not be worn. Any shirts deemed to have an inappropriate or negative message, symbol, or picture will need to be changed or reversed so that the message is not visible. We ask parents to help us by monitoring what is worn to school. Tennis shoes (not slip-on) must be worn during Physical Education classes and outdoor play. Please do not purchase shoes that leave black marks on linoleum floors. Strapless shoes/sandals, clogs, flip-flops, or other loose-fitting shoes should not be worn for safety reasons during recess, Gym/PE times, or field trips. Students must have boots to wear at school when there is snow on the playground. Shoe laces must be tied.

Presentable shorts (of acceptable length) are permissible (no bare midriffs) with parental discretion during hot weather. Ripped clothing is not acceptable. Girls should not wear low neckline tops. The neckline should not be more than a hand-width below the collar bone. Students must remove their hats or headgear upon entering the building and store in their lockers (excluding special school activities, dress-up days, or upon approval from administration under special circumstances).

Students wearing clothing which is inappropriate and not in good taste will be required to change this apparel. No tattoos or body markings of any kind are to be worn. **Body piercing (other than ears) is not allowed.**

Children must wear proper clothing suitable for the weather. This includes boots for rain and snow, gloves, snow pants, caps and warm coats for cold weather. We encourage putting names on jackets, boots, and other coldweather gear. Students should appear with clean hands, face, and clothing. Hairspray, curling irons, and makeup should not be used at school.

We ask parents to establish wholesome standards in regard to length of hair of boys and wearing of jewelry by boys.

RELIGION:

The instruction of a child in the Christian faith is our main task. The religion instruction is taught by the classroom teacher in Pre-Kindergarten through 6th grade. The 7th and 8th grade students receive religion instruction from a classroom teacher and from a pastor. The school feels that memory work is of great value in the instruction of the child and requires the children to learn assigned portions throughout the year. No pupil may be excused from taking religious instruction.

REPORT CARDS, CONFERENCES, AND TESTING:

To keep you informed of your child's progress, we issue a report card four times a year. We have parent-teacher conferences after the 1st and 3rd quarters. If parents have questions or would like to schedule additional conferences, please notify the teacher. We ask parents to always first go to the teacher with "classroom concerns." If the concern is not resolved, then the parent should discuss the concern with the principal. Report cards, midquarter reports, and the teacher's grade book can be viewed throughout the quarter online at fastdir.com/stpaulsfairmont. Parents and students receive a username and password to view their site.

In addition to the usual tests on subject materials, we have two other major testing programs. One is the readiness test given to Kindergarteners and the achievement tests given in grades 1-8 each year. The other program is the intelligence/ability test given each year in grades 1, 4, and 7.

SAFE SCHOOL POLICY AND PROCEDURES:

We desire a school where all students and staff are safe and feel secure from bullying, threats, and harassment of any kind. Jesus said, "Love the Lord your God with all your heart, with all your soul, and with all your mind. This is the greatest and most important commandment. The second most important commandment is like it: Love your neighbor as you love yourself" (Matthew 22:37-39). Luke 6:31 states "do to others as you would have them do to you." In the explanations to the 5th and 8th commandments, we are told "do not hurt or harm our neighbor in his body, but help and support him in every physical need" and "we do not tell lies about our neighbor, betray him, slander him, or hurt his reputation, but defend him, speak well of him, and explain everything in the kindest way." Putting these principles into practice will serve to protect and safeguard all within our school family. A proper application of Law and Gospel will be used to determine consequences for violations of our safe school policy.

Bullying and harassment:

In recent years, social media has posed a serious threat to the reputations of our students, staff, and school. Please be mindful that what you read on Facebook may not be the entire story. Professional ethics and Christian principles may prevent the school from sharing a more objective view of an

issue. Questions and concerns may be shared with the appropriate school authorities.

It shall be a violation of this policy for any pupil, teacher, or other school personnel to harass/bully a pupil, teacher, or other school personnel. It is the intent of St. Paul Lutheran School to prevent bullying and to take action to investigate all complaints. We will respond to, remediate, and discipline those involved in acts of bullying.

Definition: Bullying is when we tease or display negative actions toward someone repeatedly to cause them harm and/or tease someone despite discomfort on the part of the person involved. This may include verbal (name calling, threatening, harmful teasing, spreading rumors, sending inappropriate notes, pictures, or messages, cyberbullying [over any medium — cell phones, internet, etc.], inappropriate racial or sexual comments or harassment), physical (hitting, causing intentional bodily harm, damaging or stealing the victim's property, rude gestures, inappropriate touch) or social (shunning, being unfriendly, alienating). Bullying includes conduct that a reasonable person under the circumstances knows or should know has the effect of creating a hostile educational environment for a student and may cause a reluctance to attend school. An incident needs to be evaluated based on this definition since not all conflict constitutes bullying.

Bullying prevention materials will be used in all classrooms and reviewed each year.

Procedures:

- 1. When a minor isolated incident occurs, the teacher will take the opportunity to help the students define bullying and to express the inappropriateness of bullying. Parents and principal will be notified. The incident will be documented.
- 2. If the incident is deemed more than a minor incident or if this is a repeated event, the parents and principal will be notified and a behavioral contract will be drawn up. The student may also be subject to, but not limited to: in-school suspension during which a suspension packet on bullying will be filled out by the student, referral to counseling, consultation with a pastor, monitoring to ensure that all bullying behaviors cease, steps taken to resolve any conflict and bring forgiveness, out-of-school suspension, and notification of law enforcement if criminal intent is obvious. The school may take into account the maturity levels of the parties involved, repentance on the part of the person accused of bullying, past incidences or continuing patterns of behavior, the relationship between the parties involved, and the context in which the incident occurred.
- 3. The School Board may expel the student when reasonable efforts to

- correct the inappropriate behavior have been exhausted and after consultation with the parents, teachers, and principal.
- 4. Anyone who deliberately makes a false or misleading report will be subject to disciplinary action. Retaliation against a victim, reporter, or a witness of bullying is prohibited.
- 5. The school will respect the privacy of the complainants, the individuals against who the complaint is filed, and the witnesses as much as possible consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure.

Weapons at school: No person (student or nonstudent, including adults and visitors) shall possess, store, or use a dangerous weapon or replica firearm/ weapon at school. Definition of weapon: Any object designed as a weapon or through its use capable of threatening or producing bodily harm including, but not limited to: firearms (whether loaded or unloaded), air guns, BB guns, all knives, fireworks, poisons, explosives, clubs, stun guns, throwing stars, arrows, and objects that have been modified to serve as a weapon. This includes objects having an appearance of a weapon such as toy guns, toy knives, non-functional or look-alike guns, and any object that is a facsimile of a real weapon. (This does not include, but is not limited to: pencils, compasses, scissors, and tools used in the classroom and directly related to school tasks unless such objects are used to inflict bodily harm or intimidate others.) "At school" includes school building and grounds, locations of school activities or trips, school buses, and anywhere students are under the jurisdiction of the school.

A student who finds a weapon on the way to school or who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office or a teacher will not be considered to possess a weapon (or notifies the principal/teacher of the weapon's location). Other exceptions to this policy would include police officers, firearms stored in a vehicle in accordance with applicable statutes, or with written permission of the principal.

After thoroughly investigating a weapon violation, the student found in violation of this policy will be subject to parent notification, notification of the Minnesota Commissioner of Education, in-school suspension during which a suspension packet on weapons will be filled out by the student, monitoring of future behavior, and referral to the School Board for review and possible further action, and may be subject, but not limited to: referral to counseling, out-of-school suspension or expulsion, and consultation with the police. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The School Board is permitted to modify this requirement on a case-by-case basis (MN Stat. 121A.44).

Action will also be taken of weapon violations by non-students, staff members, and other adults.

These policies and procedures will be reviewed annually and modified based on state and federal legislation changes.

SCHOOL BUS:

Bus riding shall be considered a privilege, not a right. Failure to behave properly in or around a bus or a bus stop location may cause the loss of this privilege.

Students are not allowed to ride any bus except their assigned bus unless they have a note from their parents or the principal giving them permission. Students are not to walk to the Fairmont Elementary School to get on a bus. At the end of the school day, bus students should go directly to their bus or bus pickup location. Parents should park in the south (blacktop) parking lot. Students will be released to parents or drivers who will cross the street to meet their passenger(s). In the event of rain, children will be released from the narthex door. Any departure from a student's usual routine requires a parental note or phone call.

We ask that parents go over the bus rules with their children. A sheet of rules is distributed each year in August and each class is instructed in bus safety.

SCHOOL CLOSING:

Announcements of school closings or late starting time will be broadcast on the local radio station KSUM (1370 AM), the SPL Facebook page, FastDirect, and KEYC-TV. We will, in almost all cases, close school due to weather conditions if the Fairmont Public Schools close. On some occasions, schools may start from one to two hours later because of weather conditions. You may also register at the beginning of the year to receive closing announcements through the public school.

SELLING ITEMS AT SCHOOL:

There should be no selling of any items at the school without the principal's approval.

SPORTSMANLIKE ATTITUDES:

Fair play, respect, and acceptance of officials' decisions are expected of all contestants, students, staff, and spectators at sporting events. Students participating in sports should be familiar with the player guidelines and the eligibility rules.

STUDENT RECORDS:

Student folders that contain achievement test results, report cards, health information, etc. are kept in the school office. Under the Family

Educational Rights and Privacy Act (FERPA), parents have the right to inspect these records and have copies released. A complete policy is available upon request.

TARDY POLICY:

It is the responsibility of each parent to see that his or her student(s) arrive at school on time. Students not in the classroom when class begins (8:15 a.m.) are considered tardy. The students in Grades K-8 must stop at the school office after 8:15 a.m. to get a tardy/admit slip before going to the classroom. Teachers will require a tardy/admit slip from any student arriving after the scheduled class time begins.

Students in Grades K-8 will, after every four tardies, receive a one-hour detention which will be served after school. The school principal or his/her designee will supervise the detention period. If the student does not serve the detention, the student will not be admitted to class until a conference has taken place with the parent(s) and the principal. The tardy count starts over every quarter.

Students who arrive late because of a medical appointment are considered "excused" if they turn in a note from the doctor's office. No other reason will be considered for an excused tardy except at the discretion of the principal.

TEACHER AND SCHOOL QUALIFICATIONS:

Our classroom teachers have a Bachelor's or Master's Degree in Education and are certified by the State of Minnesota. St. Paul Lutheran School is accredited by the State-recognized National Lutheran Schools Accreditation (NLSA) organization.

TELEPHONE:

Use of the telephone during school time should be limited. Often classes are disturbed by having a child or a teacher called to the phone. **Please make your calls before or after school if possible.** We sincerely ask that you cooperate in this. Students are not to use the office telephones unless they are given permission by their teacher and secretary. Students are never to use the telephones in the Fellowship room or kitchen.

TUITION AGREEMENT:

St. Paul Lutheran School works with TADS to manage all enrollment and tuition payments. Families can enroll, download and submit required documents, as well as pay fees online at www.mytads.com.

To begin the process, you will need to submit your full name, the name of your child(ren), your phone number, and email address to the school office. After we have that, you will receive an email from TADS (please remember

to check your junk email). This email will include a setup code which you will need to create a TADS account. A setup code is a unique series of letters and numbers used to identify an account for a family, which ensures that only the person with the setup code can gain access to a particular account. This maintains the confidentiality and security of your data. After you have created a TADS account using the setup code found in the email, you will be able to enroll your child(ren) online.

The <u>enrollment process</u> allows families to confirm their intent to attend St. Paul Lutheran School. Families will complete forms online to provide and update student and household information, along with emergency contact information, field trip authorization, and supplemental details. Families will also be prompted to pay a non-refundable enrollment fee and PTL dues when they submit the enrollment form. All enrollments are for one year only and are subject to renewal each year. <u>All enrollment information must</u> be submitted online through TADS.

Once the school approves the enrollment for your child(ren), the school will create a <u>tuition agreement</u> and send it to you via email, which you must then complete online within 2 weeks. The tuition agreement allows for families to view online their tuition and fees that will be due for the school year. Families will have the opportunity to choose their installment plan and payment method for their tuition and fees. All of this can be done online 24/7 with peace of mind. TADS implements a comprehensive identity theft prevention program that is Red Flags compliant.

VANDALISM AND CARELESS USE OF PROPERTY:

Parents will be expected to compensate for any property of the school or another person which is damaged willfully or carelessly by their child. The damaged item must be restored to its original condition or replaced.

VISITORS:

We sincerely welcome parents to visit the school. In order that such visits can be carried out without interrupting the normal procedures, we ask that you notify the teacher prior to the visit. Non-parent visitors should check in at the school office on arrival. Daily visits to a classroom should be kept to a minimum and not disturb classroom routines.

PRE-KINDERGARTEN 3-Year-Old Class **Class Schedule**

Teacher—Kara Closs Aide—Michelle Schultz

School phone: 238-9492 Teacher: Kara Closs (home number: 235-5890) School Administrator: Brian Kube (home number: 779-423-8640)

PRE-KINDERGARTEN 4-Year-Old Class **Class Schedule**

Teacher—Kathy Gratz Aide—Angela Preuss

School phone: 238-9492 Teacher: Kathy Gratz (home phone: 236-3429) School Administrator: Brian Kube (home number: 779-423-8640)

Kindergarten Class Schedule Teacher: Erin Simpson

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Table Work	Table Work	Table Word	Table Work	Table Work
8:20	Chapel	Religion	Chapel	Religion	Religion
8:45	Morning Mtg	Morning Mtg	Morning Mtg	Morning Mtg	Morning Mtg
9:00	Snack	Snack	Snack	Snack	Snack
9:30	ELA (Superkids)	ELA (Superkids)	ELA (Superkids)	ELA (Superkids)	ELA (Superkids)
10:20	Gym w/ Mr Kube	Gym w/ Mr Kube	Gym w/ Mr Kube	Gym w/ Mr Kube	Gym w/ Mr Kube
11:00	Lunch	Lunch	Lunch	Lunch	Lunch
11:45	Recess	Recess	Recess	Recess	Recess
12:30	Rest	Rest	Rest	Rest	Rest
1:00	Writing/ Handwriting	Art 1:00-1:45	Writing/ Handwriting	Writing/ Handwriting	Writing/ Handwriting
1:30	Math	Math	Math	Math	Math
2:00	Other	Other	Other	Other	Other
2:30	Get ready to go home!	Get ready to go home!	Get ready to go home!	Get ready to go home!	Get ready to go home!
2:45	Out the door!	Out the door!	Out the door!	Out the door!	Out the door!

Other (2:00-2:30) includes things like small group reading activities, art, music, food fun, read alouds, etc.

Grade One Class Schedule Teacher: Rebecca Taylor

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15	Attendance	Attendance	Attendance	Attendance	Attendance
8:25	Chapel		Chapel		Religion
8:45	Religion	Religion	Religion	Religion	Religion
9:10	Snack	Snack	Snack	Snack	Snack
9:25	ELA	ELA	ELA	ELA	ELA
				Library	
10:55	Lunch	Lunch	Lunch	Lunch	Lunch
11:30	Recess	Recess	Recess	Recess	Recess
12:10	Read Aloud	Art	Read Aloud	Read Aloud	Read Aloud
12:20	Math		Math	Math	Math
1:00	Gym	Gym	Gym	Gym	Gym
1:30	Writing	Writing	Writing	Writing	Writing
2:00	Open	Math	Open	Book Buddies	Open
2:30	Choir Songs,	End of Day	Prayer &	Prep for	Dismissal

Open Time includes Social Studies, Science, Health

Grade Two Class Schedule Teacher: Joan Abel

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15	School begins:	attendance,	lunch/milk Count,	memory work,	pledges
8:25	Chapel/Religion	Chapel/ Religion	Chapel/Religion	Chapel/ Religion	Chapel/Religion
8:55	Break	Break	Break	Break	Break
9:00	Superkids	Superkids	Superkids	Superkids	Superkids
9:40	Superkids	Art starts @ 9::15	Superkids	Library	Superkids
10:00	Superkids	Superkids	Superkids	Superkids	Superkids
10:45	Lunch	Lunch	Lunch	Lunch	Lunch
11:20	Superkids	Superkids	Superkids	Superkids	Superkids
11:40	Recess	Recess	Recess	Recess	Recess
12:15	Math	Math	Math	Math	Math
1:00	Phy Ed	Phy Ed	Phy Ed	Phy Ed	Phy Ed
1:30	Math	Math	Math	Math	Math
1:50	Science	Superkids	Science	Science	Social Studies
2:10	Social Studies	Superkids	Handwriting	Social Studies	Handwriting
2:40	Closing	Closing	Closing	Closing	Closing
2:45	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Mrs. Holmen teaches Superkids from 10:00—10:45 Mrs. Koppen teaches Art Mr. Kube teaches Phy. Ed.

Grades Three & Four Class Schedule Teacher: Leslie Wokasch

	MONDAY	TUESDAY	WED.	THURSDAY	FRIDAY
8:00	Morning Work	Morning Work	Morning Work	Morning Work	Morning Work
8:25	Chapel/ Religion	Chapel/Religion	Chapel	Chapel/Religion	Chapel/ Religion
8:45	Snack	Snack	Snack	Snack	Snack
9:00	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
10:00	Math	Art	Math	Math	Math
10:30	Math	Art	Math	Math	Math
11:00	Gym	Gym	Gym	Gym	Gym
11:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:00	Read Aloud	Read Aloud	Read Aloud	Read Aloud	Read Aloud
12:30	Recess	Recess	Recess	Recess	Recess
1:00	Music	Language Arts	Language Arts	Language Arts	Language Arts
1:30	Music	Language Arts	Language Arts	Language Arts	Language Arts
2:00	Social Stud- ies	Social Studies	Science	Book Buddies	Science
2:30	Social Stud- ies	Social Studies	Science	Book Buddies	Science
2:45 AM	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Grades Five & Six Class Schedule Teacher: Paul Engelby

Monday **Tuesday** Wednesday **Thursday Friday** 8:25 Chapel Chapel Chapel Chapel Chapel Confirmation 8:45 Religion Confirmation Reading Confirmation 9:20 Break Break Break Break Break 5 Math w/ Mr. K 6th Math 9:30 assignment assignment assignment assignment assignment 6 Math w/ 10:00 Mr. E 5th Math assignment assignment assignment assignment assignment 10:30 English Art English Library English Literature Literature Literature Literature Literature 11:00 (Mrs. H.) (Mrs. H.) (Mrs. H.) (Mrs. H.) (Mrs. H.) 12:00 Lunch Lunch Lunch Lunch Lunch 12:30 Recess Recess Recess Recess Recess 1:00 Choir MN. History MN. History MN. History Science 1:45 5-8 Gym Science Science 5-8 Gym 5-8 Gym 2:20 Gym Gym 2:40 Pack Up/Pray Pack Up/Pray Pack Up/Pray Pack Up/Pray Pack Up/Pray 2:45 Dismissal Dismissal Dismissal Dismissal Dismissal

Grades Seven & Eight Class Schedule Teacher: Jana Holmen

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15	Housekeeping	Housekeeping	Housekeeping	Housekeeping	Housekeeping
8:25	Chapel	Chapel	Matins	Chapel	Chapel
8:45	Religion	Confirmation	Matins	Confirmation	Confirmation
9:20	Break	Break	Break	Break	Break
9:30	History	History	History	History	History
10:00	Math	Math	Math	Math	Math
10:45	Free Study	Free Study	Free Study	Library	Free Study
11:00	Literature	Literature	Literature	Literature	Literature
12:05	Lunch	Lunch	Lunch	Lunch	Lunch
12:30	Recess	Recess	Recess	Recess	Recess
1:00	Music	Science	Science	Study Hall	Study Hall
1:45	Gym	Art	Forensics	Gym	Gym
2:30	Journaling	Journaling	Journaling	Journaling	Journaling
2:40	Closing	Closing	Closing	Closing	Closing
2:45	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Mr. Kube's Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Front Door				
8:20	Chapel	Chapel	Chapel	Chapel	Chapel
9:00					
9:30					
10:00					
10:20					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					